

# BOARD OF EDUCATION AGENDA

## REGULAR MEETING

January 9, 2024 - 6:00 PM

Alameda City Hall - Council Chambers

2263 Santa Clara Avenue  
Alameda, CA 94501

Regular meetings held in Council Chambers will be recorded and broadcast live on Comcast, Channel 15

The Board of Education will meet for Closed Session and to discuss labor negotiations, student discipline, personnel matters, litigation, and other matters as provided under California State law and set forth on the agenda below. Following Closed Session, the Board reconvenes to Public Session. Adjournment of the Public Session will be no later than 10:30 PM for all regular and special meetings, unless extended by a majority vote of the Board.

Writings relating to a board meeting agenda item that are distributed to at least a majority of the Board members less than 72 hours before the noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 2060 Challenger Drive, Alameda, CA. Such writings may also be available on the District's website. (Govt Code 54957.5b).

Individuals who require special accommodations (American Sign Language interpreter, accessible seating, documentation in accessible format, etc.) should contact Kerri Lonergan, Assistant to the Superintendent, at 337-7187 no later than 48 hours preceding the meeting.

### IF YOU WISH TO ADDRESS THE BOARD OF EDUCATION

Please submit a "Request to Address the Board" slip to Kerri Lonergan, Assistant to the Superintendent, prior to the introduction of the item. For meeting facilitation, please submit the slip at your earliest possible convenience. Upon recognition by the President of the Board, please come to the podium and identify yourself prior to speaking. The Board of Education reserves the right to limit speaking time to three (3) minutes or fewer per individual. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four (4) minutes.

**Closed Session Items:** may be addressed under Public Comment on Closed Session Topics.

**Non Agenda and Consent Items:** may be addressed under Public Comments.

**Agenda Items:** may be addressed after the conclusion of the staff presentation on the item.

#### A. CALL TO ORDER

1. Public Comment on Closed Session Topics: The Board of Education Reserves the Right to Limit Public Comment to 10 Minutes. For members of the public who are unable to log in or attend in person, please send public comments related to Closed Session agenda items to: [publiccomments@alamedaunified.org](mailto:publiccomments@alamedaunified.org). Public comments received prior to 5:00 PM on January 8, 2024 will be distributed to the Board of Education prior to the meeting.

To join the Zoom meeting in order to make a public comment on Closed Session Agenda Items only:

#### Remote Participation via Standard Telephone Call

Call **669-900-9128** and enter the Meeting ID listed at the top of the agenda. Dial \*9 to raise your hand when you wish to speak on an item and dial \*6 to unmute once you have been called to speak.

**Zoom Registration Link:** <https://alamedaca->

**gov.zoom.us/webinar/register/WN\_LxU07bNWRqa7BbaGnCXAsw**

**For Telephone Participants:**

**Zoom Phone Number: 669-900-9128**

**Zoom Meeting ID: 892 1582 9256**

2. Swearing In of Newly-Appointed Board Member by Board President Jennifer Williams:  
Margie B. Sherratt
3. Adjourn to Closed Session - 6:00 PM - Board Members will meet privately in Room 391 at City Hall for Closed Session. Any action taken during Closed Session will be reported out under "Closed Session Action Report."

Student Discipline, Student Suspension, Student Expulsion, or Student Expulsion  
Readmittance (Govt. Code § 35146, 48918) (one case):

1) Student ID #96757

4. \*\*\*\*\*

**Reconvene to Public Session - 6:30 PM -City Council Chambers**

Alameda Unified School District encourages public participation in person or remotely.

**In Person Participation**

Meeting locations are listed at the top of the agenda.

A speaker slip must be submitted to speak on any item in person.

**Remote Participation via Zoom on a Computer/Smart Phone/Device**

Ensure you are using the most current version of the Zoom app or an updated web browser. Certain functionality may be disabled if the app or browser are not updated.

Register using the link below. Click "raise hand" when you wish to speak on an item and click "unmute" once you have been called to speak.

**Remote Participation via Standard Telephone Call**

Call **669-900-9128** and enter the Meeting ID listed at the top of the agenda. Dial \*9 to raise your hand when you wish to speak on an item and dial \*6 to unmute once you have been called to speak.

**Zoom Registration Link: [https://alamedaca-gov.zoom.us/webinar/register/WN\\_LxU07bNWRqa7BbaGnCXAsw](https://alamedaca-gov.zoom.us/webinar/register/WN_LxU07bNWRqa7BbaGnCXAsw)**

**For Telephone Participants:**

**Zoom Phone Number: 669-900-9128**

**Zoom Meeting ID: 892 1582 9256**

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**To view the live stream of the public meeting at 6:30pm,  
please visit the City of Alameda's Live Video Broadcast page.**

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5. Call to Order - 6:30pm - City Council Chambers - Introduction of Board Members and

Staff

6. Pledge of Allegiance - Board of Education President Jennifer Williams will lead the Pledge of Allegiance
7. Closed Session Action Report

**B. MODIFICATION(S) OF THE AGENDA - The Board may change the order of business including, but not limited to, an announcement that an agenda item will be considered out of order, that consideration of an item has been withdrawn, postponed, rescheduled or removed from the Consent Calendar for separate discussion and possible action**

**C. COMMUNICATIONS**

1. Swearing In of Newly-Appointed Board Member - Board President Jennifer Williams will swear in AUSD's newly-appointed Board Member (5 Mins/Action)
2. Public Comments - Participants who would like to make comments can join the meeting in person (Regular Board of Education meetings are held in City Hall - 2263 Santa Clara Avenue) or from their computer, tablet or smartphone. The Board President will announce the opportunity for public comment on items that are not on the agenda but are under the Board's jurisdiction. Speakers may fill out a speaker slip (for in person public comments) or use the "raise your hand" feature to make comments via Zoom. Speakers will be allowed to make their statement for up to 2 minutes, depending on the number of speakers who wish to make a comment. Once the Board starts their discussion, additional public comments will not be accepted. If a member of the public is unable to join the meeting via Zoom, they may send their public comment to: [publiccomments@alamedaunified.org](mailto:publiccomments@alamedaunified.org). Emails received by 5:00 PM on Monday, January 8, 2024 will be distributed to Board members prior to the meeting.
3. Written Correspondence - Written correspondence regarding an agenda item that is distributed to a majority of Board Members is shared.
4. Report from Employee Organizations - Representatives from the District's employee organizations may make announcements or provide information to the Board and Public in the form of a brief oral report. The Board will not take action on such items. Alameda Education Association (AEA); California School Employees Association Chapter 27 (CSEA 27); California School Employees Association Chapter 860 (CSEA 860) (5 Mins Each/Information).
5. PTA Council Report - Representatives from the District's PTA Council group may make announcements or provide information to the Board and Public in the form of a brief oral report. The Board will not take action on such items. (5 Mins/Information)
6. Board Members' Report - Board of Education Members may make announcements or provide information to the Public in the form of an oral report. The Board will not take action on such items. (5 Mins Each/Information)
7. Superintendent's Report - The Superintendent of Schools may make announcements or provide information to the Board and Public in the form of an oral report. The Board will not take action on such items. (5 Mins/Information)
8. Student Board Members' Report - Student Board Members may make announcements or provide information to the Board and the Public in the form of an oral report. The Board will not take action on such items. (5 Mins Each/Information)

**D. ADOPTION OF THE CONSENT CALENDAR**

1. Approval and Acceptance of Donations
2. Approval of Bill Warrants and Payroll Registers

3. Approval of CSBA Recommended Updates to Board Policies
4. Approval of Facilities Bond Measure I and Measure B Contracts (Standing Item)
5. Approval of Quarterly Report on Williams Uniform Complaints
6. Approval of Special Education Local Plan Area Master Contracts
7. Ratification of Contracts Executed Pursuant to Board Policy 3300
8. Resolution No. 2023-2024.34 Approval of Budget Transfers, Increases, Decreases
9. Resolution No. 2023-2024.35 Delegation of Authority to Purchase and Contract
10. Resolution No. 2023-2024.36 Approval of Notice of Completion: Wood Middle School HVAC Modernization Project
11. Resolution No. 2023-2024.37 Approval of Notice of Completion: District-Wide Safe School Locks Project
12. Resolution No. 2023-2024.38 Approval of Notice of Completion: Bay Farm School New Classrooms

**E. GENERAL BUSINESS – Informational reports and action items are presented under General Business. The public may comment on each item listed under General Business as the item is taken up. The Board reserves the right to limit public comment on General Business items to ten (10) minutes per item. The Board may, with the consent of persons representing both sides of an issue, allocate a block of time to each side to present their issue.**

1. District Audit Report for Fiscal Year Ended June 30, 2023 (10 Mins/Action)
2. Measures I and B Bond Audit Report for Fiscal Year Ended June 30, 2023 (5 Mins/Action)
3. Report on Budget Priorities, Challenges, and Constraints for 2024 and Beyond (15 Mins/Information)
4. Approval of 2024 Board Committee Assignments and Appointment of Board Representatives to Non-AUSD Committees (10 Mins/Action)

**F. ADJOURNMENT**



ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

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**Item Title:** Adjourn to Closed Session - 6:00 PM - Board Members will meet privately in Room 391 in City Hall for Closed Session. Any action taken during Closed Session will be reported out under "Closed Session Action Report."

**Item Type:**

**Background:** Adjourn to Closed Session - 6:00 PM - Board Members will meet privately in Room 391 at City Hall for Closed Session. Any action taken during Closed Session will be reported out under "Closed Session Action Report."

Student Discipline, Student Suspension, Student Expulsion, or Student Expulsion Readmittance (Govt. Code § 35146, 48918) (one case):

1) Student ID #96757

**AUSD LCAP Goals:** 1. Eliminate barriers to student success and maximize learning time.

**Fund Codes:**

**Fiscal Analysis**

**Amount (Savings) (Cost):**

**Recommendation:**

**AUSD Guiding Principle:**

**Submitted By:**

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ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

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**Item Title:** Approval and Acceptance of Donations

**Item Type:** Consent

**Background:** Throughout the school year, donations are routinely accepted by the District. The donations are from various sources and are commonly designated for specific uses.

**AUSD LCAP Goals:** 4. Ensure that all students have access to basic services.

**Fund Codes:** 01 General Fund

**Fiscal Analysis**

**Amount (Savings) (Cost):** Will increase the revenues of the District in the amount of \$128,773.77.

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization. | #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
☐ Summary Site Donations	1/3/2024	Backup Material

**2023-2024**  
**Summary Site Donations**  
**Dec 5, 2023 - Dec 18, 2023**

<b>Slip Date</b>	<b>Site</b>	<b>Donor</b>	<b>Amount</b>	<b>Site Total</b>	<b>Total Donations</b>
11/2/2023	AHS	Chun Bun Cheung/Choi Ha Lam	\$ 392.00		
11/2/2023	AHS	Madeleine G. Canavese	\$ 392.00		
11/2/2023	AHS	Sherry Perez/Michael R. Perez	\$ 392.00		
11/2/2023	AHS	Jason P. Hannigan/Lina M. Hannigan	\$ 500.00		
11/2/2023	AHS	Seonghyeok Song & Seongim Jin	\$ 1,078.00		
11/2/2023	AHS	Catherine Marshall Hurt/ David John Earp	\$ 250.00		
11/2/2023	AHS	Raymond Chi-Tao Ho/Yong Yin Liang	\$ 250.00		
11/2/2023	AHS	Meilin Li	\$ 250.00		
11/2/2023	AHS	Doris Ung	\$ 294.00		
11/2/2023	AHS	Douglas B. Logan/Kathleen Ann Logan	\$ 294.00		
11/2/2023	AHS	Trust of Russel and Rhea Bayley	\$ 294.00		
11/2/2023	AHS	Timothy A. Mihok	\$ 294.00		
11/2/2023	AHS	Jack Kotovsky/Julie C. Kotovsky	\$ 294.00		
11/2/2023	AHS	The Saum Living Trust DTD/Jeremy Saum TTE/Laura Ginsberg Saum TTE	\$ 294.00		
11/2/2023	AHS	Monica T. Digioacchino	\$ 294.00		
11/2/2023	AHS	Nancy M. Pun	\$ 294.00		
11/2/2023	AHS	Kenneth Yeung/Elaine Sham	\$ 294.00		
11/2/2023	AHS	Dorota Sawicka/Brian Kim	\$ 294.00		
11/2/2023	AHS	Navdeep Bisla-Hooper	\$ 294.00		
11/2/2023	AHS	Mitchell Nguyen	\$ 294.00		
11/2/2023	AHS	Jennifer Fleming Watt/David Watt	\$ 294.00		
11/2/2023	AHS	Laurie Brown/Mary Beth Herner	\$ 294.00		
11/2/2023	AHS	Philip G. Leong/Amanda F. Leong	\$ 294.00		
11/17/2023	AHS	Cash	\$ 1,398.00		
11/17/2023	AHS	Cash	\$ 1,399.00		
11/17/2023	AHS	Cash	\$ 794.00		
11/17/2023	AHS	Cash	\$ 25.00		
11/17/2023	AHS	Cash	\$ 1,963.00		
11/17/2023	AHS	Cash	\$ 1,963.00		
11/29/2023	AHS	Cash	\$ 1,075.00		
11/29/2023	AHS	Cash	\$ 1,400.00		
11/29/2023	AHS	Cash	\$ 183.00		
11/16/2023	AHS	Plamen Micovic/Dragana Micovic	\$ 98.00		
11/16/2023	AHS	Christian H. Dang	\$ 98.00		
11/16/2023	AHS	J. Vincent Camacho/Rebecca E. Camacho	\$ 98.00		
11/16/2023	AHS	Gretel M. Valleser	\$ 98.00		
11/16/2023	AHS	Parousha Zand	\$ 98.00		
11/16/2023	AHS	Li Li/Zhong Xing Wu	\$ 98.00		
11/16/2023	AHS	Jason R. Dean/Ritsuko Koga	\$ 98.00		
11/16/2023	AHS	Judelyn T. Camacho/Gilbert B. Camacho	\$ 98.00		
11/16/2023	AHS	Cloud Schnoeblen/Kathryn Schnoeblen	\$ 98.00		
11/16/2023	AHS	Christopher J. Zorn/Danielle M. Zorn	\$ 98.00		
11/16/2023	AHS	Carol Tomono/Brian Tomono	\$ 98.00		
11/16/2023	AHS	Michelle J. Lau-Seim/Andrew T. Lau-Seim	\$ 98.00		
11/16/2023	AHS	Joanne A. Borromeo	\$ 98.00		
11/16/2023	AHS	Kimberly Brooks	\$ 98.00		
11/16/2023	AHS	Christine May/Chad Peddy	\$ 98.00		
11/16/2023	AHS	Stephen M. Johnson/Marcie Soslau	\$ 98.00		
11/16/2023	AHS	Christopher P. Young/Linda A. Quong	\$ 98.00		
11/16/2023	AHS	Cindy Shultz	\$ 98.00		
11/16/2023	AHS	Eric Karlson/Donna Murata	\$ 98.00		
11/16/2023	AHS	Samuel D. Woldeamayyat/Emnet K. Chala	\$ 98.00		
11/16/2023	AHS	Emily Schober	\$ 98.00		
11/16/2023	AHS	Jack C. Liu/Michelle Poh	\$ 98.00		
11/16/2023	AHS	Philip Luo/Pamela Telschow Luo	\$ 98.00		
11/16/2023	AHS	Christopher P. Young/Linda A. Quong	\$ 98.00		
11/16/2023	AHS	Kelly Gregor Hartlaub/Peter P. Hartlaub	\$ 98.00		
11/16/2023	AHS	Emily W. Hung/Andrew P. Chin	\$ 98.00		
11/16/2023	AHS	Elisabeth Boone	\$ 98.00		
11/16/2023	AHS	Timothy Stowe	\$ 98.00		
11/16/2023	AHS	Thuc Nguyen	\$ 98.00		
11/16/2023	AHS	Sabrina S E Kavanaugh/Thomas W. Kavanaugh	\$ 98.00		
11/16/2023	AHS	Jyothi Marbin/Seth J. Marbin	\$ 98.00		
11/16/2023	AHS	Rachel Allgood	\$ 98.00		
11/16/2023	AHS	Sonia Chopra/Daniel Jordan	\$ 98.00		
11/16/2023	AHS	Catherine T. Chung/Ki B. Chung	\$ 98.00		
11/16/2023	AHS	Maya Boyd	\$ 98.00		
11/16/2023	AHS	Stella M. Bourgoin	\$ 98.00		
11/16/2023	AHS	Bich Tuyen Th Tran	\$ 98.00		
11/16/2023	AHS	Matthew P. Attaway/Christy Hobza	\$ 98.00		
11/16/2023	AHS	Amanda Porter	\$ 98.00		
11/16/2023	AHS	Elizabeth Anne Ostergren	\$ 98.00		
11/16/2023	AHS	Alex V Le	\$ 98.00		
11/16/2023	AHS	John L. Kasberger, Jr./Kate Elliott Kasberger	\$ 98.00		
11/16/2023	AHS	Jianhua Li/Yichuan Tan	\$ 98.00		
11/16/2023	AHS	Alicia Cernitz-Schwartz	\$ 98.00		
11/16/2023	AHS	Bryan J. Schwartz	\$ 98.00		
11/16/2023	AHS	Don H. Huey	\$ 98.00		
11/16/2023	AHS	Devin G./Julie C. Dirstine	\$ 98.00		
11/16/2023	AHS	Dr. Callum Eastwood	\$ 98.00		
11/16/2023	AHS	Janelle L. Quigley/David J. Quigley	\$ 98.00		
11/16/2023	AHS	Kristin Heckman/Charles Heckman	\$ 98.00		

11/16/2023	AHS	Meghan Lynch Forder	\$	98.00
11/16/2023	AHS	Baijun Tan	\$	98.00
11/16/2023	AHS	Brandon Lee	\$	98.00
11/16/2023	AHS	Doug Beck/Julie Beck	\$	98.00
11/16/2023	AHS	Stone's Property	\$	98.00
11/16/2023	AHS	Cindy J. Song/Steven Song	\$	294.00
11/16/2023	AHS	Jeffrey D. Ward/Michele M. Giles	\$	294.00
11/16/2023	AHS	Zitao Jack Chen/Joanne Xiaoen Fan Chen	\$	294.00
11/16/2023	AHS	Jeffrey A. Johnson/Michele M. Johnson	\$	294.00
11/16/2023	AHS	Henny C. Huynh/Tony T. Ha	\$	294.00
11/16/2023	AHS	Diana Gae Gibson Pace	\$	294.00
11/16/2023	AHS	Merek C Gilbert/Eve M Gilbert	\$	294.00
11/16/2023	AHS	Jeffrey A Braun/ Maria Tabada Braun	\$	294.00
11/16/2023	AHS	Lynne Chung	\$	294.00
11/16/2023	AHS	Vincent H Leonard	\$	294.00
11/16/2023	AHS	Naomi Wortis	\$	294.00
11/16/2023	AHS	Soo Jung Kim/James Kim	\$	294.00
11/16/2023	AHS	Guy Yardeni	\$	294.00
11/16/2023	AHS	Laura Michi Morita	\$	294.00
11/16/2023	AHS	Derek Kim/Hee Won Kim	\$	294.00
11/16/2023	AHS	Lynn Landry/David Grayson	\$	294.00
11/16/2023	AHS	Heidi Hoi Yee Chiu	\$	294.00
11/16/2023	AHS	Huaxiang Gu	\$	294.00
11/16/2023	AHS	Gunther Schneider	\$	294.00
11/16/2023	AHS	Shana L Hallmeyer	\$	294.00
11/16/2023	AHS	Jennifer Carr/Henri Elkaim	\$	294.00
11/16/2023	AHS	Tom H Hoang	\$	294.00
11/16/2023	AHS	Kathleen E Passmore/Carrie L Guthrie	\$	294.00
11/16/2023	AHS	Anne Y Yamanaka/David S Ono	\$	294.00
11/16/2023	AHS	Irene Ng/Stephen Ng	\$	294.00
11/16/2023	AHS	George A Choe/Adoria W L Huey	\$	294.00
11/16/2023	AHS	Ming Chen	\$	294.00
11/16/2023	AHS	Stephen Banducci/Arlene Juan Banducci	\$	294.00
11/16/2023	AHS	Molly Baskette/Peter Baskette	\$	294.00
11/16/2023	AHS	Jay C Yin/Joyce Y Chen	\$	294.00
11/16/2023	AHS	Anthony Chin	\$	294.00
11/16/2023	AHS	Tony Fong/Priscilla Xiaoyun Peng	\$	294.00
11/16/2023	AHS	Jenny K. Yee/James C Yee	\$	294.00
11/16/2023	AHS	Lisa S Hilley/David Channer	\$	294.00
11/16/2023	AHS	Jennifer L Daily/Derick W Daily	\$	294.00
11/16/2023	AHS	Michele K Gee/Brian P Tomlinson	\$	294.00
11/16/2023	AHS	Kevin Scott Sikora Ttee of The Kevin Sikora and Elena Podda 2012 Revocable Trust	\$	196.00
11/16/2023	AHS	Joseph J Kim/Seo Yeon Kim	\$	196.00
11/16/2023	AHS	The Alis Family Trust U/A/Julie Alis Trustee/Umit Alist Trustee	\$	196.00
11/16/2023	AHS	Corinna L Fong	\$	196.00
11/16/2023	AHS	Steven Kim/Eunice Kim	\$	196.00
11/16/2023	AHS	Paul Wong/Irene Lui-Wong	\$	196.00
11/16/2023	AHS	Yea Sheue Lin	\$	196.00
11/16/2023	AHS	Ted J Schwab	\$	196.00
11/16/2023	AHS	Ian Boyd/Andrea Freeman	\$	196.00
11/16/2023	AHS	Salvador Lopez	\$	196.00
11/16/2023	AHS	Ginna P Rocha Diaz	\$	196.00
11/16/2023	AHS	Brian Strand	\$	196.00
11/16/2023	AHS	Andrew M Beall/Maria Lourdes R Beall	\$	196.00
11/16/2023	AHS	Abigail P Williams	\$	196.00
11/16/2023	AHS	Khanh Nguyen/Loc Nguyen	\$	196.00
11/16/2023	AHS	Karen Mai	\$	196.00
11/16/2023	AHS	Xiaoxia Li	\$	196.00
11/16/2023	AHS	Raphaelle Moatti	\$	196.00
11/16/2023	AHS	Patrick Joseph O'Grady/Tina Lee O'Grady	\$	196.00
11/16/2023	AHS	Lester Sapitula/Lena Sapitula	\$	196.00
11/16/2023	AHS	John Lin/Kelly Lin	\$	196.00
11/16/2023	AHS	Robert I Levy	\$	196.00
11/16/2023	AHS	Gunther E Hofmann/Kristin A Moeller	\$	196.00
11/16/2023	AHS	Catherine C Lee	\$	196.00
11/16/2023	AHS	Zhong Tan/Angie Yu	\$	196.00
11/16/2023	AHS	Susan M Blank	\$	196.00
11/16/2023	AHS	Gabriel K Beil/Andrea B Beil	\$	196.00
11/16/2023	AHS	Iqbal Kohgadai/Fatana F Kohgadai	\$	196.00
11/16/2023	AHS	Eric D Long/Andrea L Long	\$	196.00
11/13/2023	AHS	St. Patrick - St. Vincent Catholic High School	\$	375.00
11/13/2023	AHS	Huddle Tickets	\$	1,393.00
11/13/2023	AHS	Huddle Tickets	\$	257.00
11/13/2023	AHS	Huddle Tickets	\$	1,575.00
11/13/2023	AHS	Kyung Yun Lee	\$	625.00
11/13/2023	AHS	Randy Banaria/Jocelyn Banaria	\$	625.00
11/13/2023	AHS	Randy Banaria/Jocelyn Banaria	\$	625.00
11/13/2023	AHS	Dolan C Shoblo/Dianna M Shoblo	\$	625.00
11/13/2023	AHS	Shawn Hipol	\$	800.00
11/13/2023	AHS	David J Allen	\$	800.00
11/13/2023	AHS	Bruce and Michelle Kaneshiro	\$	800.00
11/13/2023	AHS	Joanne A Borromeo	\$	800.00
11/13/2023	AHS	Peter and Melissa Mastora	\$	800.00
11/13/2023	AHS	Jeffery A Johnson/Michele M Johnson	\$	800.00
11/13/2023	AHS	Juzena Geronimo/Natashia Faustino	\$	800.00
11/14/2023	AHS	Ismail Kapudere/Rebeca Kapudere	\$	20.00
11/14/2023	AHS	Nga Sin Sindy Wong	\$	20.00
11/14/2023	AHS	Jamil S. Moultrie	\$	20.00

11/14/2023	AHS	Ursula Salamanca Aldana	\$	20.00
11/14/2023	AHS	Bernadette B. Gard	\$	20.00
11/14/2023	AHS	Yuzhu Dang/Xiu L. Li	\$	20.00
11/14/2023	AHS	Andrew Leigh Pate/Kristen M. Pate	\$	20.00
11/14/2023	AHS	Alan C. Wands/Julie B. Bourdoiseau	\$	20.00
11/14/2023	AHS	Matthew A. Schrager/Ruth G. Schrager	\$	20.00
11/14/2023	AHS	Sligh Family Living Trust/Greg or Wenilda Sligh	\$	20.00
11/14/2023	AHS	Mrs. Danielle Rae Ali	\$	20.00
11/14/2023	AHS	Valerie Constable	\$	125.00
11/14/2023	AHS	Sung Chan Kim/Jean Ahn	\$	125.00
11/14/2023	AHS	Hua Yao/Xuemei Qiu	\$	125.00
11/14/2023	AHS	Yaoming Luo/Qing Mian Xue	\$	35.00
11/14/2023	AHS	Mrs. Danielle Rae Ali	\$	20.00
11/14/2023	AHS	Xinqu Cen	\$	196.00
11/14/2023	AHS	James Jin Zou/Joanne Zhijie Zhou	\$	196.00
11/14/2023	AHS	Albert Chiu Hui/Rachil P. Tam	\$	196.00
11/14/2023	AHS	Jennifer A. Chin, TTEE/Thomas Michael Keinath, TTEE	\$	196.00
11/14/2023	AHS	Ling Bai	\$	196.00
11/14/2023	AHS	Kumuda Renuprasad/Renu P. Gurudev	\$	125.00
11/14/2023	AHS	Xia Lu/Weiquan W. Lin	\$	125.00
11/14/2023	AHS	Eva Lee/Shanying Luo	\$	125.00
11/14/2023	AHS	Wenjian Yu/Suying Li	\$	125.00
11/14/2023	AHS	Hua Yao/Xuemei Qiu	\$	125.00
11/14/2023	AHS	Daria Mehra/Puneet Mehra	\$	98.00
11/14/2023	AHS	Eric K. Fukuda/Lisa N. Fukuda	\$	98.00
11/14/2023	AHS	Mark Okazaki/Alene Okazaki	\$	196.00
11/14/2023	AHS	Howard Zhang/Joanne Leong	\$	196.00
11/14/2023	AHS	James Connolly	\$	98.00
11/14/2023	AHS	The Zarehbin Family Trust/Genesta R. Zarehbin Trtee/Payam Zarehbin Irani Trtee	\$	98.00
11/14/2023	AHS	David Going/Teresa Going	\$	98.00
11/14/2023	AHS	Donna Lee P. Castaneda	\$	98.00
11/14/2023	AHS	Diana Fan/Allen Fong	\$	98.00
11/14/2023	AHS	Nathan L.Shou/Christiana Y. Weng	\$	98.00
11/14/2023	AHS	M. Hom/J. Fong	\$	98.00
11/14/2023	AHS	Elizabeth A. Struble	\$	98.00
11/14/2023	AHS	Allison M. Sojka/Curtis T. Sojka	\$	98.00
11/14/2023	AHS	Ricky Cheung/Robbyn Kawaguchi	\$	98.00
11/14/2023	AHS	George Arroyo/Laurel Gorman Arroyo	\$	98.00
11/14/2023	AHS	Hao Le Trieu/Andrew Mu Tau Lau	\$	98.00
11/14/2023	AHS	Joseph Keiser/Sahru Keiser	\$	98.00
11/14/2023	AHS	Robert J. Fry III/Sarah W. Wilson	\$	98.00
11/14/2023	AHS	Steve Lavietes/Kristan M. Lavietes	\$	98.00
11/14/2023	AHS	Bruce & Michelle Kaneshiro	\$	98.00
11/14/2023	AHS	Ronald M. Graham/Inbal V. Graham	\$	98.00
11/14/2023	AHS	Mirtala Marengo	\$	98.00
11/14/2023	AHS	Gordon Williams/Anna Williams	\$	98.00
11/14/2023	AHS	Cecil Pascua Santos/Ramoncito M. Santos	\$	98.00
11/14/2023	AHS	Kathy S. Choi/Karold Leung	\$	98.00
11/14/2023	AHS	Charles William Pell/Uyen Thi Vuong	\$	98.00
11/14/2023	AHS	David T. Crotty/Suki J. Gear	\$	98.00
11/14/2023	AHS	David G. Lamb/Anne Kelsey Lamb	\$	98.00
11/14/2023	AHS	Jason Narin/Amanda Narin	\$	98.00
11/14/2023	AHS	Veronica F. Almonte/Juanito R. Vergara	\$	98.00
11/14/2023	AHS	Monica Bhatnagar	\$	98.00
11/14/2023	AHS	Mark Sloan/Monica L. Bell	\$	98.00
11/14/2023	AHS	Tim H. Huang/Pei H. Cai	\$	98.00
11/14/2023	AHS	Rui Guan/Vivian Guan	\$	98.00
11/14/2023	AHS	Svetlana Rishina	\$	98.00
11/14/2023	AHS	Robert S. Mohr/Caryla N. Mohr	\$	98.00
11/14/2023	AHS	Evan Schwimmer/Lauren Schwimmer	\$	98.00
11/14/2023	AHS	Ralph N. Concepcion	\$	98.00
11/14/2023	AHS	Kate S. Heumann Meyers/James F. Meyers II	\$	98.00
11/14/2023	AHS	Kate A. Foley/Peter J. Hayton	\$	98.00
11/14/2023	AHS	Navdeep Bisla-Hooper	\$	98.00
11/14/2023	AHS	Gordon Williams/Anna Williams	\$	98.00
11/14/2023	AHS	Annemarie Ledebor	\$	40.00
11/14/2023	AHS	Michael E. Erwin/Katherine J. Peterson	\$	100.00
11/14/2023	AHS	Alexander Pivovarov	\$	100.00
11/14/2023	AHS	Michael C. Johnson/Kristin E. Kobey	\$	40.00
11/14/2023	AHS	Laura S. Rose/Tina M. Koeberl	\$	25.00
11/14/2023	AHS	Jennifer D. Bennett/Thomas W. Bennett	\$	40.00
11/14/2023	AHS	Lori A. Slicton C.	\$	25.00
11/14/2023	AHS	Alameda High School	\$	300.00
11/15/2023	AHS	Frances Wu/Kennth Liang	\$	250.00
11/15/2023	AHS	Ruijing Dong	\$	250.00
11/15/2023	AHS	Cheng Zhu	\$	588.00
11/15/2023	AHS	Martin Strell/Jing Strell	\$	490.00
11/15/2023	AHS	H & P Dooley Trust/Paul D. Dooley/Heather W. Dooley	\$	490.00
11/15/2023	AHS	Heather B. Genschmer LCSW	\$	490.00
11/15/2023	AHS	Sheng-Liang and Na Sun	\$	250.00
11/15/2023	AHS	Minfen Ding	\$	250.00
11/15/2023	AHS	Yi Wang/Lixiang Shu	\$	125.00
11/15/2023	AHS	Jing Wang/Xin Chen	\$	125.00
11/15/2023	AHS	Lijia Jiang	\$	125.00
11/15/2023	AHS	Chien/Calcoen Revoca/Colleen V. Chien/Dirk A. C. Calcoen	\$	125.00
11/15/2023	AHS	Runhe Zhang/Yinghui He	\$	125.00
11/15/2023	AHS	Haoyu Mao	\$	125.00
11/15/2023	AHS	Liming Cai	\$	125.00

11/15/2023	AHS	Meishu Yan	\$	5.00
11/15/2023	AHS	David G. Lamb/Anne Kelsey Lamb	\$	392.00
11/15/2023	AHS	Samir Snagic/Elvira Snagic	\$	392.00
11/15/2023	AHS	Hoa Nhu Nguyen Bostrom/Gus Bostrom	\$	392.00
11/15/2023	AHS	Li Li/Zhong Xing Wu	\$	392.00
11/15/2023	AHS	Matthew John Murray/Katherine Anne Murray	\$	392.00
11/15/2023	AHS	John Bae	\$	392.00
11/15/2023	AHS	The Zarehbin Family Trust/Genesta R. Zarehbin Trtee/Payam Zarehbin Irani Trtee	\$	392.00
11/15/2023	AHS	Hae-Won Choi/Jin Kyeong Kim	\$	392.00
11/15/2023	AHS	David Yu/Xiu H. Yu	\$	392.00
11/15/2023	AHS	Ivan A. Goldwasser/Melissa A. Raber	\$	392.00
11/15/2023	AHS	Kristen Grace Bjornson	\$	392.00
11/15/2023	AHS	Joanne A. Borromeo	\$	1,390.00
11/15/2023	AHS	Jeffery A. Johnson/Michele M. Johnson	\$	1,390.00
11/15/2023	AHS	Felix Douglas	\$	750.00
11/15/2023	AHS	Shawn Hipol	\$	1,000.00
11/30/2023	AHS	Jeanne Isabel Ichnowski	\$	500.00
11/30/2023	AHS	Perfect Match Foods, Inc. dba Rocky's Market	\$	196.00
11/30/2023	AHS	Erika Martinez	\$	98.00
11/30/2023	AHS	Sarah W. McAdam/Michael I. Edgelow	\$	98.00
11/30/2023	AHS	Genevieve Meyer	\$	98.00
11/30/2023	AHS	Borgio Dorjsuren	\$	98.00
11/30/2023	AHS	Jason R. Dean/Ritsuko Koga	\$	98.00
11/30/2023	AHS	Monica Jean Vigil Dombeck/Mark Jeffrey Vigil Dombeck	\$	98.00
11/30/2023	AHS	Katherine Edison/Kevin Edison	\$	98.00
11/30/2023	AHS	Larissa K. Adam/Mailisha B. Chesney	\$	98.00
11/30/2023	AHS	Barmak V. Vessali	\$	98.00
11/30/2023	AHS	Brett Weston/Amy Weston	\$	98.00
11/30/2023	AHS	Andrew A. Labatt/Sara N. Labatt	\$	98.00
11/30/2023	AHS	Scott W. Larsen/Shelly Y. Sheppard	\$	98.00
11/30/2023	AHS	Kevin J. Dong/Gloria Pang	\$	98.00
11/30/2023	AHS	The Zarehbin Family Trust/Genesta R. Zarehbin Trtee/Payam Zarehbin Irani Trtee	\$	98.00
11/30/2023	AHS	Michelle L. Johnson	\$	98.00
11/30/2023	AHS	Cliff J. Uddenberg/Julie A. Uddenberg	\$	98.00
11/30/2023	AHS	Dr. Adam T. Shreve/Amanda J. Shreve	\$	98.00
11/30/2023	AHS	Lisa Ong	\$	98.00
11/30/2023	AHS	Nicole Dias Smith	\$	98.00
11/30/2023	AHS	Joyce H. Cheng	\$	98.00
11/30/2023	AHS	James H. Lynch/Christine Lynch	\$	98.00
11/30/2023	AHS	Joyce H. Cheng	\$	98.00
11/30/2023	AHS	Michael Smith	\$	98.00
11/30/2023	AHS	Monica Dortch/Marshall Dortch	\$	98.00
11/30/2023	AHS	Stacey Plaskett/Brian J. Cooper	\$	98.00
11/30/2023	AHS	Roderick A. Hirsch/Patricia L. Sanchez	\$	98.00
11/30/2023	AHS	James G. M. Urquhart/Mia L. Elder	\$	98.00
11/30/2023	AHS	Jung Min Song/Chang Ho Kim	\$	98.00
11/30/2023	AHS	Sarah Kieu Luong/Kin Ming Wong	\$	98.00
11/30/2023	AHS	Jennifer L. Dowell/Gary Edward Dowell Jr.	\$	98.00
11/30/2023	AHS	Anand Krishnan	\$	98.00
11/30/2023	AHS	Sundaravel P. Ananthavel	\$	98.00
11/30/2023	AHS	Zorah Braithwaite/Bertrand J. Blank	\$	98.00
11/30/2023	AHS	Cam Do	\$	98.00
11/30/2023	AHS	Deborah Lee Fishman	\$	98.00
11/30/2023	AHS	Russell Dawson/Regina G. Dawson	\$	98.00
11/30/2023	AHS	Jhana B. Kind	\$	98.00
11/30/2023	AHS	Jhana B. Kind	\$	98.00
11/30/2023	AHS	Lillian C. Tsai/Erik S. Foster	\$	98.00
11/30/2023	AHS	Nancy E. Park/Jon H. Eggert	\$	98.00
11/30/2023	AHS	Janice Ryan/Terrence Ryan	\$	98.00
11/30/2023	AHS	Gary Brandt	\$	98.00
11/30/2023	AHS	James Arthur Araujo/Tania Doly Araujo	\$	98.00
11/30/2023	AHS	Fiona Dalipe/Joe Dalipe	\$	98.00
11/30/2023	AHS	Michelle J. Lau-Seim/Andrew T. Lau-Seim	\$	98.00
11/30/2023	AHS	David F. Ball	\$	98.00
11/30/2023	AHS	Robert S. Benson/Satomi Benson	\$	98.00
11/30/2023	AHS	Robert S. Benson/Satomi Benson	\$	98.00
11/30/2023	AHS	Qing Peng/Jian Lin	\$	125.00
11/30/2023	AHS	Jignesh U. Shah/Kalpi Shah	\$	125.00
11/30/2023	AHS	Wenjian Yu/Suying Li	\$	125.00
11/30/2023	AHS	Mary Lee	\$	98.00
11/30/2023	AHS	Denise Lum	\$	98.00
11/30/2023	AHS	Shui M. Lau	\$	98.00
11/30/2023	AHS	Mahesh Vaghela/Bharati Chotalia	\$	125.00
11/30/2023	AHS	Shalini Sekar	\$	125.00
11/30/2023	AHS	Guangtian Liu	\$	125.00
11/30/2023	AHS	Shalini Sekar	\$	125.00
11/30/2023	AHS	Ronald J. Feliciano/Jennifer T. Feliciano	\$	196.00
11/30/2023	AHS	Martha Tellez Reza	\$	196.00
11/30/2023	AHS	Bianca Ling/Igor Liskovets	\$	196.00
11/30/2023	AHS	Ricky Young	\$	196.00
11/30/2023	AHS	Murial Han/Alger Low	\$	196.00
11/30/2023	AHS	Angelina Demaria/Orion Demaria	\$	196.00
11/30/2023	AHS	Jose L. Paredes/Dina Paredes	\$	196.00
11/30/2023	AHS	Nathan Babbitt/Sandra H. Babbitt	\$	196.00
11/30/2023	AHS	Eun Koo Chong/Hyunji Lee	\$	196.00
11/30/2023	AHS	Tina Lau/Peter Lau	\$	196.00
11/30/2023	AHS	Wai Keung Wan/Sin Man Pat Leung	\$	196.00
11/30/2023	AHS	Elizabeth Anne Ostergren	\$	196.00

11/30/2023	AHS	Henry K. Choi/Lien N. Ho	\$	196.00
11/30/2023	AHS	Rick Orloff	\$	196.00
11/30/2023	AHS	Nathaniel Fennell/Michelle Munroe Fennell	\$	196.00
11/30/2023	AHS	Chaohui Yu/Yanna Li	\$	196.00
11/30/2023	AHS	Meghan Lynch Forder	\$	196.00
11/30/2023	AHS	Xiaoyan Jin	\$	250.00
11/30/2023	AHS	Meghan Rapp Mills	\$	196.00
11/30/2023	AHS	Yaquin Jiang/Xiaofeng Guo	\$	250.00
11/30/2023	AHS	Renee Claude Mercier	\$	196.00
11/30/2023	AHS	Yafen Li	\$	196.00
11/30/2023	AHS	David Nilson Keys Jr./Kimberly L. Rankin	\$	196.00
11/30/2023	AHS	Min Zhang/Manping Hong	\$	250.00
11/30/2023	AHS	Brian D. Koh	\$	250.00
11/30/2023	AHS	Jean T. Liu	\$	294.00
11/30/2023	AHS	Joel Welter/Blanche Kim	\$	294.00
11/30/2023	AHS	Sajan Skaria	\$	294.00
11/30/2023	AHS	Geoff D. McCalmont/Julie M. McCalmont	\$	294.00
11/30/2023	AHS	Chang Zhu	\$	294.00
11/30/2023	AHS	Matthew T. Smith/Lyla E. Bradley	\$	294.00
11/30/2023	AHS	Hojin Ahn	\$	250.00
11/30/2023	AHS	Michelle Lim	\$	294.00
11/30/2023	AHS	Amy Kathleen Ichnowski	\$	294.00
11/30/2023	AHS	Suzanne Howard-Carter	\$	294.00
11/30/2023	AHS	Steven Ichihara	\$	294.00
11/30/2023	AHS	Jeff L. Thomas/Liana K. Winters Thomas	\$	294.00
11/30/2023	AHS	Randy Banaria/Jocelyn Banaria	\$	294.00
11/30/2023	AHS	Tung Pang Poon	\$	294.00
11/30/2023	AHS	Ivan Pavlov	\$	294.00
11/30/2023	AHS	Iain M. Fry/Amy Norris Fry	\$	294.00
11/30/2023	AHS	Ada Yeung	\$	294.00
11/30/2023	AHS	Camille Reynolds/William Reynolds	\$	294.00
11/30/2023	AHS	Malvin Whang/Susan Whang	\$	294.00
11/30/2023	AHS	Asheshh Saheba/Sveta K. Dalal	\$	294.00
11/30/2023	AHS	James Connolly	\$	294.00
11/30/2023	AHS	Raviv Moore/Monica M. Moore	\$	294.00
11/30/2023	AHS	Matthew A. Schrager/Ruth G. Schrager	\$	294.00
11/30/2023	AHS	Elaine Y. Huang/Edward P. Huang	\$	294.00
11/30/2023	AHS	Jason G. Freeman/Deirdre C. Freeman	\$	392.00
11/30/2023	AHS	Yang Jiang/Junhong Jiang	\$	392.00
11/30/2023	AHS	Chaohui Yu/Yanna Li	\$	392.00
11/30/2023	AHS	Xiaoxia Li	\$	392.00
11/30/2023	AHS	Christopher L. Wong/Michelle Chew Wong	\$	392.00
11/30/2023	AHS	Timothy Deborah Fitz	\$	490.00
11/30/2023	AHS	Hallie Von Rock	\$	396.00
11/30/2023	AHS	Chunmei Wang/Xuyang Wang	\$	375.00
11/30/2023	AHS	Jamal S. Hyson/Julie Amanda Hyson	\$	198.00
11/30/2023	AHS	Catalina Anne Wong/Bruce Wootton	\$	392.00
11/30/2023	AHS	Cobi Chu/Clement Chin	\$	392.00
11/30/2023	AHS	Shirley Abbott	\$	392.00
11/30/2023	AHS	Sikandar Khan Khatri	\$	392.00
11/30/2023	AHS	Jing Zhu	\$	392.00
11/30/2023	AHS	Grace E. Caulfield	\$	392.00
11/30/2023	AHS	Brian Bunker	\$	392.00
11/30/2023	AHS	Vickie T. Lim/Ronald G. Martin	\$	392.00
11/30/2023	AHS	Anthony J. Bellotti/Roxanne Bellotti	\$	392.00
11/30/2023	AHS	Long C. Le	\$	392.00
11/30/2023	AHS	Andrew F. Noble/Sarah Quinn Noble	\$	392.00
				<u>\$ 97,917.00</u>
12/8/2023	Edison	Edison Elementary PTA	\$	4,752.14
				<u>\$ 4,752.14</u>
11/4/2023	EJSHS	Hiep Pham	\$	98.00
11/4/2023	EJSHS	Margi L. Thomas	\$	98.00
11/4/2023	EJSHS	Margi L. Thomas	\$	98.00
11/4/2023	EJSHS	John L. Tramel	\$	196.00
11/4/2023	EJSHS	Livian N. Peng	\$	98.00
11/4/2023	EJSHS	Alexandra Gunnel	\$	196.00
11/4/2023	EJSHS	Gina M. Lowe Sole Prop dba Gina M. Lowe's Spank Salon	\$	196.00
11/4/2023	EJSHS	Brendan Rodgers/Molly P. Rodgers	\$	196.00
11/4/2023	EJSHS	William Nguyen/Jennifer Nguyen	\$	294.00
11/4/2023	EJSHS	Mark and Heather Little	\$	98.00
11/4/2023	EJSHS	Cirila M. Dikitanan	\$	196.00
11/4/2023	EJSHS	Marcie A. Neff-Cooper/Nathaniel A. Neff-Cooper	\$	98.00
11/4/2023	EJSHS	Marcie A. Neff-Cooper/Nathaniel A. Neff-Cooper	\$	98.00
11/4/2023	EJSHS	Kimberly A. Cusato	\$	196.00
11/4/2023	EJSHS	Chris Kiuchi	\$	294.00
11/4/2023	EJSHS	Enrique E. Zapeta	\$	196.00
11/4/2023	EJSHS	Dean Blackburn/Yoko Uruma	\$	196.00
11/4/2023	EJSHS	Ben Kruger/Lauren Do	\$	98.00
11/4/2023	EJSHS	Roberto Attias/Federica S. Colla	\$	98.00
11/4/2023	EJSHS	Roberto Attias/Federica S. Colla	\$	98.00
11/4/2023	EJSHS	Candy Lau	\$	196.00
11/4/2023	EJSHS	Evelyn O. Ventura	\$	98.00
11/4/2023	EJSHS	Cynthia Y. Lim	\$	98.00
11/4/2023	EJSHS	The Family Living Trust/Paul R. Smith TTE/Joann C. Zulaica TTE	\$	196.00
11/4/2023	EJSHS	Georgie M. Price/Philip Layzer	\$	98.00
11/4/2023	EJSHS	Tovuu Munkhbaatar	\$	98.00
11/4/2023	EJSHS	Claudia Macias Fraser/Sean C. Fraser	\$	294.00
11/4/2023	EJSHS	Jose J. Queriapa	\$	98.00

11/4/2023	EJSHS	Alberto E. Garci/Pamela G. Garcia	\$	196.00	
11/4/2023	EJSHS	Jennifer M. Peters	\$	98.00	
11/4/2023	EJSHS	Jennifer M. Peters	\$	98.00	
11/4/2023	EJSHS	Ian Winner/Lisa Winner	\$	300.00	
11/4/2023	EJSHS	Mark W. Frost	\$	98.00	
11/4/2023	EJSHS	Abigail M. Wolf	\$	98.00	
11/4/2023	EJSHS	Raymond Delgado/Claudia Delgado	\$	98.00	
11/4/2023	EJSHS	Raymond Delgado/Claudia Delgado	\$	98.00	
11/4/2023	EJSHS	Glen David Screechfield/Yen-Ju Chen	\$	98.00	
11/4/2023	EJSHS	M. Langwerowski/Y. Langwerowski	\$	196.00	
11/4/2023	EJSHS	Julian Kean Fix/Margaret L. Essman	\$	98.00	
11/4/2023	EJSHS	The Karen Ferguson Living Trust/Karen Ferguson Trtee	\$	196.00	
11/4/2023	EJSHS	Sandra Coong/Hong Thach	\$	98.00	
11/4/2023	EJSHS	Alice J. Wong/Edwin Chen	\$	392.00	
11/4/2023	EJSHS	Anthony G. Barulic/Caroline Francese	\$	200.00	
11/4/2023	EJSHS	Meredith Akers	\$	98.00	
11/4/2023	EJSHS	David L. Lachs/Dory H. Harris	\$	98.00	
11/4/2023	EJSHS	Jun Han Cho/Sarah Lee	\$	98.00	
11/4/2023	EJSHS	Jun Han Cho/Sarah Lee	\$	98.00	
11/4/2023	EJSHS	Jared Altura/Kimberley Widic Altura	\$	98.00	
11/4/2023	EJSHS	Hardwin E. Cantrell	\$	196.00	
11/4/2023	EJSHS	Agana Moreno	\$	196.00	
11/4/2023	EJSHS	Jennifer K. Roloff/Todd M. Roloff	\$	196.00	
11/4/2023	EJSHS	Duc Huu Mai	\$	98.00	
11/4/2023	EJSHS	Arnold or Irene Cabuang	\$	294.00	
11/4/2023	EJSHS	Malaya Tea Room LLC	\$	98.00	
11/4/2023	EJSHS	Carmen P. Chavez	\$	98.00	
11/4/2023	EJSHS	Leonida Olica Payopay-Caoili	\$	98.00	
11/4/2023	EJSHS	Veronica M. Christian-Alvarez	\$	98.00	
11/4/2023	EJSHS	Linda D. Johnson	\$	98.00	
11/4/2023	EJSHS	Brian Yuen/Lili Yuen	\$	196.00	
11/4/2023	EJSHS	Katherine Pfrommer	\$	294.00	
11/4/2023	EJSHS	Katherine Pfrommer	\$	98.00	
11/4/2023	EJSHS	Jayoung Moon Ohh	\$	196.00	
11/4/2023	EJSHS	Ben Kruger/Lauren Do	\$	196.00	
11/4/2023	EJSHS	Diana C. Hernandez	\$	196.00	
11/4/2023	EJSHS	Pamela Arneson/Kenneth M. Arneson	\$	98.00	
11/4/2023	EJSHS	Mark Takemoto/Erin Takemoto	\$	98.00	
11/4/2023	EJSHS	Omar Valle/Shoko Valle	\$	98.00	
11/4/2023	EJSHS	Jian Ming Huang aka Kuai M. Wong/Guo Qun Cai	\$	294.00	
11/4/2023	EJSHS	Chris Kiuchi	\$	98.00	
11/4/2023	EJSHS	Julie Norris-Salaam	\$	196.00	
11/4/2023	EJSHS	T. Martin Farris/Winona Reyes Farris	\$	98.00	
11/4/2023	EJSHS	Seton A. Schiraga	\$	196.00	
11/4/2023	EJSHS	Omar F. Rahimi/Mari F. Rahimi	\$	196.00	
11/4/2023	EJSHS	Marlon B. Tabuloc	\$	98.00	
11/4/2023	EJSHS	Larmerio Alonso Suarez Gelves/Betty Constanza Rodriguez Ramirez	\$	98.00	
11/4/2023	EJSHS	Rajen Giri/Rita Thapa	\$	98.00	
11/4/2023	EJSHS	Cuong Minh Pham/Xiaohua Wang	\$	196.00	
11/4/2023	EJSHS	Samantha L. Morgan/Matthew K. Morgan	\$	196.00	
11/4/2023	EJSHS	Christine M. Radke	\$	98.00	
11/4/2023	EJSHS	John D. Ericson	\$	196.00	
11/4/2023	EJSHS	Kathryn Anne Yamada	\$	98.00	
11/4/2023	EJSHS	Sharmayne La Toya Marsh/Christian Titti Moussi	\$	98.00	
11/4/2023	EJSHS	John Bae	\$	98.00	
11/4/2023	EJSHS	Alison Lynn Yi/Michael Yi	\$	98.00	
11/4/2023	EJSHS	David M. Sarmiento/Sabrina Sarmiento	\$	98.00	
11/14/2023	EJSHS	Dan Abrami/Jennifer Goodman Abrami	\$	196.00	
11/14/2023	EJSHS	Marie Kawase Huxley/Matt Huxley	\$	294.00	
11/14/2023	EJSHS	Brenda L. Fare	\$	98.00	
11/14/2023	EJSHS	Myagmardari Sonombat	\$	15.00	
11/14/2023	EJSHS	Huddle Tickets	\$	370.00	
11/14/2023	EJSHS	Ohiopyle Prints, Inc.	\$	19.94	
11/14/2023	EJSHS	NeedMyTranscript	\$	2.00	
11/14/2023	EJSHS	Cash (Gate Money)	\$	1,064.00	
11/14/2023	EJSHS	Cash (AP exams)	\$	7,651.00	
11/14/2023	EJSHS	Cash (Book Fee)	\$	16.00	
					\$ 22,377.94
12/1/2023	Island	Joanne A. Robinson	\$	150.00	
12/1/2023	Island	Cash	\$	447.00	
					\$ 597.00
11/13/2023	Lincoln	Eriko Carroll	\$	20.00	
11/13/2023	Lincoln	Shutterfly, LLC	\$	1,380.41	
11/14/2023	Lincoln	Angela Marie Cattaneo/Ted J. Schwab	\$	10.00	
					\$ 1,410.41
12/5/2023	Love	Charleston Wrap	\$	630.20	
					\$ 630.20
11/13/2023	Paden	Dorian Artistry in Photography	\$	434.23	
					\$ 434.23
11/15/2023	Ruby Bridges	Deveny A. Dawson	\$	300.00	
12/5/2023	Ruby Bridges	Dorian Artistry in Photography	\$	354.85	
					\$ 654.85
					\$ 128,773.77



ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

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**Item Title:** Approval of Bill Warrants and Payroll Registers

**Item Type:** Consent

**Background:** On a routine basis, all payments from the funds of the District are made by written order of the Board of Education. This requirement is provided under Education Code 42631.

Eleven (11) redactions were made where posting of that information would violate agreed upon confidentiality settlements. The District is posting all bills and warrants except for the ones that are redacted.

**AUSD LCAP Goals:** 4. Ensure that all students have access to basic services.

**Fund Codes:** 01 General Fund

**Fiscal Analysis**

**Amount (Savings) (Cost):** Will reduce the available funds of each respective site/department budget by \$3,459,433.38.

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization. | #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
□ Summary of Register	1/3/2024	Backup Material

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

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**Item Title:** Approval of CSBA Recommended Updates to Board Policies

**Item Type:** Consent

**Background:** Updates to Board Policies, Administrative Regulations, and Board Bylaws are provided by the California School Boards Association (CSBA) four times a year: March, June, September, and December. In October 2023, CSBA issued a special update as a result of the passing of Assembly Bill 1078 in September 2023.

The following Board Policies, Administrative Regulations, and Exhibits were included in the October 2023 update from CSBA:

- BP 0410 Nondiscrimination in District Programs and Activities
- BP/AR/E(1) 1312.2 Complaints Concerning Instructional Materials
- BP/AR 1312.3 Uniform Complaint Procedures
- AR/E(1)/E(2) 1312.4 Williams Uniform Complaint Procedures
- BP 5145.3 Nondiscrimination/Harassment
- BP/AR 6143 Courses of Study
- BP/AR/E(1) 6161.1 Selection and Evaluation of Instructional Materials
- BP 6161.11 Supplementary Instructional Materials
- BP 6163.1 Library Media Centers

AB 1078 comes into effect immediately, which makes the district's adoption of these revised policies a priority. On December 8th, board members were provided details of the suggested changes for their review.

Additionally, staff has provided details of suggested changes to the following policies pending approval from previous CSBA updates.

- BP 1431 Waivers (October 2019)
- BP 5131.9 Academic Honesty (September 2023)
- BP 5148 Child Care and Development (June 2023)
- BP 5148.2 Before and After School Programs (December 2022)
- BP 6112 School Day (December 2021)
- BP 6162.5 Student Assessment (September 2023)

Tonight, staff seek approval of all the policies included in this agenda item.

**AUSD LCAP Goals:** 1. Eliminate barriers to student success and maximize learning time.| 2a. Support all students in becoming college and career ready.| 2b. Support all English Learners (ELs) in becoming college and career ready.| 3. Support parent/guardian development as knowledgeable partners and effective advocates for student success.| 4. Ensure that all students have access to basic services.

**Fund Codes:**

**Fiscal Analysis**

N/A

**Amount (Savings) (Cost):****Recommendation:** Approve as submitted.**AUSD Guiding Principle:****Submitted By:** Kirsten Zazo, Assistant Superintendent of Educational Services

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**ATTACHMENTS:**

Description		Upload Date	Type
▣	CSBA Updates_October 2023_BOE 1.9.24	12/20/2023	Backup Material
▣	CSBA Updates_Pending Policies_BOE 1.9.24	12/20/2023	Backup Material

**Policy 0410: Nondiscrimination In District Programs And Activities**

**Status: ADOPTED**

**Original Adopted Date:** 08/25/2009 | **Last Revised Date:** 03/22/2022 | **Last Reviewed Date:** 03/22/2022

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 Governing 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 decision making, physical or mental disability, 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. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, 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 web site 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.

### **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, **Communication Accessed Realtime Translation services**, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, note takers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal 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.

**(title or position)**

(address)

(telephone number)

(email)

~~Persons requesting auxiliary aids and services shall make all reasonable efforts to give the District at least ten (10) business days' notice of the need for auxiliary aids and services by submitting a written request for such services to the ADA Coordinator.~~

~~The failure to provide the District with the (10) business days' notice of the needs for an auxiliary aid or service shall not, on its own, be just cause to deny such a request. In the event a request for auxiliary aids and services is submitted within less than (10) business days' notice, the District shall still make all reasonable efforts to furnish the appropriate auxiliary aids and services.~~

~~When the District receives a request for auxiliary aids and/or services for an individual with a disability at least ten (10) business days prior to needing the aid or services, the District shall respond in writing, unless the timing of the request precludes or renders a written response unnecessary, impractical, or unfeasible.~~

~~The district's ADA coordinator 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.~~

~~ADA Coordinator  
2060 Challenger Dr.  
Alameda, CA 94501  
(510) 337.7101  
klonergan@alamedaunified.org~~

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**Policy Reference Disclaimer:**

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

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 48980	<a href="#">Parent/Guardian notifications</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 51007	<a href="#">Legislative intent: state policy</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>

Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Gov. Code 11000	<a href="#">Definitions</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
Gov. Code 54953	Meetings; Americans with Disabilities Act accessibility
Gov. Code 54953.2	<a href="#">Brown Act compliance with Americans with Disabilities Act</a>
Gov. Code 8310.3	<a href="#">California Religious Freedom Act</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>
<b>Federal</b>	<b>Description</b>
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 2301-2414	<a href="#">Strengthening Career and Technical Education for the 21st Century Act</a>
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.82	Discrimination on the basis of sex; effectuating Title IX
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
<b>Management Resources</b>	<b>Description</b>
CA Civil Rights Department Publication	<a href="#">California Law Prohibits Workplace Discrimination and Harassment</a>
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 21-017R, December 2021
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 23-004, February 2023
CA Office of the Attorney General Publication	<a href="#">Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018</a>

CSBA Publication	Parental and Student Rights in Relation to Transgender and Gender Nonconforming Students, Recently Asked Questions, August 2023
CSBA Publication	<a href="#">Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022</a>
U.S. DOE & U.S. DOJ Civil Rights Divisions Pub	<a href="#">Dear Colleague Letter: Resource on Confronting Racial Discrimination in Student Discipline, May 2023</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Supporting Transgender Youth in School, June 2021</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Dear Colleague Letter: Frequently Asked Questions About the June 29, 2010, Dear Colleague Letter, May 26, 2011</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Nondiscrimination in Employment Practices in Education, August 1991</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Dear Colleague Letter: Race and School Programming, August 2023</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Dear Colleague Letter: Electronic Book Readers, June 29, 2010</a>
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Harassment and Bullying, October 2010
U.S. DOJ, Civil Rights Division Publication	Guidance on Web Accessibility and the ADA, March 2022
U.S. DOJ, Civil Rights Division Publication	<a href="#">Accessibility of State and Local Government Websites to People with Disabilities, February 2020</a>
U.S. DOJ, Civil Rights Division Publication	<a href="#">2010 ADA Standards for Accessible Design, September 2010</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Office of the Attorney General</a>
Website	<a href="#">World Wide Web Consortium, Web Accessibility Initiative</a>
Website	<a href="#">Pacific ADA Center</a>
Website	<a href="#">U.S. Department of Justice, Civil Rights Division, Disability Rights Section</a>
Website	<a href="#">California Safe Schools Coalition</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">California Civil Rights Department</a>
Website	<a href="#">U.S. Equal Employment Opportunity Commission</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Department of Health Care Services</a>
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008



## Cross References

Code	Description
0100	<a href="#">Philosophy</a>
0415	<a href="#">Equity</a>
0415	<a href="#">Equity</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
1100	<a href="#">Communication With The Public</a>
1100	<a href="#">Communication With The Public</a>
1113	<a href="#">District And School Websites</a>
1113	<a href="#">District And School Websites</a>
1113-E PDF(1)	<a href="#">District And School Websites</a>
1114	<a href="#">District-Sponsored Social Media</a>
1230	<a href="#">School-Connected Organizations</a>
1230	<a href="#">School-Connected Organizations</a>
1240	<a href="#">Volunteer Assistance</a>
1240	<a href="#">Volunteer Assistance</a>
1260	<a href="#">Educational Foundation</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2-E PDF(1)	<a href="#">Complaints Concerning Instructional Materials</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E PDF(1)	<a href="#">Uniform Complaint Procedures</a>
1312.4	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E PDF(1)	<a href="#">Williams Uniform Complaint Procedures</a>
1325	<a href="#">Advertising And Promotion</a>
1330	<a href="#">Use Of School Facilities</a>
1330	<a href="#">Use Of School Facilities</a>
1330-E PDF(1)	<a href="#">Use Of School Facilities</a>
3260	<a href="#">Fees And Charges</a>
3260	<a href="#">Fees And Charges</a>
3270	<a href="#">Sale And Disposal Of Books, Equipment And Supplies</a>

3270	<a href="#">Sale And Disposal Of Books, Equipment And Supplies</a>
3311	<a href="#">Bids</a>
3311	<a href="#">Bids</a>
3530	<a href="#">Risk Management/Insurance</a>
3530	<a href="#">Risk Management/Insurance</a>
3540	<a href="#">Transportation</a>
3540	<a href="#">Transportation</a>
3541.2	<a href="#">Transportation For Students With Disabilities</a>
3541.2	<a href="#">Transportation For Students With Disabilities</a>
3551	<a href="#">Food Service Operations/Cafeteria Fund</a>
3551	<a href="#">Food Service Operations/Cafeteria Fund</a>
3552	<a href="#">Summer Meal Program</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3555	<a href="#">Nutrition Program Compliance</a>
3555-E PDF(1)	<a href="#">Nutrition Program Compliance</a>
3600	<a href="#">Consultants</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4032	<a href="#">Reasonable Accommodation</a>
4033	<a href="#">Lactation Accommodation</a>
4040	<a href="#">Employee Use Of Technology</a>
4040	<a href="#">Employee Use Of Technology</a>
4111	<a href="#">Recruitment And Selection</a>
4111.2	<a href="#">Legal Status Requirement</a>
4111.2	<a href="#">Legal Status Requirement</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.21	<a href="#">Professional Standards</a>
4119.21-E PDF(1)	<a href="#">Professional Standards</a>
4119.22	<a href="#">Dress And Grooming</a>
4131	<a href="#">Staff Development</a>
4131	<a href="#">Staff Development</a>

4144	<a href="#">Complaints</a>
4144	<a href="#">Complaints</a>
4161.8	<a href="#">Family Care And Medical Leave</a>
4211	<a href="#">Recruitment And Selection</a>
4211.2	<a href="#">Legal Status Requirement</a>
4211.2	<a href="#">Legal Status Requirement</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.21	<a href="#">Professional Standards</a>
4219.21-E PDF(1)	<a href="#">Professional Standards - Code Of Ethics Classified Employees</a>
4219.22	<a href="#">Dress And Grooming</a>
4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4261.8	<a href="#">Family Care And Medical Leave</a>
4311	<a href="#">Recruitment And Selection</a>
4311	<a href="#">Recruitment And Selection</a>
4311.2	<a href="#">Legal Status Requirement</a>
4311.2	<a href="#">Legal Status Requirement</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9-E PDF(1)	<a href="#">Employee Notifications</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.21	<a href="#">Professional Standards</a>
4319.21-E PDF(1)	<a href="#">Professional Standards</a>
4319.22	<a href="#">Dress And Grooming</a>
4331	<a href="#">Staff Development</a>
4331	<a href="#">Staff Development</a>
4344	<a href="#">Complaints</a>
4344	<a href="#">Complaints</a>

4361.8	<a href="#">Family Care And Medical Leave</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5126	<a href="#">Awards For Achievement</a>
5126	<a href="#">Awards For Achievement</a>
5131.2	<a href="#">Bullying</a>
5131.2	<a href="#">Bullying</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.6	<a href="#">School Health Services</a>
5141.6	<a href="#">School Health Services</a>
5145.12	<a href="#">Search And Seizure</a>
5145.12	<a href="#">Search And Seizure</a>
5145.13	<a href="#">Response To Immigration Enforcement</a>
5145.13	<a href="#">Response To Immigration Enforcement</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.6	<a href="#">Parent/Guardian Notifications</a>
5145.6-E PDF(1)	<a href="#">Parent/Guardian Notifications</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.71-E PDF(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.9	<a href="#">Hate-Motivated Behavior</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5148	<a href="#">Child Care And Development</a>
5148	<a href="#">Child Care And Development</a>
5148.2	<a href="#">Before/After School Programs</a>
5148.2	<a href="#">Before/After School Programs</a>
6000	<a href="#">Concepts And Roles</a>
6020	<a href="#">Parent Involvement</a>
6020	<a href="#">Parent Involvement</a>

6141	<a href="#"><u>Curriculum Development And Evaluation</u></a>
6141	<a href="#"><u>Curriculum Development And Evaluation</u></a>
6141.2	<a href="#"><u>Recognition Of Religious Beliefs And Customs</u></a>
6141.2	<a href="#"><u>Recognition Of Religious Beliefs And Customs</u></a>
6141.5	<a href="#"><u>Advanced Placement</u></a>
6141.5	<a href="#"><u>Advanced Placement</u></a>
6142.1	<a href="#"><u>Sexual Health And HIV/AIDS Prevention Instruction</u></a>
6142.1	<a href="#"><u>Sexual Health And HIV/AIDS Prevention Instruction</u></a>
6142.3	<a href="#"><u>Civic Education</u></a>
6142.5	<a href="#"><u>Environmental Education</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6144	<a href="#"><u>Controversial Issues</u></a>
6144	<a href="#"><u>Controversial Issues</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6152.1	<a href="#"><u>Placement In Mathematics Courses</u></a>
6152.1	<a href="#"><u>Placement In Mathematics Courses</u></a>
6158	<a href="#"><u>Independent Study</u></a>
6158	<a href="#"><u>Independent Study</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1-E PDF(1)	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.11	<a href="#"><u>Supplementary Instructional Materials</u></a>
6162.5	<a href="#"><u>Student Assessment</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
6163.2	<a href="#"><u>Animals At School</u></a>
6163.2	<a href="#"><u>Animals At School</u></a>
6164.2	<a href="#"><u>Guidance/Counseling Services</u></a>

6164.2	<a href="#">Guidance/Counseling Services</a>
6164.4	<a href="#">Identification And Evaluation Of Individuals For Special Education</a>
6164.4	<a href="#">Identification And Evaluation Of Individuals For Special Education</a>
6164.6	<a href="#">Identification And Education Under Section 504</a>
6164.6	<a href="#">Identification And Education Under Section 504</a>
6173	<a href="#">Education For Homeless Children</a>
6173	<a href="#">Education For Homeless Children</a>
6173-E PDF(1)	<a href="#">Education For Homeless Children</a>
6173.1	<a href="#">Education For Foster Youth</a>
6173.1	<a href="#">Education For Foster Youth</a>
6175	<a href="#">Migrant Education Program</a>
6175	<a href="#">Migrant Education Program</a>
6178	<a href="#">Career Technical Education</a>
6178	<a href="#">Career Technical Education</a>
6181	<a href="#">Alternative Schools/Programs Of Choice</a>
6181	<a href="#">Alternative Schools/Programs Of Choice</a>
6184	<a href="#">Continuation Education</a>
6184	<a href="#">Continuation Education</a>
6200	<a href="#">Adult Education</a>
6200	<a href="#">Adult Education</a>
6200-E PDF(1)	<a href="#">Adult Education</a>
7110	<a href="#">Facilities Master Plan</a>
7111	<a href="#">Evaluating Existing Buildings</a>
7310	<a href="#">Naming Of Facility</a>
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9150	<a href="#">Student Board Members</a>
9150-E PDF(1)	<a href="#">Student Board Members</a>
9220	<a href="#">Governing Board Elections</a>
9320	<a href="#">Meetings And Notices</a>
9322	<a href="#">Agenda/Meeting Materials</a>

**Policy 0410: Nondiscrimination In District Programs And Activities**

**Status: ADOPTED**

**Original Adopted Date:** 08/25/2009 | **Last Revised Date:**     | **Last Reviewed Date:**

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 Governing 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 decision making, physical or mental disability, 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. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, 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 web site 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.

### **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, Communication Accessed Realtime Translation services, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, note takers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services.

Persons requesting auxiliary aids and services shall make all reasonable efforts to give the District at least ten (10) business days' notice of the need for auxiliary aids and services by submitting a written request for such services to the ADA Coordinator.

The failure to provide the District with the (10) business days' notice of the needs for an auxiliary aid or service shall not, on its own, be just cause to deny such a request. In the event a request for auxiliary aids and services is submitted within less than (10) business days' notice, the District shall still make all reasonable efforts to furnish the appropriate auxiliary aids and services.

When the District receives a request for auxiliary aids and/or services for an individual with a disability at least ten (10) business days prior to needing the aid or services, the District shall respond in writing, unless the timing of the request precludes or renders a written response unnecessary, impractical, or unfeasible.

The district's ADA Coordinator 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.



ADA Coordinator  
2060 Challenger Dr.  
Alameda, CA 94501  
(510) 337.7101  
klonergan@alamedaunified.org

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 48980	<a href="#">Parent/Guardian notifications</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 51007	<a href="#">Legislative intent: state policy</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Gov. Code 11000	<a href="#">Definitions</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
Gov. Code 54953	Meetings; Americans with Disabilities Act accessibility
Gov. Code 54953.2	<a href="#">Brown Act compliance with Americans with Disabilities Act</a>
Gov. Code 8310.3	<a href="#">California Religious Freedom Act</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>
<b>Federal</b>	<b>Description</b>
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 2301-2414	<a href="#">Strengthening Career and Technical Education for the 21st Century Act</a>
20 USC 6311	State plan

20 USC 6312	Local educational agency plan
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.82	Discrimination on the basis of sex; effectuating Title IX
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
<b>Management Resources</b>	<b>Description</b>
CA Civil Rights Department Publication	<a href="#">California Law Prohibits Workplace Discrimination and Harassment</a>
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 21-017R, December 2021
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 23-004, February 2023
CA Office of the Attorney General Publication	<a href="#">Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018</a>
CSBA Publication	Parental and Student Rights in Relation to Transgender and Gender Nonconforming Students, Recently Asked Questions, August 2023
CSBA Publication	<a href="#">Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022</a>
U.S. DOE & U.S. DOJ Civil Rights Divisions Pub	<a href="#">Dear Colleague Letter: Resource on Confronting Racial Discrimination in Student Discipline, May 2023</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Supporting Transgender Youth in School, June 2021</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Dear Colleague Letter: Frequently Asked Questions About the June 29, 2010, Dear Colleague Letter, May 26, 2011</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Nondiscrimination in Employment Practices in Education, August 1991</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Dear Colleague Letter: Race and School Programming, August 2023</a>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Dear Colleague Letter: Electronic Book Readers, June 29, 2010</a>
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Harassment and Bullying, October 2010

U.S. DOJ, Civil Rights Division  
Publication  
U.S. DOJ, Civil Rights Division  
Publication

U.S. DOJ, Civil Rights Division  
Publication  
Website

Website

Website

Website

Website

Website

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Website

Website

Guidance on Web Accessibility and the ADA, March 2022

[Accessibility of State and Local Government Websites to  
People with Disabilities, February 2020](#)

[2010 ADA Standards for Accessible Design, September 2010](#)

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

[California Office of the Attorney General](#)

[World Wide Web Consortium, Web Accessibility Initiative](#)

[Pacific ADA Center](#)

[U.S. Department of Justice, Civil Rights Division, Disability  
Rights Section](#)

[California Safe Schools Coalition](#)

[CSBA](#)

[California Department of Education](#)

[California Civil Rights Department](#)

[U.S. Equal Employment Opportunity Commission](#)

[U.S. Department of Education, Office for Civil Rights](#)

[California Department of Health Care Services](#)

World Wide Web Consortium Publication Web Content Accessibility Guidelines, December 2008

## Cross References

Code	Description
0100	<a href="#">Philosophy</a>
0415	<a href="#">Equity</a>
0415	<a href="#">Equity</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
1100	<a href="#">Communication With The Public</a>
1100	<a href="#">Communication With The Public</a>
1113	<a href="#">District And School Websites</a>
1113	<a href="#">District And School Websites</a>
1113-E PDF(1)	<a href="#">District And School Websites</a>
1114	<a href="#">District-Sponsored Social Media</a>
1230	<a href="#">School-Connected Organizations</a>

1230	<a href="#"><u>School-Connected Organizations</u></a>
1240	<a href="#"><u>Volunteer Assistance</u></a>
1240	<a href="#"><u>Volunteer Assistance</u></a>
1260	<a href="#"><u>Educational Foundation</u></a>
1312.2	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.2	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.2-E PDF(1)	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E PDF(1)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.4	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E PDF(1)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1325	<a href="#"><u>Advertising And Promotion</u></a>
1330	<a href="#"><u>Use Of School Facilities</u></a>
1330	<a href="#"><u>Use Of School Facilities</u></a>
1330-E PDF(1)	<a href="#"><u>Use Of School Facilities</u></a>
3260	<a href="#"><u>Fees And Charges</u></a>
3260	<a href="#"><u>Fees And Charges</u></a>
3270	<a href="#"><u>Sale And Disposal Of Books, Equipment And Supplies</u></a>
3270	<a href="#"><u>Sale And Disposal Of Books, Equipment And Supplies</u></a>
3311	<a href="#"><u>Bids</u></a>
3311	<a href="#"><u>Bids</u></a>
3530	<a href="#"><u>Risk Management/Insurance</u></a>
3530	<a href="#"><u>Risk Management/Insurance</u></a>
3540	<a href="#"><u>Transportation</u></a>
3540	<a href="#"><u>Transportation</u></a>
3541.2	<a href="#"><u>Transportation For Students With Disabilities</u></a>
3541.2	<a href="#"><u>Transportation For Students With Disabilities</u></a>
3551	<a href="#"><u>Food Service Operations/Cafeteria Fund</u></a>
3551	<a href="#"><u>Food Service Operations/Cafeteria Fund</u></a>
3552	<a href="#"><u>Summer Meal Program</u></a>
3553	<a href="#"><u>Free And Reduced Price Meals</u></a>
3553	<a href="#"><u>Free And Reduced Price Meals</u></a>

3555	<a href="#">Nutrition Program Compliance</a>
3555-E PDF(1)	<a href="#">Nutrition Program Compliance</a>
3600	<a href="#">Consultants</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4032	<a href="#">Reasonable Accommodation</a>
4033	<a href="#">Lactation Accommodation</a>
4040	<a href="#">Employee Use Of Technology</a>
4040	<a href="#">Employee Use Of Technology</a>
4111	<a href="#">Recruitment And Selection</a>
4111.2	<a href="#">Legal Status Requirement</a>
4111.2	<a href="#">Legal Status Requirement</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.21	<a href="#">Professional Standards</a>
4119.21-E PDF(1)	<a href="#">Professional Standards</a>
4119.22	<a href="#">Dress And Grooming</a>
4131	<a href="#">Staff Development</a>
4131	<a href="#">Staff Development</a>
4144	<a href="#">Complaints</a>
4144	<a href="#">Complaints</a>
4161.8	<a href="#">Family Care And Medical Leave</a>
4211	<a href="#">Recruitment And Selection</a>
4211.2	<a href="#">Legal Status Requirement</a>
4211.2	<a href="#">Legal Status Requirement</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.21	<a href="#">Professional Standards</a>
4219.21-E PDF(1)	<a href="#">Professional Standards - Code Of Ethics Classified Employees</a>
4219.22	<a href="#">Dress And Grooming</a>

4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4261.8	<a href="#">Family Care And Medical Leave</a>
4311	<a href="#">Recruitment And Selection</a>
4311	<a href="#">Recruitment And Selection</a>
4311.2	<a href="#">Legal Status Requirement</a>
4311.2	<a href="#">Legal Status Requirement</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9-E PDF(1)	<a href="#">Employee Notifications</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.21	<a href="#">Professional Standards</a>
4319.21-E PDF(1)	<a href="#">Professional Standards</a>
4319.22	<a href="#">Dress And Grooming</a>
4331	<a href="#">Staff Development</a>
4331	<a href="#">Staff Development</a>
4344	<a href="#">Complaints</a>
4344	<a href="#">Complaints</a>
4361.8	<a href="#">Family Care And Medical Leave</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5126	<a href="#">Awards For Achievement</a>
5126	<a href="#">Awards For Achievement</a>
5131.2	<a href="#">Bullying</a>
5131.2	<a href="#">Bullying</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.6	<a href="#">School Health Services</a>
5141.6	<a href="#">School Health Services</a>
5145.12	<a href="#">Search And Seizure</a>
5145.12	<a href="#">Search And Seizure</a>
5145.13	<a href="#">Response To Immigration Enforcement</a>

5145.13	<a href="#">Response To Immigration Enforcement</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.6	<a href="#">Parent/Guardian Notifications</a>
5145.6-E PDF(1)	<a href="#">Parent/Guardian Notifications</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.71-E PDF(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.9	<a href="#">Hate-Motivated Behavior</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5148	<a href="#">Child Care And Development</a>
5148	<a href="#">Child Care And Development</a>
5148.2	<a href="#">Before/After School Programs</a>
5148.2	<a href="#">Before/After School Programs</a>
6000	<a href="#">Concepts And Roles</a>
6020	<a href="#">Parent Involvement</a>
6020	<a href="#">Parent Involvement</a>
6141	<a href="#">Curriculum Development And Evaluation</a>
6141	<a href="#">Curriculum Development And Evaluation</a>
6141.2	<a href="#">Recognition Of Religious Beliefs And Customs</a>
6141.2	<a href="#">Recognition Of Religious Beliefs And Customs</a>
6141.5	<a href="#">Advanced Placement</a>
6141.5	<a href="#">Advanced Placement</a>
6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
6142.3	<a href="#">Civic Education</a>
6142.5	<a href="#">Environmental Education</a>
6142.7	<a href="#">Physical Education And Activity</a>
6142.7	<a href="#">Physical Education And Activity</a>
6143	<a href="#">Courses Of Study</a>
6143	<a href="#">Courses Of Study</a>

6144	<a href="#"><u>Controversial Issues</u></a>
6144	<a href="#"><u>Controversial Issues</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
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6145.2	<a href="#"><u>Athletic Competition</u></a>
6152.1	<a href="#"><u>Placement In Mathematics Courses</u></a>
6152.1	<a href="#"><u>Placement In Mathematics Courses</u></a>
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6158	<a href="#"><u>Independent Study</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1-E PDF(1)	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.11	<a href="#"><u>Supplementary Instructional Materials</u></a>
6162.5	<a href="#"><u>Student Assessment</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
6163.2	<a href="#"><u>Animals At School</u></a>
6163.2	<a href="#"><u>Animals At School</u></a>
6164.2	<a href="#"><u>Guidance/Counseling Services</u></a>
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6164.4	<a href="#"><u>Identification And Evaluation Of Individuals For Special Education</u></a>
6164.4	<a href="#"><u>Identification And Evaluation Of Individuals For Special Education</u></a>
6164.6	<a href="#"><u>Identification And Education Under Section 504</u></a>
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6173	<a href="#"><u>Education For Homeless Children</u></a>
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6173-E PDF(1)	<a href="#"><u>Education For Homeless Children</u></a>
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6178	<a href="#"><u>Career Technical Education</u></a>



6178	<a href="#"><u>Career Technical Education</u></a>
6181	<a href="#"><u>Alternative Schools/Programs Of Choice</u></a>
6181	<a href="#"><u>Alternative Schools/Programs Of Choice</u></a>
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6200	<a href="#"><u>Adult Education</u></a>
6200-E PDF(1)	<a href="#"><u>Adult Education</u></a>
7110	<a href="#"><u>Facilities Master Plan</u></a>
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9150	<a href="#"><u>Student Board Members</u></a>
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**Policy 1312.2: Complaints Concerning Instructional Materials**

**Status: ADOPTED**

**Original Adopted Date:** ~~08/25/2009~~09/01/1988 | **Last Revised Date:** 10/01/2023 | **Last Reviewed Date:** ~~08/25/2009~~10/01/2023

The **Governing** ~~Board of Education~~ 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.

~~When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.~~

~~Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.~~

~~The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.~~

~~When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.~~

~~Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.~~

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**Policy Reference Disclaimer:**

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

**State**

5 CCR 4600-4670

Ed. Code 1240

Ed. Code 18111

Ed. Code 220

**Description**

Uniform complaint procedures

[County superintendent of schools; duties](#)

[Exclusion of books by Governing board that are sectarian, partisan, or denominational character](#)

[Prohibition of discrimination](#)

Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 35010	<a href="#">Control of district; prescription and enforcement of rules</a>
Ed. Code 35160	<a href="#">Powers and duties of school boards</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 44805	<a href="#">Teacher enforcement of course of studies; use of textbooks, rules and regulations</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60119	<a href="#">Public hearing on sufficiency of textbooks and instructional materials</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">High school textbooks and instructional materials</a>
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">California Department of Education, Curriculum and Instruction Resources</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>

## Cross References

Code	Description
0410	<u>Nondiscrimination In District Programs And Activities</u> <u>Nondiscrimination In District Programs And Activities</u>
1100	<u>Communication With The Public</u> <u>Communication With The Public</u>
<u>1250</u> <del>1100</del>	<u>Communication With The Public</u> <u>Visitors/Outsiders</u>
1250	<u>Visitors/Outsiders</u> <u>Visitors/Outsiders</u>
<u>1312.1</u> <del>1250</del>	<u>Visitors/Outsiders</u> <u>Complaints Concerning District Employees</u>
1312.1	<u>Complaints Concerning District Employees</u> <u>Complaints Concerning District Employees</u>
1312. <del>13</del>	<u>Complaints Concerning District Employees</u> <u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u> <u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u> <u>Uniform Complaint Procedures</u>
1312.3-E PDF(1)	<u>Uniform Complaint Procedures</u> <u>Uniform Complaint Procedures</u>
1312.4	<u>Williams Uniform Complaint Procedures</u> <u>Williams Uniform Complaint Procedures</u>
1312.4-E PDF(1)	<u>Williams Uniform Complaint Procedures</u> <u>Williams Uniform Complaint Procedures</u>
<u>1312.4</u> <del>5145.3</del>	<u>Nondiscrimination/Harassment</u> <u>Williams Uniform Complaint Procedures</u>
5145.3	<u>Nondiscrimination/Harassment</u> <u>Nondiscrimination/Harassment</u>
<u>5145.3</u> <del>6000</del>	<u>Concepts And Roles</u> <u>Nondiscrimination/Harassment</u>
<u>6000</u> <del>6141</del>	<u>Curriculum Development And Evaluation</u> <u>Concepts And Roles</u>
6141	<u>Curriculum Development And Evaluation</u> <u>Curriculum Development And Evaluation</u>
<u>6141</u> <del>6142.6</del>	<u>Visual And Performing Arts Education</u> <u>Curriculum Development And Evaluation</u>
6142. <del>926</del>	<u>Mathematics Instruction</u> <u>Visual And Performing Arts Education</u>
6142. <del>9492</del>	<u>History-Social Science Instruction</u> <u>Mathematics Instruction</u>
<u>6142.94</u> <del>6143</del>	<u>Courses Of Study</u> <u>History-Social Science Instruction</u>
6143	<u>Courses Of Study</u> <u>Courses Of Study</u>
<u>6143</u> <del>6144</del>	<u>Controversial Issues</u> <u>Courses Of Study</u>
6144	<u>Controversial Issues</u> <u>Controversial Issues</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u> <u>Selection And Evaluation Of Instructional Materials</u>

6161.1	<del>Selection And Evaluation Of Instructional Materials</del> <del>Selection And Evaluation Of Instructional Materials</del>
6161.1-E PDF(1)	<del>Selection And Evaluation Of Instructional Materials</del> <del>Selection And Evaluation Of Instructional Materials</del>
6161.11	<del>Supplementary Instructional Materials</del> <del>Supplementary Instructional Materials</del>
6161.2	<del>Damaged Or Lost Instructional Materials</del> <del>Damaged Or Lost Instructional Materials</del>
6163.1	<del>Library Media Centers</del> <del>Library Media Centers</del>
9000	<del>Role Of The Board</del> <del>Role Of The Board</del>
9005	<del>Governance Standards</del> <del>Governance Standards</del>
9012	<del>Board Member Electronic Communications</del> <del>Board Member Electronic Communications</del>
9200	<del>Limits Of Board Member Authority</del> <del>Limits Of Board Member Authority</del>
9322	<del>Agenda/Meeting Materials</del> <del>Agenda/Meeting Materials</del>

**Policy 1312.2: Complaints Concerning Instructional Materials**

**Status:** ADOPTED

**Original Adopted Date:** 08/25/2009 | **Last Reviewed Date:** | **Last Revised Date**

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.

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	<a href="#"><u>County superintendent of schools; duties</u></a>
Ed. Code 18111	<a href="#"><u>Exclusion of books by Governing board that are sectarian, partisan, or denominational character</u></a>
Ed. Code 220	<a href="#"><u>Prohibition of discrimination</u></a>
Ed. Code 242	<a href="#"><u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u></a>
Ed. Code 243	<a href="#"><u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u></a>
Ed. Code 35010	<a href="#"><u>Control of district; prescription and enforcement of rules</u></a>
Ed. Code 35160	<a href="#"><u>Powers and duties of school boards</u></a>
Ed. Code 35186	<a href="#"><u>Williams uniform complaint procedures</u></a>
Ed. Code 44805	<a href="#"><u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u></a>
Ed. Code 48907	<a href="#"><u>Exercise of free expression; time, place and manner rules and regulations</u></a>
Ed. Code 48950	<a href="#"><u>Speech and other communication</u></a>
Ed. Code 51204.5	<a href="#"><u>Social sciences instruction; contributions of specified groups</u></a>
Ed. Code 51501	<a href="#"><u>Nondiscriminatory subject matter</u></a>
Ed. Code 51511	<a href="#"><u>Religious matters properly included in courses of study</u></a>
Ed. Code 51933	<a href="#"><u>Sexual health education and HIV prevention materials</u></a>
Ed. Code 60000-60005	<a href="#"><u>Instructional materials; legislative intent</u></a>
Ed. Code 60040-60052	<a href="#"><u>Requirements for instructional materials</u></a>
Ed. Code 60119	<a href="#"><u>Public hearing on sufficiency of textbooks and instructional materials</u></a>
Ed. Code 60200-60213	<a href="#"><u>Elementary school materials</u></a>
Ed. Code 60226	<a href="#"><u>Requirements for publishers and manufacturers</u></a>
Ed. Code 60400-60411	<a href="#"><u>High school textbooks and instructional materials</u></a>



Ed. Code 60510-60511

### Management Resources

California Department of Education  
Publication  
California Department of Education  
Publication

Website

Website

Website

Website

Website

[Donation or sale of obsolete instructional materials](#)

### Description

[Instructional Materials, FAQ](#)

[Standards for Evaluating Instructional Materials for Social  
Content, 2013](#)

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

[Department of Justice](#)

[California Department of Education, Curriculum and  
Instruction Resources](#)

[CSBA](#)

[U.S. Department of Education, Office for Civil Rights](#)

### Cross References

#### Code

0410

1100

1250

1250

1312.1

1312.1

1312.3

1312.3

1312.3

1312.3

1312.4

1312.4

1312.4

5145.3

5145.3

6000

6141

6141

6142.6

6142.92

#### Description

Nondiscrimination In District Programs And Activities

Communication With The Public

Visitors/Outsiders

Visitors/Outsiders

Complaints Concerning District Employees

Complaints Concerning District Employees

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Williams Uniform Complaint Procedures

Williams Uniform Complaint Procedures

Williams Uniform Complaint Procedures

Nondiscrimination/Harassment

Nondiscrimination/Harassment

Concepts And Roles

Curriculum Development And Evaluation

Curriculum Development And Evaluation

Visual And Performing Arts Education

Mathematics Instruction

6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

**Regulation 1312.2: Complaints Concerning Instructional Materials**

**Status:** ADOPTED

Original Adopted Date: 08/25/2009 12/01/1990 | Last Revised Date: 10/01/2023 | Last  
Reviewed Date: 08/25/2009 10/01/2023

**Step 1: Informal Complaint**

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she/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, he/she/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. Complainants In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge provide the complainant with a written acknowledgement of its receipt and answer respond to any procedural questions regarding procedure the complainant may have. The principal ~~then~~ shall then notify the Superintendent or designee ~~and, the teacher(s) involved of the complaint.~~

), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. ~~However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.~~

**Step 3: Superintendent Determination**

## Review Committee

The Superintendent or designee shall determine whether to convene a review committee ~~should be convened~~ to review the complaint.

If the Superintendent or designee determines that a review committee is ~~not~~ necessary, ~~he/she shall issue a decision regarding the complaint.~~

### Step 4: Review Committee

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

The ~~Superintendent or designee may provide training to the~~ review committee ~~shall to ensure that the review committee is informed regarding its responsibilities, the criteria specified into follow when reviewing instructional materials, and applicable laws, Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.~~

~~(ies), and administrative regulation(s).~~

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

### Step 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.

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### Step 5: Appeal to the Board of Education

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

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

<b>State</b>	<b>Description</b>
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	<a href="#">County superintendent of schools; duties</a>
Ed. Code 18111	<a href="#">Exclusion of books by Governing board that are sectarian, partisan, or denominational character</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 35010	<a href="#">Control of district; prescription and enforcement of rules</a>
Ed. Code 35160	<a href="#">Powers and duties of school boards</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 44805	<a href="#">Teacher enforcement of course of studies; use of textbooks, rules and regulations</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60119	<a href="#">Public hearing on sufficiency of textbooks and instructional materials</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">High school textbooks and instructional materials</a>
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>

Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">California Department of Education, Curriculum and Instruction Resources</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>

## Cross References

Code	Description
0410	<del>Nondiscrimination In District Programs And Activities</del> <a href="#">Nondiscrimination In District Programs And Activities</a>
1100	<del>Communication With The Public</del> <a href="#">Communication With The Public</a>
<del>1250</del> 1100	<del>Communication With The Public</del> <a href="#">Visitors/Outsiders</a>
1250	<del>Visitors/Outsiders</del> <a href="#">Visitors/Outsiders</a>
<del>1312.1</del> 1250	<del>Visitors/Outsiders</del> <a href="#">Complaints Concerning District Employees</a>
1312.1	<del>Complaints Concerning District Employees</del> <a href="#">Complaints Concerning District Employees</a>
1312. <del>13</del>	<del>Complaints Concerning District Employees</del> <a href="#">Uniform Complaint Procedures</a>
1312.3	<del>Uniform Complaint Procedures</del> <a href="#">Uniform Complaint Procedures</a>
1312.3	<del>Uniform Complaint Procedures</del> <a href="#">Uniform Complaint Procedures</a>
1312.3- <del>E PDF(1)</del>	<del>Uniform Complaint Procedures</del> <a href="#">Uniform Complaint Procedures</a>
1312.4	<del>Williams Uniform Complaint Procedures</del> <a href="#">Williams Uniform Complaint Procedures</a>
1312.4- <del>E PDF(1)</del>	<del>Williams Uniform Complaint Procedures</del> <a href="#">Williams Uniform Complaint Procedures</a>
<del>1312.45</del> 145.3	<del>Nondiscrimination/Harassment</del> <a href="#">Williams Uniform Complaint Procedures</a>
5145.3	<del>Nondiscrimination/Harassment</del> <a href="#">Nondiscrimination/Harassment</a>
<del>5145.36</del> 000	<del>Concepts And Roles</del> <a href="#">Nondiscrimination/Harassment</a>
<del>60006</del> 141	<del>Curriculum Development And Evaluation</del> <a href="#">Concepts And Roles</a>
6141	<del>Curriculum Development And Evaluation</del> <a href="#">Curriculum Development And Evaluation</a>
<del>6141</del> 6142.6	<del>Visual And Performing Arts Education</del> <a href="#">Curriculum Development And Evaluation</a>
6142. <del>926</del>	<del>Mathematics Instruction</del> <a href="#">Visual And Performing Arts Education</a>

6142.9492	<del>History-Social Science Instruction</del> Mathematics Instruction
<del>6142.946143</del>	<del>Courses Of Study</del> History-Social Science Instruction
6143	<del>Courses Of Study</del> Courses Of Study
<del>61436144</del>	<del>Controversial Issues</del> Courses Of Study
6144	<del>Controversial Issues</del> Controversial Issues
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6161.1-E PDF(1)	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6161.11	<del>Supplementary Instructional Materials</del> Supplementary Instructional Materials
6161.2	<del>Damaged Or Lost Instructional Materials</del> Damaged Or Lost Instructional Materials
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9012	<del>Board Member Electronic Communications</del> Board Member Electronic Communications
9200	<del>Limits Of Board Member Authority</del> Limits Of Board Member Authority
9322	<del>Agenda/Meeting Materials</del> Agenda/Meeting Materials

**Regulation 1312.2: Complaints Concerning Instructional Materials**

**Status:** ADOPTED

Original Adopted Date: 08/25/2009 | Last Reviewed Date: | Last Revised Date:

**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.

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5 CCR 4600-4670	Uniform complaint procedures
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Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 35010	<a href="#">Control of district; prescription and enforcement of rules</a>
Ed. Code 35160	<a href="#">Powers and duties of school boards</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 44805	<a href="#">Teacher enforcement of course of studies; use of textbooks, rules and regulations</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>

Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60119	<a href="#">Public hearing on sufficiency of textbooks and instructional materials</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">High school textbooks and instructional materials</a>
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">California Department of Education, Curriculum and Instruction Resources</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment

5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

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

**Status: ADOPTED**

Original Adopted Date: 12/01/1990 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

**REQUEST FOR ~~RECONSIDERATION~~ RECONSIDERATION OF ~~STRUCTIO~~ AL EXISTING  
INSTRUCTIONAL MATERIALS**

This form is only for use ~~only~~ 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. For complaints regarding sufficiency of, supplemental instructional materials, please use the Williams Uniform Complaint Procedure complaint form.~~ any existing textbook, instructional material.

~~Date:~~

~~any 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, ~~if any:~~

~~:~~

Address:

~~:~~

**Instructional Material Being Challenged:**

Title:

:

Author:

:

Publisher:

:

Date of Edition:

ame:

:

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, ~~tape~~ website, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

Did you

:

2. ~~Was the instructional material of concern~~ read/~~view~~ heard/viewed in isolation or was the entire selection?

3. ~~For~~ read/heard/viewed? If the entire selection was not read/heard/viewed, ~~what age group would you recommend this material?~~

4. ~~2. If not, what is your estimate regarding the percentage~~ did you of the amount read/~~view, or what~~ is heard/viewed?

:

5.3. What ~~do you feel might be the result~~ is your concern regarding the consequence if a student reads/~~hears~~/views ~~this~~the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?


6.4. What would you like the school to do about ~~this~~the instructional material?

~~Do not assign it to my child~~

~~Withdraw it from all students~~

~~Reconsider it~~


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of complainant

For District Use:



Request received by:\_\_\_\_\_

Date:

:\_\_\_\_\_

Title:\_\_\_\_\_

Action taken: ~~Date:~~\_\_\_\_\_

Date:\_\_\_\_\_

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
<a href="#"><u>5 CCR 4600-4670</u></a>	<a href="#"><u>Uniform complaint procedures</u></a>
<a href="#"><u>Ed. Code 1240</u></a>	<a href="#"><u>County superintendent of schools; duties</u></a>
<a href="#"><u>Ed. Code 18111</u></a>	<a href="#"><u>Exclusion of books by Governing board that are sectarian, partisan, or denominational character</u></a>
<a href="#"><u>Ed. Code 220</u></a>	<a href="#"><u>Prohibition of discrimination</u></a>
<a href="#"><u>Ed. Code 242</u></a>	<a href="#"><u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u></a>
<a href="#"><u>Ed. Code 243</u></a>	<a href="#"><u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u></a>
<a href="#"><u>Ed. Code 35010</u></a>	<a href="#"><u>Control of district; prescription and enforcement of rules</u></a>
<a href="#"><u>Ed. Code 35160</u></a>	<a href="#"><u>Powers and duties of school boards</u></a>
<a href="#"><u>Ed. Code 35186</u></a>	<a href="#"><u>Williams uniform complaint procedures</u></a>
<a href="#"><u>Ed. Code 44805</u></a>	<a href="#"><u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u></a>
<a href="#"><u>Ed. Code 48907</u></a>	<a href="#"><u>Exercise of free expression; time, place and manner rules and regulations</u></a>
<a href="#"><u>Ed. Code 48950</u></a>	<a href="#"><u>Speech and other communication</u></a>
<a href="#"><u>Ed. Code 51204.5</u></a>	<a href="#"><u>Social sciences instruction; contributions of specified groups</u></a>
<a href="#"><u>Ed. Code 51501</u></a>	<a href="#"><u>Nondiscriminatory subject matter</u></a>
<a href="#"><u>Ed. Code 51511</u></a>	<a href="#"><u>Religious matters properly included in courses of study</u></a>
<a href="#"><u>Ed. Code 51933</u></a>	<a href="#"><u>Sexual health education and HIV prevention materials</u></a>
<a href="#"><u>Ed. Code 60000-60005</u></a>	<a href="#"><u>Instructional materials; legislative intent</u></a>
<a href="#"><u>Ed. Code 60040-60052</u></a>	<a href="#"><u>Requirements for instructional materials</u></a>
<a href="#"><u>Ed. Code 60119</u></a>	<a href="#"><u>Public hearing on sufficiency of textbooks and instructional materials</u></a>
<a href="#"><u>Ed. Code 60200-60213</u></a>	<a href="#"><u>Elementary school materials</u></a>
<a href="#"><u>Ed. Code 60226</u></a>	<a href="#"><u>Requirements for publishers and manufacturers</u></a>
<a href="#"><u>Ed. Code 60400-60411</u></a>	<a href="#"><u>High school textbooks and instructional materials</u></a>
<a href="#"><u>Ed. Code 60510-60511</u></a>	<a href="#"><u>Donation or sale of obsolete instructional materials</u></a>
<b>Management Resources</b>	<b>Description</b>
<a href="#"><u>California Department of Education Publication</u></a>	<a href="#"><u>Instructional Materials, FAQ</u></a>



[California Department of Education  
Publication](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Standards for Evaluating Instructional Materials for Social  
Content, 2013](#)

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

[Department of Justice](#)

[California Department of Education, Curriculum and  
Instruction Resources](#)

[CSBA](#)

[U.S. Department of Education, Office for Civil Rights](#)

## **Cross References**

### **Code**

[0410](#)

[1100](#)

[1250](#)

[1250](#)

[1312.1](#)

[1312.1](#)

[1312.3](#)

[1312.3](#)

[1312.3](#)

[1312.3](#)

[1312.4](#)

[1312.4](#)

[1312.4](#)

[5145.3](#)

[5145.3](#)

[6000](#)

[6141](#)

[6141](#)

[6142.6](#)

[6142.92](#)

[6142.94](#)

[6143](#)

[6143](#)

### **Description**

[Nondiscrimination In District Programs And Activities](#)

[Communication With The Public](#)

[Visitors/Outsiders](#)

[Visitors/Outsiders](#)

[Complaints Concerning District Employees](#)

[Complaints Concerning District Employees](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

[Nondiscrimination/Harassment](#)

[Nondiscrimination/Harassment](#)

[Concepts And Roles](#)

[Curriculum Development And Evaluation](#)

[Curriculum Development And Evaluation](#)

[Visual And Performing Arts Education](#)

[Mathematics Instruction](#)

[History-Social Science Instruction](#)

[Courses Of Study](#)

[Courses Of Study](#)

<u>6144</u>	<u>Controversial Issues</u>
<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
<u>6161.2</u>	<u>Damaged Or Lost Instructional Materials</u>
<u>6163.1</u>	<u>Library Media Centers</u>
<u>9000</u>	<u>Role Of The Board</u>
<u>9005</u>	<u>Governance Standards</u>
<u>9012</u>	<u>Board Member Electronic Communications</u>
<u>9200</u>	<u>Limits Of Board Member Authority</u>
<u>9322</u>	<u>Agenda/Meeting Materials</u>

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

**Status:** ADOPTED

Original Adopted Date: 08/25/2009 | Last Revised Date: | Last Reviewed Date:

**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?

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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?

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

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Signature of Complainant

**For District Use:**

Request received by: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Action taken: \_\_\_\_\_

Date: \_\_\_\_\_

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**State**

5 CCR 4600-4670

Ed. Code 1240

Ed. Code 18111

**Description**

Uniform complaint procedures

[County superintendent of schools; duties](#)

[Exclusion of books by Governing board that are sectarian, partisan, or denominational character](#)

Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 35010	<a href="#">Control of district; prescription and enforcement of rules</a>
Ed. Code 35160	<a href="#">Powers and duties of school boards</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 44805	<a href="#">Teacher enforcement of course of studies; use of textbooks, rules and regulations</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60119	<a href="#">Public hearing on sufficiency of textbooks and instructional materials</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">High school textbooks and instructional materials</a>
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">California Department of Education, Curriculum and Instruction Resources</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
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1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
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1312.3	Uniform Complaint Procedures
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1312.3	Uniform Complaint Procedures
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1312.4	Williams Uniform Complaint Procedures
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6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board

9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

**Policy 1312.3: Uniform Complaint Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 11/15/2016 | **Last Revised Date:** 03/22/2022 | **Last Reviewed Date:** 03/22/2022

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, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
- ~~20. School safety plans (Education Code 32280-32289)~~
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction 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 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 AR 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 AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
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 AR 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 BP 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 BP 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 AR 1312.4<sup>55</sup>

**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<a href="#">School libraries</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 32280-32289.5	<a href="#">School safety plans</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 46015	<a href="#">Parental leave for students</a>
Ed. Code 48645.7	<a href="#">Juvenile court schools</a>
Ed. Code 48853-48853.5	<a href="#">Foster youth</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 49010-49013	<a href="#">Student fees</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 49069.5	<a href="#">Records of foster youth</a>
Ed. Code 49490-49590	<a href="#">Child nutrition programs</a>
Ed. Code 49701	<a href="#">Provisions of the Interstate Compact on Educational Opportunities for Military Children</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51210	<a href="#">Course of study for grades 1-6</a>
Ed. Code 51222	<a href="#">Physical education</a>
Ed. Code 51223	<a href="#">Physical education; elementary schools</a>

Ed. Code 51225.1-51225.2	<a href="#">Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements</a>
Ed. Code 51226-51226.1	<a href="#">Career technical education</a>
Ed. Code 51228.1-51228.3	<a href="#">Course periods without educational content</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 52059.5	<a href="#">Statewide system of support</a>
Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>
Ed. Code 52075	<a href="#">Complaint for lack of compliance with local control and accountability plan requirements</a>
Ed. Code 52300-52462	<a href="#">Career technical education</a>
Ed. Code 52500-52617	<a href="#">Adult schools</a>
Ed. Code 54400-54425	<a href="#">Compensatory education programs</a>
Ed. Code 54440-54445	<a href="#">Migrant education</a>
Ed. Code 54460-54529	<a href="#">Compensatory education programs</a>
Ed. Code 59000-59300	<a href="#">Special schools and centers</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 64000-64001	<a href="#">Consolidated application process; school plan for student achievement</a>
Ed. Code 65000-65001	<a href="#">School site councils</a>
Ed. Code 8200-8488	<a href="#">Child care and development programs</a>
Ed. Code 8500-8538	<a href="#">Adult basic education</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
H&S Code 1596.792	<a href="#">California Child Day Care Act; general provisions and definitions</a>
H&S Code 1596.7925	<a href="#">California Child Day Care Act; health and safety regulations</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>
<b>Federal</b>	<b>Description</b>
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex

20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007

Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Student Privacy Policy Office</a>
Website	<a href="#">U.S. Department of Agriculture</a>
Website	<a href="#">California Department of Social Services</a>
Website	<a href="#">U.S. Department of Justice</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Civil Rights Department</a>

## Cross References

Code	Description
0410	<a href="#">Nondiscrimination In District Programs And Activities</a>
0420	<a href="#">School Plans/Site Councils</a>
0420	<a href="#">School Plans/Site Councils</a>
0420.41	<a href="#">Charter School Oversight</a>
0420.41-E PDF(1)	<a href="#">Charter School Oversight</a>
0430	<a href="#">Comprehensive Local Plan For Special Education</a>
0430	<a href="#">Comprehensive Local Plan For Special Education</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
1100	<a href="#">Communication With The Public</a>
1100	<a href="#">Communication With The Public</a>
1113	<a href="#">District And School Websites</a>
1113	<a href="#">District And School Websites</a>
1113-E PDF(1)	<a href="#">District And School Websites</a>
1114	<a href="#">District-Sponsored Social Media</a>
1220	<a href="#">Citizen Advisory Committees</a>
1220	<a href="#">Citizen Advisory Committees</a>
1250	<a href="#">Visitors/Outsiders</a>
1250	<a href="#">Visitors/Outsiders</a>

1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2-E PDF(1)	<a href="#">Complaints Concerning Instructional Materials</a>
1312.4	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E PDF(1)	<a href="#">Williams Uniform Complaint Procedures</a>
1340	<a href="#">Access To District Records</a>
1340	<a href="#">Access To District Records</a>
3260	<a href="#">Fees And Charges</a>
3260	<a href="#">Fees And Charges</a>
3555	<a href="#">Nutrition Program Compliance</a>
3555-E PDF(1)	<a href="#">Nutrition Program Compliance</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4112.23	<a href="#">Special Education Staff</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E PDF(1)	<a href="#">Employee Notifications</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.1	<a href="#">Civil And Legal Rights</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4131	<a href="#">Staff Development</a>
4131	<a href="#">Staff Development</a>
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4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>

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4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4231	<a href="#">Staff Development</a>
4231	<a href="#">Staff Development</a>
4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4312.9	<a href="#">Employee Notifications</a>
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4312.9-E PDF(1)	<a href="#">Employee Notifications</a>
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4319.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4331	<a href="#">Staff Development</a>
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5131.62	<a href="#">Tobacco</a>
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5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>



5144	<a href="#">Discipline</a>
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5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
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5145.6	<a href="#">Parent/Guardian Notifications</a>
5145.6-E PDF(1)	<a href="#">Parent/Guardian Notifications</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.71-E PDF(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.9	<a href="#">Hate-Motivated Behavior</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
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5148	<a href="#">Child Care And Development</a>
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6159.2	<a href="#"><u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u></a>
6159.3	<a href="#"><u>Appointment Of Surrogate Parent For Special Education Students</u></a>
6159.3	<a href="#"><u>Appointment Of Surrogate Parent For Special Education Students</u></a>
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6164.4	<a href="#"><u>Identification And Evaluation Of Individuals For Special Education</u></a>
6164.5	<a href="#"><u>Student Success Teams</u></a>
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6173-E PDF(1)	<a href="#"><u>Education For Homeless Children</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.2	<a href="#"><u>Education Of Children Of Military Families</u></a>
6175	<a href="#"><u>Migrant Education Program</u></a>
6175	<a href="#"><u>Migrant Education Program</u></a>
6178	<a href="#"><u>Career Technical Education</u></a>
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6178.1	<a href="#"><u>Work-Based Learning</u></a>
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9011	<a href="#"><u>Disclosure Of Confidential/Privileged Information</u></a>
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**Policy 1312.3: Uniform Complaint Procedures**

**Status: ADOPTED**

**Original Adopted Date:** 11/15/2016 | **Last Revised Date:**     | **Last Reviewed Date:**

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, homeless students, students from military families, and students formerly in a juvenile court school (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)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction 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 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 AR 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 AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
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 AR 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 BP 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 BP 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 AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<a href="#">School libraries</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 32280-32289.5	<a href="#">School safety plans</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 46015	<a href="#">Parental leave for students</a>
Ed. Code 48645.7	<a href="#">Juvenile court schools</a>
Ed. Code 48853-48853.5	<a href="#">Foster youth</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 49010-49013	<a href="#">Student fees</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 49069.5	<a href="#">Records of foster youth</a>
Ed. Code 49490-49590	<a href="#">Child nutrition programs</a>
Ed. Code 49701	<a href="#">Provisions of the Interstate Compact on Educational Opportunities for Military Children</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51210	<a href="#">Course of study for grades 1-6</a>
Ed. Code 51222	<a href="#">Physical education</a>
Ed. Code 51223	<a href="#">Physical education; elementary schools</a>
Ed. Code 51225.1-51225.2	<a href="#">Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements</a>
Ed. Code 51226-51226.1	<a href="#">Career technical education</a>

Ed. Code 51228.1-51228.3	<a href="#">Course periods without educational content</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 52059.5	<a href="#">Statewide system of support</a>
Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>
Ed. Code 52075	<a href="#">Complaint for lack of compliance with local control and accountability plan requirements</a>
Ed. Code 52300-52462	<a href="#">Career technical education</a>
Ed. Code 52500-52617	<a href="#">Adult schools</a>
Ed. Code 54400-54425	<a href="#">Compensatory education programs</a>
Ed. Code 54440-54445	<a href="#">Migrant education</a>
Ed. Code 54460-54529	<a href="#">Compensatory education programs</a>
Ed. Code 59000-59300	<a href="#">Special schools and centers</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 64000-64001	<a href="#">Consolidated application process; school plan for student achievement</a>
Ed. Code 65000-65001	<a href="#">School site councils</a>
Ed. Code 8200-8488	<a href="#">Child care and development programs</a>
Ed. Code 8500-8538	<a href="#">Adult basic education</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
H&S Code 1596.792	<a href="#">California Child Day Care Act; general provisions and definitions</a>
H&S Code 1596.7925	<a href="#">California Child Day Care Act; health and safety regulations</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>
<b>Federal</b>	<b>Description</b>
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students



28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
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Website	<a href="#">U.S. Department of Agriculture</a>

Website	<a href="#">California Department of Social Services</a>
Website	<a href="#">U.S. Department of Justice</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>
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0430	<a href="#">Comprehensive Local Plan For Special Education</a>
0430	<a href="#">Comprehensive Local Plan For Special Education</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
1100	<a href="#">Communication With The Public</a>
1100	<a href="#">Communication With The Public</a>
1113	<a href="#">District And School Websites</a>
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1114	<a href="#">District-Sponsored Social Media</a>
1220	<a href="#">Citizen Advisory Committees</a>
1220	<a href="#">Citizen Advisory Committees</a>
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1340	<a href="#">Access To District Records</a>
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3260	<a href="#">Fees And Charges</a>
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3580	<a href="#">District Records</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4112.23	<a href="#">Special Education Staff</a>
4112.9	<a href="#">Employee Notifications</a>
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4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
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4119.11	<a href="#">Sexual Harassment</a>
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4131	<a href="#">Staff Development</a>
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4219.1	<a href="#">Civil And Legal Rights</a>
4219.11	<a href="#">Sexual Harassment</a>

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4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
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### **Regulation 1312.3: Uniform Complaint Procedures**

**Status: ADOPTED**

**Original Adopted Date:** 11/15/2016 | **Last Revised Date:** 02/28/2022 | **Last Reviewed Date:** 02/28/2022

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 AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

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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, homeless students, children of military families, and former juvenile court school students now enrolled in the district, 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 web sites 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 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.~~

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or 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, and 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<sup>81</sup>

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, and 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, and 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](http://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<sup>82</sup>

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)

### **Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate <sup>84</sup>

which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

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**Policy Reference Disclaimer:**

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

State	Description
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints



5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<a href="#">School libraries</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 32280-32289.5	<a href="#">School safety plans</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 46015	<a href="#">Parental leave for students</a>
Ed. Code 48645.7	<a href="#">Juvenile court schools</a>
Ed. Code 48853-48853.5	<a href="#">Foster youth</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 49010-49013	<a href="#">Student fees</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 49069.5	<a href="#">Records of foster youth</a>
Ed. Code 49490-49590	<a href="#">Child nutrition programs</a>
Ed. Code 49701	<a href="#">Provisions of the Interstate Compact on Educational Opportunities for Military Children</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51210	<a href="#">Course of study for grades 1-6</a>
Ed. Code 51222	<a href="#">Physical education</a>
Ed. Code 51223	<a href="#">Physical education; elementary schools</a>
Ed. Code 51225.1-51225.2	<a href="#">Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements</a>
Ed. Code 51226-51226.1	<a href="#">Career technical education</a>
Ed. Code 51228.1-51228.3	<a href="#">Course periods without educational content</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 52059.5	<a href="#">Statewide system of support</a>
Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>
Ed. Code 52075	<a href="#">Complaint for lack of compliance with local control and accountability plan requirements</a>
Ed. Code 52300-52462	<a href="#">Career technical education</a>
Ed. Code 52500-52617	<a href="#">Adult schools</a>

Ed. Code 54400-54425	<a href="#">Compensatory education programs</a>
Ed. Code 54440-54445	<a href="#">Migrant education</a>
Ed. Code 54460-54529	<a href="#">Compensatory education programs</a>
Ed. Code 59000-59300	<a href="#">Special schools and centers</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 64000-64001	<a href="#">Consolidated application process; school plan for student achievement</a>
Ed. Code 65000-65001	<a href="#">School site councils</a>
Ed. Code 8200-8488	<a href="#">Child care and development programs</a>
Ed. Code 8500-8538	<a href="#">Adult basic education</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
H&S Code 1596.792	<a href="#">California Child Day Care Act; general provisions and definitions</a>
H&S Code 1596.7925	<a href="#">California Child Day Care Act; health and safety regulations</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>
<b>Federal</b>	<b>Description</b>
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions

34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Student Privacy Policy Office</a>
Website	<a href="#">U.S. Department of Agriculture</a>
Website	<a href="#">California Department of Social Services</a>
Website	<a href="#">U.S. Department of Justice</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Civil Rights Department</a>

## Cross References

0410	<a href="#">Nondiscrimination In District Programs And Activities</a>
0420	<a href="#">School Plans/Site Councils</a>
0420	<a href="#">School Plans/Site Councils</a>
0420.41	<a href="#">Charter School Oversight</a>
0420.41-E PDF(1)	<a href="#">Charter School Oversight</a>
0430	<a href="#">Comprehensive Local Plan For Special Education</a>
0430	<a href="#">Comprehensive Local Plan For Special Education</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
1100	<a href="#">Communication With The Public</a>
1100	<a href="#">Communication With The Public</a>
1113	<a href="#">District And School Websites</a>
1113	<a href="#">District And School Websites</a>
1113-E PDF(1)	<a href="#">District And School Websites</a>
1114	<a href="#">District-Sponsored Social Media</a>
1220	<a href="#">Citizen Advisory Committees</a>
1220	<a href="#">Citizen Advisory Committees</a>
1250	<a href="#">Visitors/Outsiders</a>
1250	<a href="#">Visitors/Outsiders</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2-E PDF(1)	<a href="#">Complaints Concerning Instructional Materials</a>
1312.4	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E PDF(1)	<a href="#">Williams Uniform Complaint Procedures</a>
1340	<a href="#">Access To District Records</a>
1340	<a href="#">Access To District Records</a>
3260	<a href="#">Fees And Charges</a>
3260	<a href="#">Fees And Charges</a>
3555	<a href="#">Nutrition Program Compliance</a>

3555-E PDF(1)	<a href="#">Nutrition Program Compliance</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4112.23	<a href="#">Special Education Staff</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E PDF(1)	<a href="#">Employee Notifications</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.1	<a href="#">Civil And Legal Rights</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4131	<a href="#">Staff Development</a>
4131	<a href="#">Staff Development</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4219.1	<a href="#">Civil And Legal Rights</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4231	<a href="#">Staff Development</a>
4231	<a href="#">Staff Development</a>
4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9-E PDF(1)	<a href="#">Employee Notifications</a>

4319.1	<a href="#"><u>Civil And Legal Rights</u></a>
4319.11	<a href="#"><u>Sexual Harassment</u></a>
4319.11	<a href="#"><u>Sexual Harassment</u></a>
4319.23	<a href="#"><u>Unauthorized Release Of Confidential/Privileged Information</u></a>
4331	<a href="#"><u>Staff Development</u></a>
4331	<a href="#"><u>Staff Development</u></a>
4344	<a href="#"><u>Complaints</u></a>
4344	<a href="#"><u>Complaints</u></a>
5116.1	<a href="#"><u>Intradistrict Open Enrollment</u></a>
5116.1	<a href="#"><u>Intradistrict Open Enrollment</u></a>
5117	<a href="#"><u>Interdistrict Attendance</u></a>
5117	<a href="#"><u>Interdistrict Attendance</u></a>
5125	<a href="#"><u>Student Records</u></a>
5125	<a href="#"><u>Student Records</u></a>
5131.62	<a href="#"><u>Tobacco</u></a>
5131.62	<a href="#"><u>Tobacco</u></a>
5137	<a href="#"><u>Positive School Climate</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
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5141.4	<a href="#"><u>Child Abuse Prevention And Reporting</u></a>
5141.4	<a href="#"><u>Child Abuse Prevention And Reporting</u></a>
5144	<a href="#"><u>Discipline</u></a>
5144	<a href="#"><u>Discipline</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.6	<a href="#"><u>Parent/Guardian Notifications</u></a>
5145.6-E PDF(1)	<a href="#"><u>Parent/Guardian Notifications</u></a>
5145.7	<a href="#"><u>Sexual Harassment</u></a>
5145.7	<a href="#"><u>Sexual Harassment</u></a>
5145.71	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
5145.71-E PDF(1)	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>

5145.9	<a href="#">Hate-Motivated Behavior</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5148	<a href="#">Child Care And Development</a>
5148	<a href="#">Child Care And Development</a>
5148.2	<a href="#">Before/After School Programs</a>
5148.2	<a href="#">Before/After School Programs</a>
5148.3	<a href="#">Preschool/Early Childhood Education</a>
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6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
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6142.7	<a href="#">Physical Education And Activity</a>
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6145	<a href="#">Extracurricular And Cocurricular Activities</a>
6145	<a href="#">Extracurricular And Cocurricular Activities</a>
6145.2	<a href="#">Athletic Competition</a>
6145.2	<a href="#">Athletic Competition</a>
6146.1	<a href="#">High School Graduation Requirements</a>
6152	<a href="#">Class Assignment</a>
6159	<a href="#">Individualized Education Program</a>
6159	<a href="#">Individualized Education Program</a>
6159.1	<a href="#">Procedural Safeguards And Complaints For Special Education</a>
6159.1	<a href="#">Procedural Safeguards And Complaints For Special Education</a>
6159.2	<a href="#">Nonpublic, Nonsectarian School And Agency Services For Special Education</a>
6159.2	<a href="#">Nonpublic, Nonsectarian School And Agency Services For Special Education</a>
6159.3	<a href="#">Appointment Of Surrogate Parent For Special Education Students</a>
6159.3	<a href="#">Appointment Of Surrogate Parent For Special Education Students</a>
6161.1	<a href="#">Selection And Evaluation Of Instructional Materials</a>
6161.1	<a href="#">Selection And Evaluation Of Instructional Materials</a>
6161.1-E PDF(1)	<a href="#">Selection And Evaluation Of Instructional Materials</a>

6161.11	<a href="#">Supplementary Instructional Materials</a>
6163.1	<a href="#">Library Media Centers</a>
6164.2	<a href="#">Guidance/Counseling Services</a>
6164.2	<a href="#">Guidance/Counseling Services</a>
6164.4	<a href="#">Identification And Evaluation Of Individuals For Special Education</a>
6164.4	<a href="#">Identification And Evaluation Of Individuals For Special Education</a>
6164.5	<a href="#">Student Success Teams</a>
6164.5	<a href="#">Student Success Teams</a>
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6171	<a href="#">Title I Programs</a>
6173	<a href="#">Education For Homeless Children</a>
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6173.1	<a href="#">Education For Foster Youth</a>
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6175	<a href="#">Migrant Education Program</a>
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6178	<a href="#">Career Technical Education</a>
6178	<a href="#">Career Technical Education</a>
6178.1	<a href="#">Work-Based Learning</a>
6178.1	<a href="#">Work-Based Learning</a>
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9000	<a href="#">Role Of The Board</a>
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**Regulation 1312.3: Uniform Complaint Procedures**

**Status: ADOPTED**

**Original Adopted Date:** 11/15/2016 | **Last Revised Date:**     | **Last Reviewed Date:**

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 AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Coordinator of Student Support Services  
Alameda Unified School District  
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(510) 394-4331  
jmccarthy@alamedaunified.org

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, homeless students, children of military families, and former juvenile court school students now enrolled in the district, 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 web sites 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<sup>98</sup>

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, and 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, and 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, and 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](http://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)

### **Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. <sup>162</sup> The

complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

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**Policy Reference Disclaimer:**

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

State	Description
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints

5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<a href="#">School libraries</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 32280-32289.5	<a href="#">School safety plans</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 46015	<a href="#">Parental leave for students</a>
Ed. Code 48645.7	<a href="#">Juvenile court schools</a>
Ed. Code 48853-48853.5	<a href="#">Foster youth</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 49010-49013	<a href="#">Student fees</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 49069.5	<a href="#">Records of foster youth</a>
Ed. Code 49490-49590	<a href="#">Child nutrition programs</a>
Ed. Code 49701	<a href="#">Provisions of the Interstate Compact on Educational Opportunities for Military Children</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51210	<a href="#">Course of study for grades 1-6</a>
Ed. Code 51222	<a href="#">Physical education</a>
Ed. Code 51223	<a href="#">Physical education; elementary schools</a>
Ed. Code 51225.1-51225.2	<a href="#">Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements</a>
Ed. Code 51226-51226.1	<a href="#">Career technical education</a>
Ed. Code 51228.1-51228.3	<a href="#">Course periods without educational content</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 52059.5	<a href="#">Statewide system of support</a>
Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>
Ed. Code 52075	<a href="#">Complaint for lack of compliance with local control and accountability plan requirements</a>
Ed. Code 52300-52462	<a href="#">Career technical education</a>
Ed. Code 52500-52617	<a href="#">Adult schools</a>
Ed. Code 54400-54425	<a href="#">Compensatory education programs</a>
Ed. Code 54440-54445	<a href="#">Migrant education</a>

Ed. Code 54460-54529	<a href="#">Compensatory education programs</a>
Ed. Code 59000-59300	<a href="#">Special schools and centers</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 64000-64001	<a href="#">Consolidated application process; school plan for student achievement</a>
Ed. Code 65000-65001	<a href="#">School site councils</a>
Ed. Code 8200-8488	<a href="#">Child care and development programs</a>
Ed. Code 8500-8538	<a href="#">Adult basic education</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	<a href="#">Fair Employment and Housing Act</a>
H&S Code 1596.792	<a href="#">California Child Day Care Act; general provisions and definitions</a>
H&S Code 1596.7925	<a href="#">California Child Day Care Act; health and safety regulations</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>
<b>Federal</b>	<b>Description</b>
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment

34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Student Privacy Policy Office</a>
Website	<a href="#">U.S. Department of Agriculture</a>
Website	<a href="#">California Department of Social Services</a>
Website	<a href="#">U.S. Department of Justice</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Civil Rights Department</a>

## Cross References

Code	Description
0410	<a href="#">Nondiscrimination In District Programs And Activities</a>
0420	<a href="#">School Plans/Site Councils</a>

0420	<a href="#"><u>School Plans/Site Councils</u></a>
0420.41	<a href="#"><u>Charter School Oversight</u></a>
0420.41-E PDF(1)	<a href="#"><u>Charter School Oversight</u></a>
0430	<a href="#"><u>Comprehensive Local Plan For Special Education</u></a>
0430	<a href="#"><u>Comprehensive Local Plan For Special Education</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
1100	<a href="#"><u>Communication With The Public</u></a>
1100	<a href="#"><u>Communication With The Public</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113-E PDF(1)	<a href="#"><u>District And School Websites</u></a>
1114	<a href="#"><u>District-Sponsored Social Media</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1250	<a href="#"><u>Visitors/Outsiders</u></a>
1250	<a href="#"><u>Visitors/Outsiders</u></a>
1312.1	<a href="#"><u>Complaints Concerning District Employees</u></a>
1312.1	<a href="#"><u>Complaints Concerning District Employees</u></a>
1312.2	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.2	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.2-E PDF(1)	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.4	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E PDF(1)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1340	<a href="#"><u>Access To District Records</u></a>
1340	<a href="#"><u>Access To District Records</u></a>
3260	<a href="#"><u>Fees And Charges</u></a>
3260	<a href="#"><u>Fees And Charges</u></a>
3555	<a href="#"><u>Nutrition Program Compliance</u></a>
3555-E PDF(1)	<a href="#"><u>Nutrition Program Compliance</u></a>
3580	<a href="#"><u>District Records</u></a>

3580	<a href="#">District Records</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4030	<a href="#">Nondiscrimination In Employment</a>
4112.23	<a href="#">Special Education Staff</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E PDF(1)	<a href="#">Employee Notifications</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.1	<a href="#">Civil And Legal Rights</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4131	<a href="#">Staff Development</a>
4131	<a href="#">Staff Development</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4219.1	<a href="#">Civil And Legal Rights</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4231	<a href="#">Staff Development</a>
4231	<a href="#">Staff Development</a>
4244	<a href="#">Complaints</a>
4244	<a href="#">Complaints</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9-E PDF(1)	<a href="#">Employee Notifications</a>
4319.1	<a href="#">Civil And Legal Rights</a>
4319.11	<a href="#">Sexual Harassment</a>

4319.11	<a href="#">Sexual Harassment</a>
4319.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4331	<a href="#">Staff Development</a>
4331	<a href="#">Staff Development</a>
4344	<a href="#">Complaints</a>
4344	<a href="#">Complaints</a>
5116.1	<a href="#">Intradistrict Open Enrollment</a>
5116.1	<a href="#">Intradistrict Open Enrollment</a>
5117	<a href="#">Interdistrict Attendance</a>
5117	<a href="#">Interdistrict Attendance</a>
5125	<a href="#">Student Records</a>
5125	<a href="#">Student Records</a>
5131.62	<a href="#">Tobacco</a>
5131.62	<a href="#">Tobacco</a>
5137	<a href="#">Positive School Climate</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5144	<a href="#">Discipline</a>
5144	<a href="#">Discipline</a>
5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.3	<a href="#">Nondiscrimination/Harassment</a>
5145.6	<a href="#">Parent/Guardian Notifications</a>
5145.6-E PDF(1)	<a href="#">Parent/Guardian Notifications</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.71-E PDF(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.9	<a href="#">Hate-Motivated Behavior</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>



5146	<a href="#"><u>Married/Pregnant/Parenting Students</u></a>
5148	<a href="#"><u>Child Care And Development</u></a>
5148	<a href="#"><u>Child Care And Development</u></a>
5148.2	<a href="#"><u>Before/After School Programs</u></a>
5148.2	<a href="#"><u>Before/After School Programs</u></a>
5148.3	<a href="#"><u>Preschool/Early Childhood Education</u></a>
5148.3	<a href="#"><u>Preschool/Early Childhood Education</u></a>
6142.1	<a href="#"><u>Sexual Health And HIV/AIDS Prevention Instruction</u></a>
6142.1	<a href="#"><u>Sexual Health And HIV/AIDS Prevention Instruction</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6146.1	<a href="#"><u>High School Graduation Requirements</u></a>
6152	<a href="#"><u>Class Assignment</u></a>
6159	<a href="#"><u>Individualized Education Program</u></a>
6159	<a href="#"><u>Individualized Education Program</u></a>
6159.1	<a href="#"><u>Procedural Safeguards And Complaints For Special Education</u></a>
6159.1	<a href="#"><u>Procedural Safeguards And Complaints For Special Education</u></a>
6159.2	<a href="#"><u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u></a>
6159.2	<a href="#"><u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u></a>
6159.3	<a href="#"><u>Appointment Of Surrogate Parent For Special Education Students</u></a>
6159.3	<a href="#"><u>Appointment Of Surrogate Parent For Special Education Students</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1-E PDF(1)	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.11	<a href="#"><u>Supplementary Instructional Materials</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>

6164.2	<a href="#">Guidance/Counseling Services</a>
6164.2	<a href="#">Guidance/Counseling Services</a>
6164.4	<a href="#">Identification And Evaluation Of Individuals For Special Education</a>
6164.4	<a href="#">Identification And Evaluation Of Individuals For Special Education</a>
6164.5	<a href="#">Student Success Teams</a>
6164.5	<a href="#">Student Success Teams</a>
6171	<a href="#">Title I Programs</a>
6171	<a href="#">Title I Programs</a>
6173	<a href="#">Education For Homeless Children</a>
6173	<a href="#">Education For Homeless Children</a>
6173-E PDF(1)	<a href="#">Education For Homeless Children</a>
6173.1	<a href="#">Education For Foster Youth</a>
6173.1	<a href="#">Education For Foster Youth</a>
6173.2	<a href="#">Education Of Children Of Military Families</a>
6175	<a href="#">Migrant Education Program</a>
6175	<a href="#">Migrant Education Program</a>
6178	<a href="#">Career Technical Education</a>
6178	<a href="#">Career Technical Education</a>
6178.1	<a href="#">Work-Based Learning</a>
6178.1	<a href="#">Work-Based Learning</a>
6178.2	<a href="#">Regional Occupational Center/Program</a>
6200	<a href="#">Adult Education</a>
6200	<a href="#">Adult Education</a>
6200-E PDF(1)	<a href="#">Adult Education</a>
9000	<a href="#">Role Of The Board</a>
9011	<a href="#">Disclosure Of Confidential/Privileged Information</a>
9012	<a href="#">Board Member Electronic Communications</a>
9124	<a href="#">Attorney</a>
9200	<a href="#">Limits Of Board Member Authority</a>
9321	<a href="#">Closed Session</a>
9321-E PDF(1)	<a href="#">Closed Session</a>
9321-E PDF(2)	<a href="#">Closed Session</a>



**Regulation 1312.4: Williams Uniform Complaint Procedures**

**Status:** ADOPTED

Original Adopted Date: ~~08/25/2009~~11/01/2010 | Last Revised Date: 07/20/202210/01/2023 |  
Last Reviewed Date: 07/20/202210/01/2023

**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)

~~1.~~

- 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 ~~than 20 percent~~ 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. ~~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, ~~or~~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 ~~make repairs~~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~~women's and all-gender restroom, and in at least one ~~men's~~men's restroom. (Education Code 35292.6)-

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)~~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)

response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

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

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the ~~Superintendent of Public Instruction~~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)

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### Policy Reference Disclaimer:

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

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	<a href="#">County superintendent of schools; duties</a>
Ed. Code 17592.72	<a href="#">Urgent or emergency repairs; School Facility Emergency Repair Account</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 234.1	<a href="#">Student protections relating to discrimination, harassment, intimidation, and bullying</a>
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 35292.5-35292.6	<a href="#">Restrooms; maintenance and cleanliness</a>

Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60119	<a href="#">Hearing on sufficiency of instructional materials</a>
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>

## Federal

20 USC 6314

## Management Resources

Website

Website

Website

Website

Website

Website

Website

## Description

Title I schoolwide program

## Description

[California County Superintendents Educational Services Association](#)

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

[State Allocation Board, Office of Public School Construction](#)

[Department of Justice](#)

[U.S. Department of Education, Office for Civil Rights](#)

[CSBA](#)

[California Department of Education](#)

## Cross References

### Code

0410

### Description

~~[Nondiscrimination In District Programs And Activities](#)~~[Nondiscrimination In District Programs And Activities](#)

0460

~~[Local Control And Accountability Plan](#)~~[Local Control And Accountability Plan](#)

0460

~~[Local Control And Accountability Plan](#)~~[Local Control And Accountability Plan](#)

1100

~~[Communication With The Public](#)~~[Communication With The Public](#)

~~1100~~

~~[Communication With The Public](#)~~

1250

~~[Visitors/Outsiders](#)~~[Visitors/Outsiders](#)

1250

~~[Visitors/Outsiders](#)~~[Visitors/Outsiders](#)

1312.2

~~[Complaints Concerning Instructional Materials](#)~~[Complaints Concerning Instructional Materials](#)



1312.2	<u>Complaints Concerning Instructional Materials</u> <u>Complaints Concerning Instructional Materials</u>
1312.2-E PDF(1)	<u>Complaints Concerning Instructional Materials</u> <u>Complaints Concerning Instructional Materials</u>
1312.3	<u>Uniform Complaint Procedures</u> <u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u> <u>Uniform Complaint Procedures</u>
1312.3-E PDF(1)	<u>Uniform Complaint Procedures</u> <u>Uniform Complaint Procedures</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
1340	<u>Access To District Records</u> <u>Access To District Records</u>
1340	<u>Access To District Records</u> <u>Access To District Records</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u> <u>Sale And Disposal Of Books, Equipment And Supplies</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u> <u>Sale And Disposal Of Books, Equipment And Supplies</u>
3514	<u>Environmental Safety</u> <u>Environmental Safety</u>
3514	<u>Environmental Safety</u> <u>Environmental Safety</u>
3514.2	<u>Integrated Pest Management</u> <u>Integrated Pest Management</u>
3517	<u>Facilities Inspection</u> <u>Facilities Inspection</u>
3517	<u>Facilities Inspection</u> <u>Facilities Inspection</u>
<u>3517-E PDF(1)</u>	<u>Facilities Inspection</u>
3550	<u>Food Service/Child Nutrition Program</u> <u>Food Service/Child Nutrition Program</u>
3550	<u>Food Service/Child Nutrition Program</u> <u>Food Service/Child Nutrition Program</u>
4112.2	<u>Certification</u> <u>Certification</u>
4112.2	<u>Certification</u> <u>Certification</u>
4112.22	<u>Staff Teaching English Learners</u> <u>Staff Teaching English Learners</u>
4113	<u>Assignment</u> <u>Assignment</u>
4113	<u>Assignment</u> <u>Assignment</u>
4144	<u>Complaints</u> <u>Complaints</u>
4144	<u>Complaints</u> <u>Complaints</u>
4244	<u>Complaints</u> <u>Complaints</u>
4244	<u>Complaints</u> <u>Complaints</u>
4344	<u>Complaints</u> <u>Complaints</u>
4344	<u>Complaints</u> <u>Complaints</u>

5145.3	<del><a href="#">Nondiscrimination/Harassment</a></del> <del><a href="#">Nondiscrimination/Harassment</a></del>
5145.3	<del><a href="#">Nondiscrimination/Harassment</a></del> <del><a href="#">Nondiscrimination/Harassment</a></del>
6142.92	<del><a href="#">Mathematics Instruction</a></del> <del><a href="#">Mathematics Instruction</a></del>
6143	<del><a href="#">Courses Of Study</a></del> <del><a href="#">Courses Of Study</a></del>
6143	<del><a href="#">Courses Of Study</a></del> <del><a href="#">Courses Of Study</a></del>
6161.1	<del><a href="#">Selection And Evaluation Of Instructional Materials</a></del> <del><a href="#">Selection And Evaluation Of Instructional Materials</a></del>
6161.1	<del><a href="#">Selection And Evaluation Of Instructional Materials</a></del> <del><a href="#">Selection And Evaluation Of Instructional Materials</a></del>
6161.1-E PDF(1)	<del><a href="#">Selection And Evaluation Of Instructional Materials</a></del> <del><a href="#">Selection And Evaluation Of Instructional Materials</a></del>
6161.11	<del><a href="#">Supplementary Instructional Materials</a></del> <del><a href="#">Supplementary Instructional Materials</a></del>
6161.2	<del><a href="#">Damaged Or Lost Instructional Materials</a></del> <del><a href="#">Damaged Or Lost Instructional Materials</a></del>
6163.1	<del><a href="#">Library Media Centers</a></del> <del><a href="#">Library Media Centers</a></del>
9000	<del><a href="#">Role Of The Board</a></del> <del><a href="#">Role Of The Board</a></del>
9012	<del><a href="#">Board Member Electronic Communications</a></del> <del><a href="#">Board Member Electronic Communications</a></del>
9200	<del><a href="#">Limits Of Board Member Authority</a></del> <del><a href="#">Limits Of Board Member Authority</a></del>
9322	<del><a href="#">Agenda/Meeting Materials</a></del> <del><a href="#">Agenda/Meeting Materials</a></del>

**Regulation 1312.4: Williams Uniform Complaint Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

## 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)

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	<a href="#">County superintendent of schools; duties</a>
Ed. Code 17592.72	<a href="#">Urgent or emergency repairs; School Facility Emergency Repair Account</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 234.1	<a href="#">Student protections relating to discrimination, harassment, intimidation, and bullying</a>
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 35292.5-35292.6	<a href="#">Restrooms; maintenance and cleanliness</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60119	<a href="#">Hearing on sufficiency of instructional materials</a>
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>
<b>Federal</b>	<b>Description</b>
20 USC 6314	Title I schoolwide program
<b>Management Resources</b>	<b>Description</b>

Website	<a href="#">California County Superintendents Educational Services Association</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">State Allocation Board, Office of Public School Construction</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">California Department of Education</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
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1312.3	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
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3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
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3550	Food Service/Child Nutrition Program

3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4113	Assignment
4144	Complaints
4144	Complaints
4244	Complaints
4244	Complaints
4344	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6142.92	Mathematics Instruction
6143	Courses Of Study
6143	Courses Of Study
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials



~~WILLIAMS UNIFORM COMPLAINT PROCEDURES~~

District Policy Manual  
CSBA Policy Management Console

Exhibit 1312.4-E(1): Williams Uniform Complaint ProceduresStatus: ADOPTED

Original Adopted Date: 11/01/2007 | Last Revised Date: 10/01/2023 | Last Reviewed Date:  
10/01/2023

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.

3.

*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 ~~web site~~website. You may also download a copy of the California Department of Education (CDE) complaint form from ~~the following web site:~~ [http://www.cde.ca.gov/re/cp/uc.CDE's, website when available](http://www.cde.ca.gov/re/cp/uc/CDE's_website_when_available). However, a complaint need not be filed using either the district's complaint form or the complaint form from ~~the California Department of Education.CDE.~~

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~~Exhibit ALAMEDA UNIFIED SCHOOL DISTRICT~~

~~version: August 25, 2009 Alameda, California~~

**~~revised: May 14, 2019~~Policy Reference Disclaimer:**

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

<u>State</u>	<u>Description</u>
<u>5 CCR 4600-4670</u>	<u>Uniform complaint procedures</u>
<u>5 CCR 4600-4687</u>	<u>Uniform complaint procedures and Williams complaints</u>
<u>5 CCR 4690-4694</u>	<u>Health and safety complaints in license-exempt preschool programs</u>
<u>Ed. Code 1240</u>	<u>County superintendent of schools; duties</u>
<u>Ed. Code 17592.72</u>	<u>Urgent or emergency repairs; School Facility Emergency Repair Account</u>
<u>Ed. Code 200-262.4</u>	<u>Prohibition of discrimination</u>
<u>Ed. Code 234.1</u>	<u>Student protections relating to discrimination, harassment, intimidation, and bullying</u>
<u>Ed. Code 33126</u>	<u>School accountability report card</u>
<u>Ed. Code 35186</u>	<u>Williams uniform complaint procedures</u>

[Ed. Code 35292.5-35292.6](#)

[Ed. Code 48907](#)

[Ed. Code 48950](#)

[Ed. Code 48985](#)

[Ed. Code 51501](#)

[Ed. Code 60010](#)

[Ed. Code 60040-60052](#)

[Ed. Code 60119](#)

[Ed. Code 60150](#)

### **Federal**

[20 USC 6314](#)

### **Management Resources**

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Restrooms; maintenance and cleanliness](#)

[Exercise of free expression; time, place and manner rules and regulations](#)

[Speech and other communication](#)

[Notices to parents in language other than English](#)

[Nondiscriminatory subject matter](#)

[Instructional materials; definition](#)

[Requirements for instructional materials](#)

[Hearing on sufficiency of instructional materials](#)

[Penalty for insufficiency of textbooks and instructional materials](#)

### **Description**

[Title I schoolwide program](#)

### **Description**

[California County Superintendents Educational Services Association](#)

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

[State Allocation Board, Office of Public School Construction](#)

[Department of Justice](#)

[U.S. Department of Education, Office for Civil Rights](#)

[CSBA](#)

[California Department of Education](#)

## **Cross References**

### **Code**

[0410](#)

[0460](#)

[0460](#)

[1100](#)

[1250](#)

[1250](#)

[1312.2](#)

[1312.2](#)

[1312.2](#)

[1312.3](#)

### **Description**

[Nondiscrimination In District Programs And Activities](#)

[Local Control And Accountability Plan](#)

[Local Control And Accountability Plan](#)

[Communication With The Public](#)

[Visitors/Outsiders](#)

[Visitors/Outsiders](#)

[Complaints Concerning Instructional Materials](#)

[Complaints Concerning Instructional Materials](#)

[Complaints Concerning Instructional Materials](#)

[Uniform Complaint Procedures](#)

<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1340</u>	<u>Access To District Records</u>
<u>1340</u>	<u>Access To District Records</u>
<u>3270</u>	<u>Sale And Disposal Of Books, Equipment And Supplies</u>
<u>3270</u>	<u>Sale And Disposal Of Books, Equipment And Supplies</u>
<u>3514</u>	<u>Environmental Safety</u>
<u>3514</u>	<u>Environmental Safety</u>
<u>3514.2</u>	<u>Integrated Pest Management</u>
<u>3517</u>	<u>Facilities Inspection</u>
<u>3517</u>	<u>Facilities Inspection</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>4112.2</u>	<u>Certification</u>
<u>4112.2</u>	<u>Certification</u>
<u>4112.22</u>	<u>Staff Teaching English Learners</u>
<u>4113</u>	<u>Assignment</u>
<u>4113</u>	<u>Assignment</u>
<u>4144</u>	<u>Complaints</u>
<u>4144</u>	<u>Complaints</u>
<u>4244</u>	<u>Complaints</u>
<u>4244</u>	<u>Complaints</u>
<u>4344</u>	<u>Complaints</u>
<u>4344</u>	<u>Complaints</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>6142.92</u>	<u>Mathematics Instruction</u>
<u>6143</u>	<u>Courses Of Study</u>
<u>6143</u>	<u>Courses Of Study</u>
<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>
<u>6161.1</u>	<u>Selection And Evaluation Of Instructional Materials</u>

6161.11

Supplementary Instructional Materials

6161.2

Damaged Or Lost Instructional Materials

6163.1

Library Media Centers

9000

Role Of The Board

9012

Board Member Electronic Communications

9200

Limits Of Board Member Authority

9322

Agenda/Meeting Materials

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

**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.

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Exhibit ALAMEDA UNIFIED SCHOOL DISTRICT

Adopted: August 25, 2009 Alameda, California

revised: May 14, 2019

version:

**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	<a href="#">County superintendent of schools; duties</a>
Ed. Code 17592.72	<a href="#">Urgent or emergency repairs; School Facility Emergency Repair Account</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 234.1	<a href="#">Student protections relating to discrimination, harassment, intimidation, and bullying</a>
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 35292.5-35292.6	<a href="#">Restrooms; maintenance and cleanliness</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60119	<a href="#">Hearing on sufficiency of instructional materials</a>
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>
<b>Federal</b>	<b>Description</b>
20 USC 6314	Title I schoolwide program
<b>Management Resources</b>	<b>Description</b>
Website	<a href="#">California County Superintendents Educational Services Association</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">State Allocation Board, Office of Public School Construction</a>

Website	<a href="#">Department of Justice</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">California Department of Education</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
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3514.2	Integrated Pest Management
3517	Facilities Inspection
3517	Facilities Inspection
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4112.2	Certification
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4112.22	Staff Teaching English Learners
4113	Assignment
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4144	Complaints
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6143	Courses Of Study
6143	Courses Of Study
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

District Policy Manual  
CSBA Policy Management Console

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

Status:  
ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 10/01/2023 | Last Reviewed  
Date: 10/01/2023

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

~~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.)

~~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 ~~than 20 percent~~ English learners in the class.

-

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

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR

3. 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, ~~or~~ 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 ~~make repairs~~ 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)

Please file this complaint at the following location:

\_\_\_\_\_  
(Principal or designee)

\_\_\_\_\_  
(Address)

Please provide a signature below.

Policy Reference Disclaimer:

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<b><u>State</u></b>	<b><u>Description</u></b>
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<a href="#"><u>Ed. Code 48907</u></a>	<a href="#"><u>Exercise of free expression; time, place and manner rules and regulations</u></a>
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<b><u>Federal</u></b>	<b><u>Description</u></b>
<a href="#"><u>20 USC 6314</u></a>	<a href="#"><u>Title I schoolwide program</u></a>
<b><u>Management Resources</u></b>	<b><u>Description</u></b>
<a href="#"><u>Website</u></a>	<a href="#"><u>California County Superintendents Educational Services Association</u></a>
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<a href="#"><u>Website</u></a>	<a href="#"><u>Department of Justice</u></a>
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<a href="#"><u>Website</u></a>	<a href="#"><u>CSBA</u></a>



**[Cross References](#)**

<b><a href="#">Code</a></b>	<b><a href="#">Description</a></b>
<a href="#">0410</a>	<a href="#">Nondiscrimination In District Programs And Activities</a>
<a href="#">0460</a>	<a href="#">Local Control And Accountability Plan</a>
<a href="#">0460</a>	<a href="#">Local Control And Accountability Plan</a>
<a href="#">1100</a>	<a href="#">Communication With The Public</a>
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<a href="#">1250</a>	<a href="#">Visitors/Outsiders</a>
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<a href="#">1340</a>	<a href="#">Access To District Records</a>
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<a href="#"><u>4144</u></a>	<a href="#"><u>Complaints</u></a>
<a href="#"><u>4244</u></a>	<a href="#"><u>Complaints</u></a>
<a href="#"><u>4244</u></a>	<a href="#"><u>Complaints</u></a>
<a href="#"><u>4344</u></a>	<a href="#"><u>Complaints</u></a>
<a href="#"><u>4344</u></a>	<a href="#"><u>Complaints</u></a>
<a href="#"><u>5145.3</u></a>	<a href="#"><u>Nondiscrimination/Harassment</u></a>
<a href="#"><u>5145.3</u></a>	<a href="#"><u>Nondiscrimination/Harassment</u></a>
<a href="#"><u>6142.92</u></a>	<a href="#"><u>Mathematics Instruction</u></a>
<a href="#"><u>6143</u></a>	<a href="#"><u>Courses Of Study</u></a>
<a href="#"><u>6143</u></a>	<a href="#"><u>Courses Of Study</u></a>
<a href="#"><u>6161.1</u></a>	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
<a href="#"><u>6161.1</u></a>	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
<a href="#"><u>6161.1</u></a>	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
<a href="#"><u>6161.11</u></a>	<a href="#"><u>Supplementary Instructional Materials</u></a>
<a href="#"><u>6161.2</u></a>	<a href="#"><u>Damaged Or Lost Instructional Materials</u></a>
<a href="#"><u>6163.1</u></a>	<a href="#"><u>Library Media Centers</u></a>
<a href="#"><u>9000</u></a>	<a href="#"><u>Role Of The Board</u></a>
<a href="#"><u>9012</u></a>	<a href="#"><u>Board Member Electronic Communications</u></a>
<a href="#"><u>9200</u></a>	<a href="#"><u>Limits Of Board Member Authority</u></a>
<a href="#"><u>9322</u></a>	<a href="#"><u>Agenda/Meeting Materials</u></a>

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

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(Signature)

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(Date)

version: August 25, 2009 Alameda, California

revised: May 14, 2019

revised: July 20, 2022

**WILLIAMS UNIFORM COMPLAINT PROCEDURES****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.

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Please file this complaint at the following location:

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(principal or designee)

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(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)

**Policy Reference Disclaimer:**

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

**State**

5 CCR 4600-4670

5 CCR 4600-4687

5 CCR 4690-4694

Ed. Code 1240

**Description**

Uniform complaint procedures

Uniform complaint procedures and Williams complaints

Health and safety complaints in license-exempt preschool programs

[County superintendent of schools; duties](#)

Ed. Code 17592.72	<a href="#">Urgent or emergency repairs; School Facility Emergency Repair Account</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 234.1	<a href="#">Student protections relating to discrimination, harassment, intimidation, and bullying</a>
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35186	<a href="#">Williams uniform complaint procedures</a>
Ed. Code 35292.5-35292.6	<a href="#">Restrooms; maintenance and cleanliness</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60119	<a href="#">Hearing on sufficiency of instructional materials</a>
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>
<b>Federal</b>	<b>Description</b>
20 USC 6314	Title I schoolwide program
<b>Management Resources</b>	<b>Description</b>
Website	<a href="#">California County Superintendents Educational Services Association</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">State Allocation Board, Office of Public School Construction</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">California Department of Education</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan

0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4113	Assignment
4144	Complaints
4144	Complaints
4244	Complaints
4244	Complaints



4344	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6142.92	Mathematics Instruction
6143	Courses Of Study
6143	Courses Of Study
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Exhibit ALAMEDA UNIFIED SCHOOL DISTRICT

Adopted: August 25, 2009 Alameda, California

revised: May 14, 2019

revised: July 20, 2022

version:

**Policy 5145.3: Nondiscrimination/Harassment**

**Status: ADOPTED**

**Original Adopted Date:** 11/15/2016 | **Last Revised Date:** 05/11/2021 | **Last Reviewed Date:** 05/11/2021

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-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 Governing 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 web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

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.

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#### **Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	<u><a href="#">Liability of parent or guardian for act of willful misconduct by a minor</a></u>
Ed. Code 200-262.4	<u><a href="#">Prohibition of discrimination</a></u>
Ed. Code 48900.3	<u><a href="#">Suspension or expulsion for act of hate violence</a></u>

Ed. Code 48900.4	<a href="#">Suspension or expulsion for harassment, threats, or intimidation</a>
Ed. Code 48904	<a href="#">Liability of parent/guardian for willful student misconduct</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 49020-49023	<a href="#">Athletic programs</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51500	<a href="#">Prohibited instruction or activity</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>
<b>Federal</b>	<b>Description</b>
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 104.8	Notice of Nondiscrimination on the Basis of Handicap
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Prohibition of discrimination based on age
34 CFR 99.31	Disclosure of personally identifiable information
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964

42 USC 6101-6107

Age Discrimination Act of 1975

**Management Resources**

**Description**

34 CFR 106.30

Discrimination on the basis of sex; definitions

CA Office of the Attorney General  
Publication

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018](#)

California Department of Education  
Publication

California Longitudinal Pupil Achievement Data System (CALPADS) Update FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July 2019

Court Decision

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Court Decision

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

CSBA Publication

[Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022](#)

U.S. DOE, Office for Civil Rights  
Publication

[Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, & the US DOJ, CRD, \(2013\) OCR 09-12-1020, DOJ 169-12C-70](#)

U.S. Dept. of Health & Human Services  
Publication

[Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2013](#)

U.S. DOE & U.S. DOJ Civil Rights  
Divisions Pub

[Dear Colleague Letter: Resource on Confronting Racial Discrimination in Student Discipline, May 2023](#)

U.S. DOE Publication

[Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023](#)

U.S. DOE, Office for Civil Rights  
Publication

[Enforcement of Title IX of the Education Amendments of 1972 With Respect to Discrimination Based on Sexual Orientation and Gender Identity in Light of Bostock v. Clayton County, June 2021](#)

U.S. DOE, Office for Civil Rights  
Publication

[Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023](#)

U.S. DOE, Office for Civil Rights  
Publication

[U.S. Department of Education Toolkit: Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023](#)

U.S. DOE, Office for Civil Rights  
Publication

[Questions and Answers on the Title IX Regulations on Sexual Harassment, June 2022](#)

U.S. DOE, Office for Civil Rights  
Publication

[Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022](#)

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOE, Office for Civil Rights  
Publication

Website

Website

Website

Website

Website

Website

Website

[Dear Colleague Letter: Race and School Programming, August 2023](#)

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

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

[First Amendment Center](#)

[California Office of the Attorney General](#)

[California Safe Schools Coalition](#)

[CSBA](#)

[California Department of Education](#)

[U.S. Department of Education, Office for Civil Rights](#)

## Cross References

Code	Description
0410	<a href="#">Nondiscrimination In District Programs And Activities</a>
0415	<a href="#">Equity</a>
0415	<a href="#">Equity</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
1114	<a href="#">District-Sponsored Social Media</a>
1240	<a href="#">Volunteer Assistance</a>
1240	<a href="#">Volunteer Assistance</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2-E PDF(1)	<a href="#">Complaints Concerning Instructional Materials</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E PDF(1)	<a href="#">Uniform Complaint Procedures</a>
1312.4	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E PDF(1)	<a href="#">Williams Uniform Complaint Procedures</a>
1340	<a href="#">Access To District Records</a>
1340	<a href="#">Access To District Records</a>

3515.4	<a href="#">Recovery For Property Loss Or Damage</a>
3515.4	<a href="#">Recovery For Property Loss Or Damage</a>
3530	<a href="#">Risk Management/Insurance</a>
3530	<a href="#">Risk Management/Insurance</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4112.6	<a href="#">Personnel Files</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E PDF(1)	<a href="#">Employee Notifications</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.21	<a href="#">Professional Standards</a>
4119.21-E PDF(1)	<a href="#">Professional Standards</a>
4119.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4131	<a href="#">Staff Development</a>
4131	<a href="#">Staff Development</a>
4212.6	<a href="#">Personnel Files</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4219.21	<a href="#">Professional Standards</a>
4219.21-E PDF(1)	<a href="#">Professional Standards - Code Of Ethics Classified Employees</a>
4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4231	<a href="#">Staff Development</a>
4231	<a href="#">Staff Development</a>
4312.6	<a href="#">Personnel Files</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9	<a href="#">Employee Notifications</a>

4312.9-E PDF(1)	<a href="#">Employee Notifications</a>
4319.21	<a href="#">Professional Standards</a>
4319.21-E PDF(1)	<a href="#">Professional Standards</a>
4319.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4331	<a href="#">Staff Development</a>
4331	<a href="#">Staff Development</a>
5000	<a href="#">Concepts And Roles</a>
5030	<a href="#">Student Wellness</a>
5111	<a href="#">Admission</a>
5111	<a href="#">Admission</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5125	<a href="#">Student Records</a>
5125	<a href="#">Student Records</a>
5125.1	<a href="#">Release Of Directory Information</a>
5125.1	<a href="#">Release Of Directory Information</a>
5125.1-E PDF(1)	<a href="#">Release Of Directory Information</a>
5125.3	<a href="#">Challenging Student Records</a>
5131	<a href="#">Conduct</a>
5131.2	<a href="#">Bullying</a>
5131.2	<a href="#">Bullying</a>
5131.5	<a href="#">Vandalism And Graffiti</a>
5132	<a href="#">Dress And Grooming</a>
5132	<a href="#">Dress And Grooming</a>
5137	<a href="#">Positive School Climate</a>
5138	<a href="#">Conflict Resolution/Peer Mediation</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.27	<a href="#">Food Allergies/Special Dietary Needs</a>
5141.27	<a href="#">Food Allergies/Special Dietary Needs</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.52	<a href="#">Suicide Prevention</a>



5141.52	<a href="#">Suicide Prevention</a>
5141.52-E PDF(1)	<a href="#">Suicide Prevention</a>
5144	<a href="#">Discipline</a>
5144	<a href="#">Discipline</a>
5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
5144.2	<a href="#">Suspension And Expulsion/Due Process (Students With Disabilities)</a>
5145.12	<a href="#">Search And Seizure</a>
5145.12	<a href="#">Search And Seizure</a>
5145.2	<a href="#">Freedom Of Speech/Expression</a>
5145.2	<a href="#">Freedom Of Speech/Expression</a>
5145.6	<a href="#">Parent/Guardian Notifications</a>
5145.6-E PDF(1)	<a href="#">Parent/Guardian Notifications</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.71-E PDF(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.9	<a href="#">Hate-Motivated Behavior</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
6142.8	<a href="#">Comprehensive Health Education</a>
6142.8	<a href="#">Comprehensive Health Education</a>
6143	<a href="#">Courses Of Study</a>
6143	<a href="#">Courses Of Study</a>
6144	<a href="#">Controversial Issues</a>
6144	<a href="#">Controversial Issues</a>
6145	<a href="#">Extracurricular And Cocurricular Activities</a>
6145	<a href="#">Extracurricular And Cocurricular Activities</a>
6145.2	<a href="#">Athletic Competition</a>
6145.2	<a href="#">Athletic Competition</a>

6153	<a href="#"><u>School-Sponsored Trips</u></a>
6153	<a href="#"><u>School-Sponsored Trips</u></a>
6159.4	<a href="#"><u>Behavioral Interventions For Special Education Students</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1-E PDF(1)	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.11	<a href="#"><u>Supplementary Instructional Materials</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
6163.4	<a href="#"><u>Student Use Of Technology</u></a>
6163.4	<a href="#"><u>Student Use Of Technology</u></a>
6164.2	<a href="#"><u>Guidance/Counseling Services</u></a>
6164.2	<a href="#"><u>Guidance/Counseling Services</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
7110	<a href="#"><u>Facilities Master Plan</u></a>

**Policy 5145.3: Nondiscrimination/Harassment**

**Status: ADOPTED**

**Original Adopted Date:** 11/15/2016 | **Last Revised Date:** | **Last Reviewed Date:**

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-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 Governing 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 web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

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.

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#### **Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	<a href="#">Liability of parent or guardian for act of willful misconduct by a minor</a>
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 48900.3	<a href="#">Suspension or expulsion for act of hate violence</a>

Ed. Code 48900.4	<a href="#">Suspension or expulsion for harassment, threats, or intimidation</a>
Ed. Code 48904	<a href="#">Liability of parent/guardian for willful student misconduct</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 48985	<a href="#">Notices to parents in language other than English</a>
Ed. Code 49020-49023	<a href="#">Athletic programs</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51500	<a href="#">Prohibited instruction or activity</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
Pen. Code 422.6	<a href="#">Crimes; harassment</a>
<b>Federal</b>	<b>Description</b>
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 104.8	Notice of Nondiscrimination on the Basis of Handicap
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Prohibition of discrimination based on age
34 CFR 99.31	Disclosure of personally identifiable information
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964

42 USC 6101-6107

## Management Resources

34 CFR 106.30

CA Office of the Attorney General  
Publication

California Department of Education  
Publication

Court Decision

Court Decision

CSBA Publication

U.S. DOE, Office for Civil Rights  
Publication

U.S. Dept. of Health & Human Services  
Publication

U.S. DOE & U.S. DOJ Civil Rights  
Divisions Pub

U.S. DOE Publication

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOE, Office for Civil Rights  
Publication

Age Discrimination Act of 1975

## Description

Discrimination on the basis of sex; definitions

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018](#)

California Longitudinal Pupil Achievement Data System (CALPADS) Update FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July 2019

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

[Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022](#)

[Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, & the US DOJ, CRD, \(2013\) OCR 09-12-1020, DOJ 169-12C-70](#)

[Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2013](#)

[Dear Colleague Letter: Resource on Confronting Racial Discrimination in Student Discipline, May 2023](#)

[Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023](#)

[Enforcement of Title IX of the Education Amendments of 1972 With Respect to Discrimination Based on Sexual Orientation and Gender Identity in Light of Bostock v. Clayton County, June 2021](#)

[Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023](#)

[U.S. Department of Education Toolkit: Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023](#)

[Questions and Answers on the Title IX Regulations on Sexual Harassment, June 2022](#)

[Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022](#)

U.S. DOE, Office for Civil Rights  
Publication

U.S. DOE, Office for Civil Rights  
Publication

Website

Website

Website

Website

Website

Website

Website

[Dear Colleague Letter: Race and School Programming, August 2023](#)

Examples of Policies and Emerging Practices for Supporting  
Transgender Students, May 2016

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

[First Amendment Center](#)

[California Office of the Attorney General](#)

[California Safe Schools Coalition](#)

[CSBA](#)

[California Department of Education](#)

[U.S. Department of Education, Office for Civil Rights](#)

## Cross References

Code	Description
0410	<a href="#">Nondiscrimination In District Programs And Activities</a>
0415	<a href="#">Equity</a>
0415	<a href="#">Equity</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
1114	<a href="#">District-Sponsored Social Media</a>
1240	<a href="#">Volunteer Assistance</a>
1240	<a href="#">Volunteer Assistance</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.1	<a href="#">Complaints Concerning District Employees</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2	<a href="#">Complaints Concerning Instructional Materials</a>
1312.2-E PDF(1)	<a href="#">Complaints Concerning Instructional Materials</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E PDF(1)	<a href="#">Uniform Complaint Procedures</a>
1312.4	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E PDF(1)	<a href="#">Williams Uniform Complaint Procedures</a>
1340	<a href="#">Access To District Records</a>
1340	<a href="#">Access To District Records</a>

3515.4	<a href="#">Recovery For Property Loss Or Damage</a>
3515.4	<a href="#">Recovery For Property Loss Or Damage</a>
3530	<a href="#">Risk Management/Insurance</a>
3530	<a href="#">Risk Management/Insurance</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4112.6	<a href="#">Personnel Files</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E PDF(1)	<a href="#">Employee Notifications</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4118	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4119.21	<a href="#">Professional Standards</a>
4119.21-E PDF(1)	<a href="#">Professional Standards</a>
4119.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4131	<a href="#">Staff Development</a>
4131	<a href="#">Staff Development</a>
4212.6	<a href="#">Personnel Files</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4219.21	<a href="#">Professional Standards</a>
4219.21-E PDF(1)	<a href="#">Professional Standards - Code Of Ethics Classified Employees</a>
4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4231	<a href="#">Staff Development</a>
4231	<a href="#">Staff Development</a>
4312.6	<a href="#">Personnel Files</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9	<a href="#">Employee Notifications</a>



4312.9-E PDF(1)	<a href="#">Employee Notifications</a>
4319.21	<a href="#">Professional Standards</a>
4319.21-E PDF(1)	<a href="#">Professional Standards</a>
4319.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4331	<a href="#">Staff Development</a>
4331	<a href="#">Staff Development</a>
5000	<a href="#">Concepts And Roles</a>
5030	<a href="#">Student Wellness</a>
5111	<a href="#">Admission</a>
5111	<a href="#">Admission</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5125	<a href="#">Student Records</a>
5125	<a href="#">Student Records</a>
5125.1	<a href="#">Release Of Directory Information</a>
5125.1	<a href="#">Release Of Directory Information</a>
5125.1-E PDF(1)	<a href="#">Release Of Directory Information</a>
5125.3	<a href="#">Challenging Student Records</a>
5131	<a href="#">Conduct</a>
5131.2	<a href="#">Bullying</a>
5131.2	<a href="#">Bullying</a>
5131.5	<a href="#">Vandalism And Graffiti</a>
5132	<a href="#">Dress And Grooming</a>
5132	<a href="#">Dress And Grooming</a>
5137	<a href="#">Positive School Climate</a>
5138	<a href="#">Conflict Resolution/Peer Mediation</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.27	<a href="#">Food Allergies/Special Dietary Needs</a>
5141.27	<a href="#">Food Allergies/Special Dietary Needs</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
5141.52	<a href="#">Suicide Prevention</a>

5141.52	<a href="#">Suicide Prevention</a>
5141.52-E PDF(1)	<a href="#">Suicide Prevention</a>
5144	<a href="#">Discipline</a>
5144	<a href="#">Discipline</a>
5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
5144.1	<a href="#">Suspension And Expulsion/Due Process</a>
5144.2	<a href="#">Suspension And Expulsion/Due Process (Students With Disabilities)</a>
5145.12	<a href="#">Search And Seizure</a>
5145.12	<a href="#">Search And Seizure</a>
5145.2	<a href="#">Freedom Of Speech/Expression</a>
5145.2	<a href="#">Freedom Of Speech/Expression</a>
5145.6	<a href="#">Parent/Guardian Notifications</a>
5145.6-E PDF(1)	<a href="#">Parent/Guardian Notifications</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.7	<a href="#">Sexual Harassment</a>
5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.71-E PDF(1)	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
5145.9	<a href="#">Hate-Motivated Behavior</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
5146	<a href="#">Married/Pregnant/Parenting Students</a>
6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
6142.1	<a href="#">Sexual Health And HIV/AIDS Prevention Instruction</a>
6142.8	<a href="#">Comprehensive Health Education</a>
6142.8	<a href="#">Comprehensive Health Education</a>
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6153	<a href="#"><u>School-Sponsored Trips</u></a>
6159.4	<a href="#"><u>Behavioral Interventions For Special Education Students</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1-E PDF(1)	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.11	<a href="#"><u>Supplementary Instructional Materials</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
6163.4	<a href="#"><u>Student Use Of Technology</u></a>
6163.4	<a href="#"><u>Student Use Of Technology</u></a>
6164.2	<a href="#"><u>Guidance/Counseling Services</u></a>
6164.2	<a href="#"><u>Guidance/Counseling Services</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
7110	<a href="#"><u>Facilities Master Plan</u></a>

**Policy 6143: Courses Of Study**

**Status:** ADOPTED

**Original Adopted Date:** ~~08/25/2009~~03/01/2003 | **Last Revised Date:** ~~03/22/2022~~10/01/2023 |  
**Last Reviewed Date:** ~~03/22/2022~~10/01/2023

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.

~~(cf. 6011 – Academic Standards)~~

~~(cf. 6141 – Curriculum Development and Evaluation)~~

~~(cf. 6161.1 – Selection and Evaluation of Instructional Materials)~~

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)

~~(cf. 0415 – Equity)~~

~~(cf. 5145.3 – Nondiscrimination/Harassment)~~

**Elementary Grades**

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

~~(cf. 6146.5 – Elementary/Middle School Graduation Requirements)~~

**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)~~

~~(cf. 5121 - Grades/Evaluation of Student Achievement)~~

~~(cf. 6141.5 - (Education Code 51228)~~

~~Advanced Placement)~~

~~(cf. 6146.1 - High School Graduation Requirements)~~

~~(cf. 6178 - Career Technical Education)~~

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~~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)

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**Policy Reference Disclaimer:**

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

State	Description
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	<a href="#">Equal rights and opportunities in state educational institutions</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 234.1	<a href="#">Student protections relating to discrimination, harassment, intimidation, and bullying</a>

Ed. Code 234.7	<a href="#">Student protections relating to immigration and citizenship status</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 33319.3	<a href="#">Driver education; CDE materials on road rage</a>
Ed. Code 33540	<a href="#">Standards for government and civics instruction</a>
Ed. Code 48980	<a href="#">Parent/Guardian notifications</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 51202	<a href="#">Instruction in personal and public health and safety</a>
Ed. Code 51203	<a href="#">Instruction on alcohol, narcotics and dangerous drugs</a>
Ed. Code 51204	<a href="#">Course of study designed for student's needs</a>
Ed. Code 51204.5	<a href="#">History of California; contributions of specified groups</a>
Ed. Code 51210	<a href="#">Course of study for grades 1-6</a>
Ed. Code 51220	<a href="#">Course of study for grades 7-12</a>
Ed. Code 51225.3	<a href="#">High school graduation requirements</a>
Ed. Code 51226.7	<a href="#">Model curriculum in ethnic studies</a>
Ed. Code 51241	<a href="#">Temporary two-year or permanent exemption from physical education</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51911-51921	<a href="#">Comprehensive health education</a>
Ed. Code 51925-51929	<a href="#">Mandatory mental health education and in-service training</a>
Ed. Code 51930-51939	<a href="#">California Healthy Youth Act</a>
Ed. Code 51940	<a href="#">Curriculum for brain and spinal cord injury prevention</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 66204	<a href="#">Certification of high school courses as meeting university admission criteria</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 7282-7282.5	<a href="#">Standards for responding to U.S. Immigration and Customs enforcement holds</a>
Gov. Code 7283-7283.2	<a href="#">Standards for participation in U.S. Immigration and Customs enforcement programs</a>
Gov. Code 7284-7284.12	<a href="#">Cooperation with immigration authorities</a>
H&S Code 11032	<a href="#">Definition of dangerous drugs</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
<b>Federal</b>	<b>Description</b>

20 USC 1232g

34 CFR 99.1-99.67

### Management Resources

U.S. DOE, Office for Civil Rights  
Publication

Website

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Family Educational Rights and Privacy Act (FERPA) of 1974

Family Educational Rights and Privacy

### Description

[Dear Colleague Letter: Race and School Programming, August 2023](#)

[Instructional Quality Commission](#)

[American Red Cross, Hands-Only CPR Training](#)

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

[Federal Student Aid](#)

[American Heart Association](#)

[California Student Aid Commission](#)

[University of California, A-G Course Submissions](#)

[University of California, List of Approved A-G Courses](#)

[California State University, Admission Requirements](#)

[California Career Resource Network](#)

[Department of Justice](#)

[California Colleges.edu](#)

[California Department of Education](#)

[CSBA](#)

[U.S. Department of Education](#)

### Cross References

#### Code

0410

#### Description

~~Nondiscrimination In District Programs And Activities~~  
~~Nondiscrimination In District Programs And Activities~~

0415

~~Equity~~  
~~Equity~~

~~0415~~

~~Equity~~

0460

~~Local Control And Accountability Plan~~  
~~Local Control And Accountability Plan~~

0460

~~Local Control And Accountability Plan~~  
~~Local Control And Accountability Plan~~

1312.2

~~Complaints Concerning Instructional Materials~~  
~~Complaints Concerning Instructional Materials~~

1312.2

~~Complaints Concerning Instructional Materials~~  
~~Complaints Concerning Instructional Materials~~

1312.2- <del>E PDF(1)</del>	<del>Complaints Concerning Instructional Materials</del> <del>Complaints Concerning Instructional Materials</del>
1312.4	<del>Williams Uniform Complaint Procedures</del> <del>Williams Uniform Complaint Procedures</del>
1312.4- <del>E PDF(1)</del>	<del>Williams Uniform Complaint Procedures</del> <del>Williams Uniform Complaint Procedures</del>
<del>1312.4</del>	<del>Williams Uniform Complaint Procedures</del>
1340	<del>Access To District Records</del> <del>Access To District Records</del>
1340	<del>Access To District Records</del> <del>Access To District Records</del>
3270	<del>Sale And Disposal Of Books, Equipment And Supplies</del> <del>Sale And Disposal Of Books, Equipment And Supplies</del>
3270	<del>Sale And Disposal Of Books, Equipment And Supplies</del> <del>Sale And Disposal Of Books, Equipment And Supplies</del>
3513.3	<del>Tobacco-Free Schools</del> <del>Tobacco-Free Schools</del>
3513.3	<del>Tobacco-Free Schools</del> <del>Tobacco-Free Schools</del>
5022	<del>Student And Family Privacy Rights</del> <del>Student And Family Privacy Rights</del>
5022	<del>Student And Family Privacy Rights</del> <del>Student And Family Privacy Rights</del>
5121	<del>Grades/Evaluation Of Student Achievement</del> <del>Grades/Evaluation Of Student Achievement</del>
5121	<del>Grades/Evaluation Of Student Achievement</del> <del>Grades/Evaluation Of Student Achievement</del>
5125	<del>Student Records</del> <del>Student Records</del>
5125	<del>Student Records</del> <del>Student Records</del>
5126	<del>Awards For Achievement</del> <del>Awards For Achievement</del>
5126	<del>Awards For Achievement</del> <del>Awards For Achievement</del>
5131.6	<del>Alcohol And Other Drugs</del> <del>Alcohol And Other Drugs</del>
5131.6	<del>Alcohol And Other Drugs</del> <del>Alcohol And Other Drugs</del>
5138	<del>Conflict Resolution/Peer Mediation</del> <del>Conflict Resolution/Peer Mediation</del>
5141.4	<del>Child Abuse Prevention And Reporting</del> <del>Child Abuse Prevention And Reporting</del>
5141.4	<del>Child Abuse Prevention And Reporting</del> <del>Child Abuse Prevention And Reporting</del>
5145.13	<del>Response To Immigration Enforcement</del> <del>Response To Immigration Enforcement</del>



5145.13	<u><del>Response To Immigration Enforcement</del>Response To Immigration Enforcement</u>
5145.3	<u><del>Nondiscrimination/Harassment</del>Nondiscrimination/Harassment</u>
5145.3	<u><del>Nondiscrimination/Harassment</del>Nondiscrimination/Harassment</u>
5145.6	<u><del>Parent/Guardian Notifications</del>Parent/Guardian Notifications</u>
5145.6-E PDF(1)	<u><del>Parent/Guardian Notifications</del>Parent/Guardian Notifications</u>
5146	<u><del>Married/Pregnant/Parenting Students</del>Married/Pregnant/Parenting Students</u>
5146	<u><del>Married/Pregnant/Parenting Students</del></u>
6000	<u><del>Concepts And Roles</del>Concepts And Roles</u>
6011	<u><del>Academic Standards</del>Academic Standards</u>
6141	<u><del>Curriculum Development And Evaluation</del>Curriculum Development And Evaluation</u>
6141	<u><del>Curriculum Development And Evaluation</del>Curriculum Development And Evaluation</u>
6141.2	<u><del>Recognition Of Religious Beliefs And Customs</del>Recognition Of Religious Beliefs And Customs</u>
6141.2	<u><del>Recognition Of Religious Beliefs And Customs</del>Recognition Of Religious Beliefs And Customs</u>
6141.54	<u><del>Advanced Placement</del>International Baccalaureate Program</u>
6141.5	<u><del>Advanced Placement</del>Advanced Placement</u>
6142.1	<u><del>Sexual Health And HIV/AIDS Prevention Instruction</del>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.1	<u><del>Sexual Health And HIV/AIDS Prevention Instruction</del>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.2	<u><del>World Language Instruction</del>World Language Instruction</u>
6142.2	<u><del>World Language Instruction</del>World Language Instruction</u>
6142.3	<u><del>Civic Education</del>Civic Education</u>
6142.4	<u><del>Service Learning/Community Service Classes</del>Service Learning/Community Service Classes</u>
6142.5	<u><del>Environmental Education</del>Environmental Education</u>
6142.6	<u><del>Visual And Performing Arts Education</del>Visual And Performing Arts Education</u>
6142.7	<u><del>Physical Education And Activity</del>Physical Education And Activity</u>
6142.7	<u><del>Physical Education And Activity</del>Physical Education And Activity</u>

6142.8	<u>Comprehensive Health Education</u> <u>Comprehensive Health Education</u>
6142.8	<u>Comprehensive Health Education</u> <u>Comprehensive Health Education</u>
6142.91	<u>Reading/Language Arts Instruction</u> <u>Reading/Language Arts Instruction</u>
<del>6142.91</del>	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics Instruction</u> <u>Mathematics Instruction</u>
6142.93	<u>Science Instruction</u> <u>Science Instruction</u>
6142.94	<u>History-Social Science Instruction</u> <u>History-Social Science Instruction</u>
6144	<u>Controversial Issues</u> <u>Controversial Issues</u>
<del>6144</del>	<u>Controversial Issues</u>
6145	<u>Extracurricular And Cocurricular Activities</u> <u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u> <u>Extracurricular And Cocurricular Activities</u>
6145.8	<u>Assemblies And Special Events</u> <u>Assemblies And Special Events</u>
6146.1	<u>High School Graduation Requirements</u> <u>High School Graduation Requirements</u>
6146.11	<u>Alternative Credits Toward Graduation</u> <u>Alternative Credits Toward Graduation</u>
6146.11	<u>Alternative Credits Toward Graduation</u> <u>Alternative Credits Toward Graduation</u>
6146.3	<u>Reciprocity Of Academic Credit</u> <u>Reciprocity Of Academic Credit</u>
6146.3	<u>Reciprocity Of Academic Credit</u> <u>Reciprocity Of Academic Credit</u>
6146.5	<u>Elementary/Middle School Graduation Requirements</u> <u>Elementary/Middle School Graduation Requirements</u>
6151	<u>Class-Size</u> <u>Class Size</u>
<del>6151</del>	<u>Class-Size</u>
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6152.1	<u>Placement In Mathematics Courses</u> <u>Placement In Mathematics Courses</u>
6153	<u>School-Sponsored Trips</u> <u>School-Sponsored Trips</u>
6153	<u>School-Sponsored Trips</u> <u>School-Sponsored Trips</u>

6155	<del>Challenging Courses By Examination</del> <u>Challenging Courses By Examination</u>
6155	<del>Challenging Courses By Examination</del> <u>Challenging Courses By Examination</u>
6158	<del>Independent Study</del> <u>Independent Study</u>
6158	<del>Independent Study</del> <u>Independent Study</u>
6159	<del>Individualized Education Program</del> <u>Individualized Education Program</u>
6159	<del>Individualized Education Program</del> <u>Individualized Education Program</u>
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> <u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> <u>Selection And Evaluation Of Instructional Materials</u>
6161.1-E PDF(1)	<del>Selection And Evaluation Of Instructional Materials</del> <u>Selection And Evaluation Of Instructional Materials</u>
6161.11	<del>Supplementary Instructional Materials</del> <u>Supplementary Instructional Materials</u>
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6164.2	<del>Guidance/Counseling Services</del> <u>Guidance/Counseling Services</u>
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6172.1	<del>Concurrent Enrollment In College Classes</del> <u>Concurrent Enrollment In College Classes</u>
6172.1	<del>Concurrent Enrollment In College Classes</del> <u>Concurrent Enrollment In College Classes</u>
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6173-E PDF(1)	<del>Education For Homeless Children</del> <u>Education For Homeless Children</u>
<del>6173</del>	<del>Education For Homeless Children</del> <u>Education For Homeless Children</u>
6173.2	<del>Education Of Children Of Military Families</del> <u>Education Of Children Of Military Families</u>
<del>6173.2</del>	<del>Education Of Children Of Military Families</del> <u>Education Of Children Of Military Families</u>
<del>6173.3</del>	<del>Education For Juvenile Court School Students</del> <u>Education For Juvenile Court School Students</u>
6177	<del>Summer Learning Programs</del> <u>Summer Learning Programs</u>
6178	<del>Career Technical Education</del> <u>Career Technical Education</u>

6178	<del>Career Technical Education</del> Career Technical Education
6178.1	<del>Work-Based Learning</del> Work-Based Learning
6178.1	<del>Work-Based Learning</del> Work-Based Learning
6181	<del>Alternative Schools/Programs Of Choice</del> Alternative Schools/Programs Of Choice
6181	<del>Alternative Schools/Programs Of Choice</del> Alternative Schools/Programs Of Choice
6184	<del>Continuation Education</del> Continuation Education
6184	<del>Continuation Education</del> Continuation Education

**Policy 6143: Courses Of Study**

**Status: ADOPTED**

**Original Adopted Date:** 08/25/2009 | **Last Revised Date:**     | **Last Reviewed Date:**

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)

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	<a href="#"><u>Equal rights and opportunities in state educational institutions</u></a>
Ed. Code 220	<a href="#"><u>Prohibition of discrimination</u></a>
Ed. Code 234.1	<a href="#"><u>Student protections relating to discrimination, harassment, intimidation, and bullying</u></a>
Ed. Code 234.7	<a href="#"><u>Student protections relating to immigration and citizenship status</u></a>
Ed. Code 242	<a href="#"><u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u></a>
Ed. Code 33319.3	<a href="#"><u>Driver education; CDE materials on road rage</u></a>
Ed. Code 33540	<a href="#"><u>Standards for government and civics instruction</u></a>
Ed. Code 48980	<a href="#"><u>Parent/Guardian notifications</u></a>
Ed. Code 49060-49079	<a href="#"><u>Student records</u></a>
Ed. Code 51202	<a href="#"><u>Instruction in personal and public health and safety</u></a>
Ed. Code 51203	<a href="#"><u>Instruction on alcohol, narcotics and dangerous drugs</u></a>
Ed. Code 51204	<a href="#"><u>Course of study designed for student's needs</u></a>
Ed. Code 51204.5	<a href="#"><u>History of California; contributions of specified groups</u></a>
Ed. Code 51210	<a href="#"><u>Course of study for grades 1-6</u></a>
Ed. Code 51220	<a href="#"><u>Course of study for grades 7-12</u></a>
Ed. Code 51225.3	<a href="#"><u>High school graduation requirements</u></a>
Ed. Code 51226.7	<a href="#"><u>Model curriculum in ethnic studies</u></a>

Ed. Code 51241	<a href="#">Temporary two-year or permanent exemption from physical education</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51911-51921	<a href="#">Comprehensive health education</a>
Ed. Code 51925-51929	<a href="#">Mandatory mental health education and in-service training</a>
Ed. Code 51930-51939	<a href="#">California Healthy Youth Act</a>
Ed. Code 51940	<a href="#">Curriculum for brain and spinal cord injury prevention</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 66204	<a href="#">Certification of high school courses as meeting university admission criteria</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 7282-7282.5	<a href="#">Standards for responding to U.S. Immigration and Customs enforcement holds</a>
Gov. Code 7283-7283.2	<a href="#">Standards for participation in U.S. Immigration and Customs enforcement programs</a>
Gov. Code 7284-7284.12	<a href="#">Cooperation with immigration authorities</a>
H&S Code 11032	<a href="#">Definition of dangerous drugs</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
<b>Federal</b>	<b>Description</b>
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy
<b>Management Resources</b>	<b>Description</b>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Dear Colleague Letter: Race and School Programming, August 2023</a>
Website	<a href="#">Instructional Quality Commission</a>
Website	<a href="#">American Red Cross, Hands-Only CPR Training</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Federal Student Aid</a>
Website	<a href="#">American Heart Association</a>
Website	<a href="#">California Student Aid Commission</a>
Website	<a href="#">University of California, A-G Course Submissions</a>
Website	<a href="#">University of California, List of Approved A-G Courses</a>
Website	<a href="#">California State University, Admission Requirements</a>
Website	<a href="#">California Career Resource Network</a>
Website	<a href="#">Department of Justice</a>

Website	<a href="http://CaliforniaColleges.edu">California Colleges.edu</a>
Website	<a href="http://CaliforniaDepartmentofEducation">California Department of Education</a>
Website	<a href="http://CSBA">CSBA</a>
Website	<a href="http://U.S.DepartmentofEducation">U.S. Department of Education</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs



5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
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6142.94	History-Social Science Instruction
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
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6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children

6173	Education For Homeless Children
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 02/11/202001/2014 | Last Revised Date: 02/28/202210/01/2023 |  
Last Reviewed Date: 02/28/202210/01/2023

Grades 1-6

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

1. \_\_\_\_\_

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

2. \_\_\_\_\_

2. Mathematics: concepts, operational skills, and problem-solving (Education Code 51210)

3. \_\_\_\_\_

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. 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 ~~men and women~~ people of all genders, Native Americans, African Americans, ~~Mexican~~ Latino Americans, Asian Americans, Pacific Islanders, European Americans, ~~lesbian, gay, bisexual, and transgender~~ LGBTQ+ Americans, persons with disabilities, and members of other ethnic ~~and~~ cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

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b. b. \_\_\_\_\_ The development of the American economic system, including the role of the entrepreneur and labor

c. \_\_\_\_\_

c. The relations of persons to their human and natural environments

d. \_\_\_\_\_

d. Eastern and western cultures and civilizations

e. \_\_\_\_\_

e. Contemporary issues

f. \_\_\_\_\_

f. The wise use of natural resources

4. \_\_\_\_\_

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

5. \_\_\_\_\_

5. Visual and performing arts: instruction in dance, music, theatertheatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

6. \_\_\_\_\_

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)

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a. \_\_\_\_\_

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

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b. b. Fire prevention

c. \_\_\_\_\_

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. ~~Venereal disease~~

Venereal disease-

d. e. \_\_\_\_\_

-

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

-

f. f. Violence as a public health issue

g. \_\_\_\_\_

7. Mental Health, that provides for reasonably designed instruction on the 186

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 ~~(Education Code 51210)~~

8. \_\_\_\_\_

8. Violence awareness and prevention

9. \_\_\_\_\_

9. Career awareness exploration

## Grades 7-12

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

1. \_\_\_\_\_

1. English: ~~knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking~~ (Education Code 51220)

2. \_\_\_\_\_

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. a. \_\_\_\_\_ The history, resources, development, and government of California and the United States, including instruction in:

-

i. (1) \_\_\_\_\_ The early history of California and a study of the role and contributions of ~~both men and women~~ people of all genders, Native Americans, African Americans, ~~Mexican~~ Latino Americans, Asian Americans, Pacific Islanders, European Americans, ~~lesbian, gay, bisexual, and transgender~~ LGBTQ+ Americans, persons with disabilities, and members of other ethnic ~~and~~ cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

(2) \_\_\_\_\_ , 60040)

ii. \_\_\_\_\_ World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

(3) \_\_\_\_\_

iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

(4) -

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

b. -

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

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-

c. e. The development of the American economic system, including the role of the entrepreneur and labor

d. -

d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

-

-

e. e. Eastern and western cultures and civilizations

f. -

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. -

g. Contemporary issues

-

3. -

3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

4. -

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. -

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. \_\_\_\_\_~~
6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)
- ~~7. \_\_\_\_\_~~
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. \_\_\_\_\_~~
8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)
- ~~9. \_\_\_\_\_~~
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)~~  
~~– (Education Code 51220)~~

~~10. a. \_\_\_\_\_ 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)~~

-  
Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

~~a. \_\_\_\_\_~~

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

~~b. \_\_\_\_\_~~ b. Fire prevention

~~c. \_\_\_\_\_~~

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~~

d. Venereal disease

-

The effects of alcohol, narcotics, drugs, and tobacco upon the human body-

e. f. —

f. Prenatal care for pregnant individuals

g. —

g. Violence as a public health issue

h. —

12. — 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)

## 12. Violence awareness and prevention

13.—

## 13. Ethnic studies

Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies ~~as specified in Education Code 51225.3.~~

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)

High schools shall offer automobile driver education that includes instruction in:— (Education Code 51220, 51220.1, 51220.4)

1.—

1. Vehicle Code provisions and other relevant state laws

2.—

2. Proper acceptance of personal responsibility in traffic

3.—

3. Appreciation of the causes, seriousness, and consequences of traffic accidents

4.—

4. Knowledge and attitudes necessary for the safe operation of motor vehicles

5.—

5. The safe operation of motorcycles

6. \_\_\_\_\_

6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle

7. \_\_\_\_\_

7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

### **Certification of College Preparatory Courses**

The Superintendent or designee shall identify district courses that may qualify for designation as "~~a-g~~A-G" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to ~~the University of California (UC)~~ for "~~a-g~~A-G" designation.

### **Notification and Information to Students in Grades 9-12**

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. \_\_\_\_\_

1. A brief explanation of the course requirements for admission to UC and ~~the California State University (CSU)~~

2. \_\_\_\_\_

2. A list of the current UC and CSU websites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU

3. \_\_\_\_\_

3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)

4. \_\_\_\_\_

4. The Internet address for the portion of ~~the CDE~~CDE's website where students can learn more about career technical education

5. \_\_\_\_\_

5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

## Financial Aid Requirements for Students in Grade 12

~~Commencing in the 2022-23 school year, the~~

~~The~~ Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

~~1. \_\_\_\_\_~~

~~1.~~ The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district

~~2. \_\_\_\_\_~~

~~2.~~ If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. ~~—~~ (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. ~~—~~ (Education Code 51225.7)

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### Policy Reference Disclaimer:

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

State	Description
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records

5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	<a href="#">Equal rights and opportunities in state educational institutions</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 234.1	<a href="#">Student protections relating to discrimination, harassment, intimidation, and bullying</a>
Ed. Code 234.7	<a href="#">Student protections relating to immigration and citizenship status</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 33319.3	<a href="#">Driver education; CDE materials on road rage</a>
Ed. Code 33540	<a href="#">Standards for government and civics instruction</a>
Ed. Code 48980	<a href="#">Parent/Guardian notifications</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 51202	<a href="#">Instruction in personal and public health and safety</a>
Ed. Code 51203	<a href="#">Instruction on alcohol, narcotics and dangerous drugs</a>
Ed. Code 51204	<a href="#">Course of study designed for student's needs</a>
Ed. Code 51204.5	<a href="#">History of California; contributions of specified groups</a>
Ed. Code 51210	<a href="#">Course of study for grades 1-6</a>
Ed. Code 51220	<a href="#">Course of study for grades 7-12</a>
Ed. Code 51225.3	<a href="#">High school graduation requirements</a>
Ed. Code 51226.7	<a href="#">Model curriculum in ethnic studies</a>
Ed. Code 51241	<a href="#">Temporary two-year or permanent exemption from physical education</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51911-51921	<a href="#">Comprehensive health education</a>
Ed. Code 51925-51929	<a href="#">Mandatory mental health education and in-service training</a>
Ed. Code 51930-51939	<a href="#">California Healthy Youth Act</a>
Ed. Code 51940	<a href="#">Curriculum for brain and spinal cord injury prevention</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 66204	<a href="#">Certification of high school courses as meeting university admission criteria</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 7282-7282.5	<a href="#">Standards for responding to U.S. Immigration and Customs enforcement holds</a>

Gov. Code 7283-7283.2

[Standards for participation in U.S. Immigration and Customs enforcement programs](#)

Gov. Code 7284-7284.12

[Cooperation with immigration authorities](#)

H&S Code 11032

[Definition of dangerous drugs](#)

Pen. Code 422.55

[Definition of hate crime](#)

### **Federal**

### **Description**

20 USC 1232g

Family Educational Rights and Privacy Act (FERPA) of 1974

34 CFR 99.1-99.67

Family Educational Rights and Privacy

### **Management Resources**

### **Description**

U.S. DOE, Office for Civil Rights Publication

[Dear Colleague Letter: Race and School Programming, August 2023](#)

Website

[Instructional Quality Commission](#)

Website

[American Red Cross, Hands-Only CPR Training](#)

Website

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

Website

[Federal Student Aid](#)

Website

[American Heart Association](#)

Website

[California Student Aid Commission](#)

Website

[University of California, A-G Course Submissions](#)

Website

[University of California, List of Approved A-G Courses](#)

Website

[California State University, Admission Requirements](#)

Website

[California Career Resource Network](#)

Website

[Department of Justice](#)

Website

[California Colleges.edu](#)

Website

[California Department of Education](#)

Website

[CSBA](#)

Website

[U.S. Department of Education](#)

## **Cross References**

### **Code**

### **Description**

0410

~~Nondiscrimination In District Programs And Activities~~  
[Nondiscrimination In District Programs And Activities](#)

0415

~~Equity~~  
[Equity](#)

~~0415~~

~~Equity~~

0460

~~Local Control And Accountability Plan~~  
[Local Control And Accountability Plan](#)

0460	<u>Local Control And Accountability Plan</u> <u>Local Control And Accountability Plan</u>
1312.2	<u>Complaints Concerning Instructional Materials</u> <u>Complaints Concerning Instructional Materials</u>
1312.2	<u>Complaints Concerning Instructional Materials</u> <u>Complaints Concerning Instructional Materials</u>
1312.2-E PDF(1)	<u>Complaints Concerning Instructional Materials</u> <u>Complaints Concerning Instructional Materials</u>
1312.4	<u>Williams Uniform Complaint Procedures</u> <u>Williams Uniform Complaint Procedures</u>
1312.4-E PDF(1)	<u>Williams Uniform Complaint Procedures</u> <u>Williams Uniform Complaint Procedures</u>
<u>1312.4</u>	<u>Williams Uniform Complaint Procedures</u>
1340	<u>Access To District Records</u> <u>Access To District Records</u>
1340	<u>Access To District Records</u> <u>Access To District Records</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u> <u>Sale And Disposal Of Books, Equipment And Supplies</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u> <u>Sale And Disposal Of Books, Equipment And Supplies</u>
3513.3	<u>Tobacco-Free Schools</u> <u>Tobacco-Free Schools</u>
3513.3	<u>Tobacco-Free Schools</u> <u>Tobacco-Free Schools</u>
5022	<u>Student And Family Privacy Rights</u> <u>Student And Family Privacy Rights</u>
5022	<u>Student And Family Privacy Rights</u> <u>Student And Family Privacy Rights</u>
5121	<u>Grades/Evaluation Of Student Achievement</u> <u>Grades/Evaluation Of Student Achievement</u>
5121	<u>Grades/Evaluation Of Student Achievement</u> <u>Grades/Evaluation Of Student Achievement</u>
5125	<u>Student Records</u> <u>Student Records</u>
5125	<u>Student Records</u> <u>Student Records</u>
5126	<u>Awards For Achievement</u> <u>Awards For Achievement</u>
5126	<u>Awards For Achievement</u> <u>Awards For Achievement</u>
5131.6	<u>Alcohol And Other Drugs</u> <u>Alcohol And Other Drugs</u>
5131.6	<u>Alcohol And Other Drugs</u> <u>Alcohol And Other Drugs</u>
5138	<u>Conflict Resolution/Peer Mediation</u> <u>Conflict Resolution/Peer Mediation</u>



5141.4	<del>Child Abuse Prevention And Reporting</del> Child Abuse Prevention And Reporting
5141.4	<del>Child Abuse Prevention And Reporting</del> Child Abuse Prevention And Reporting
5145.13	<del>Response To Immigration Enforcement</del> Response To Immigration Enforcement
5145.13	<del>Response To Immigration Enforcement</del> Response To Immigration Enforcement
5145.3	<del>Nondiscrimination/Harassment</del> Nondiscrimination/Harassment
5145.3	<del>Nondiscrimination/Harassment</del> Nondiscrimination/Harassment
5145.6	<del>Parent/Guardian Notifications</del> Parent/Guardian Notifications
5145.6-E PDF(1)	<del>Parent/Guardian Notifications</del> Parent/Guardian Notifications
5146	<del>Married/Pregnant/Parenting Students</del> Married/Pregnant/Parenting Students
5146	<del>Married/Pregnant/Parenting Students</del>
6000	<del>Concepts And Roles</del> Concepts And Roles
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6141	<del>Curriculum Development And Evaluation</del> Curriculum Development And Evaluation
6141	<del>Curriculum Development And Evaluation</del> Curriculum Development And Evaluation
6141.2	<del>Recognition Of Religious Beliefs And Customs</del> Recognition Of Religious Beliefs And Customs
6141.2	<del>Recognition Of Religious Beliefs And Customs</del> Recognition Of Religious Beliefs And Customs
6141.54	<del>Advanced Placement</del> International Baccalaureate Program
6141.5	<del>Advanced Placement</del> Advanced Placement
6142.1	<del>Sexual Health And HIV/AIDS Prevention Instruction</del> Sexual Health And HIV/AIDS Prevention Instruction
6142.1	<del>Sexual Health And HIV/AIDS Prevention Instruction</del> Sexual Health And HIV/AIDS Prevention Instruction
6142.2	<del>World Language Instruction</del> World Language Instruction
6142.2	<del>World Language Instruction</del> World Language Instruction
6142.3	<del>Civic Education</del> Civic Education
6142.4	<del>Service Learning/Community Service Classes</del> Service Learning/Community Service Classes
6142.5	<del>Environmental Education</del> Environmental Education

6142.6	<del>Visual And Performing Arts Education</del> Visual And Performing Arts Education
6142.7	<del>Physical Education And Activity</del> Physical Education And Activity
6142.7	<del>Physical Education And Activity</del> Physical Education And Activity
6142.8	<del>Comprehensive Health Education</del> Comprehensive Health Education
6142.8	<del>Comprehensive Health Education</del> Comprehensive Health Education
6142.91	<del>Reading/Language Arts Instruction</del> Reading/Language Arts Instruction
<del>6142.91</del>	<del>Reading/Language Arts Instruction</del>
6142.92	<del>Mathematics Instruction</del> Mathematics Instruction
6142.93	<del>Science Instruction</del> Science Instruction
6142.94	<del>History-Social Science Instruction</del> History-Social Science Instruction
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<del>6144</del>	<del>Controversial Issues</del>
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6145	<del>Extracurricular And Cocurricular Activities</del> Extracurricular And Cocurricular Activities
6145.8	<del>Assemblies And Special Events</del> Assemblies And Special Events
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6146.11	<del>Alternative Credits Toward Graduation</del> Alternative Credits Toward Graduation
6146.11	<del>Alternative Credits Toward Graduation</del> Alternative Credits Toward Graduation
6146.3	<del>Reciprocity Of Academic Credit</del> Reciprocity Of Academic Credit
6146.3	<del>Reciprocity Of Academic Credit</del> Reciprocity Of Academic Credit
6146.5	<del>Elementary/Middle School Graduation Requirements</del> Elementary/Middle School Graduation Requirements
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<del>6151</del>	<del>Class-Size</del>

6152.1	<del>Placement In Mathematics Courses</del> Placement In Mathematics Courses
6152.1	<del>Placement In Mathematics Courses</del> Placement In Mathematics Courses
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6159	<del>Individualized Education Program</del> Individualized Education Program
6159	<del>Individualized Education Program</del> Individualized Education Program
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
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6161.11	<del>Supplementary Instructional Materials</del> Supplementary Instructional Materials
6163.1	<del>Library Media Centers</del> Library Media Centers
6164.2	<del>Guidance/Counseling Services</del> Guidance/Counseling Services
<del>6164.2</del>	<del>Guidance/Counseling Services</del>
6172.1	<del>Concurrent Enrollment In College Classes</del> Concurrent Enrollment In College Classes
6172.1	<del>Concurrent Enrollment In College Classes</del> Concurrent Enrollment In College Classes
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6173	<del>Education For Homeless Children</del> Education For Homeless Children
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<del>6173</del>	<del>Education For Homeless Children</del>
<u>6173</u>	<u>Education For Homeless Children</u>

6173.2	<del>Education Of Children Of Military Families</del> Education Of Children Of Military Families
<u>6173.2</u>	<u>Education Of Children Of Military Families</u>
<u>6173.3</u>	<u>Education For Juvenile Court School Students</u>
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6178.1	<del>Work-Based Learning</del> Work-Based Learning
6178.1	<del>Work-Based Learning</del> Work-Based Learning
6181	<del>Alternative Schools/Programs Of Choice</del> Alternative Schools/Programs Of Choice
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6184	<del>Continuation Education</del> Continuation Education

**Regulation 6143: Courses Of Study**

**Status: ADOPTED**

Original Adopted Date: 02/11/2020 | Last Revised Date: | Last Reviewed Date:

**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
- This course may include participation in a teen court or peer court program. (Education Code 51220.2)
- 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

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice (Education Code 51225.6)

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

mental health challenges and how they coped with their situations, including how they sought help and acceptance

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

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)

## 12. Violence awareness and prevention

## 13. Ethnic studies

Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies

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)

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle

7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

### **Certification of College Preparatory Courses**

The Superintendent or designee shall identify district courses that may qualify for designation as "A-G" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to UC for "A-G" designation.

### **Notification and Information to Students in Grades 9-12**

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and CSU
2. A list of the current UC and CSU websites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of CDE's website where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

### **Financial Aid Requirements for Students in Grade 12**

The Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district
2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	<a href="#">Equal rights and opportunities in state educational institutions</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 234.1	<a href="#">Student protections relating to discrimination, harassment, intimidation, and bullying</a>
Ed. Code 234.7	<a href="#">Student protections relating to immigration and citizenship status</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 33319.3	<a href="#">Driver education; CDE materials on road rage</a>
Ed. Code 33540	<a href="#">Standards for government and civics instruction</a>
Ed. Code 48980	<a href="#">Parent/Guardian notifications</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 51202	<a href="#">Instruction in personal and public health and safety</a>
Ed. Code 51203	<a href="#">Instruction on alcohol, narcotics and dangerous drugs</a>
Ed. Code 51204	<a href="#">Course of study designed for student's needs</a>
Ed. Code 51204.5	<a href="#">History of California; contributions of specified groups</a>
Ed. Code 51210	<a href="#">Course of study for grades 1-6</a>

Ed. Code 51220	<a href="#">Course of study for grades 7-12</a>
Ed. Code 51225.3	<a href="#">High school graduation requirements</a>
Ed. Code 51226.7	<a href="#">Model curriculum in ethnic studies</a>
Ed. Code 51241	<a href="#">Temporary two-year or permanent exemption from physical education</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51911-51921	<a href="#">Comprehensive health education</a>
Ed. Code 51925-51929	<a href="#">Mandatory mental health education and in-service training</a>
Ed. Code 51930-51939	<a href="#">California Healthy Youth Act</a>
Ed. Code 51940	<a href="#">Curriculum for brain and spinal cord injury prevention</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 66204	<a href="#">Certification of high school courses as meeting university admission criteria</a>
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 7282-7282.5	<a href="#">Standards for responding to U.S. Immigration and Customs enforcement holds</a>
Gov. Code 7283-7283.2	<a href="#">Standards for participation in U.S. Immigration and Customs enforcement programs</a>
Gov. Code 7284-7284.12	<a href="#">Cooperation with immigration authorities</a>
H&S Code 11032	<a href="#">Definition of dangerous drugs</a>
Pen. Code 422.55	<a href="#">Definition of hate crime</a>
<b>Federal</b>	<b>Description</b>
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy
<b>Management Resources</b>	<b>Description</b>
U.S. DOE, Office for Civil Rights Publication	<a href="#">Dear Colleague Letter: Race and School Programming, August 2023</a>
Website	<a href="#">Instructional Quality Commission</a>
Website	<a href="#">American Red Cross, Hands-Only CPR Training</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Federal Student Aid</a>
Website	<a href="#">American Heart Association</a>
Website	<a href="#">California Student Aid Commission</a>
Website	<a href="#">University of California, A-G Course Submissions</a>
Website	<a href="#">University of California, List of Approved A-G Courses</a>

Website	<a href="#">California State University, Admission Requirements</a>
Website	<a href="#">California Career Resource Network</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">California Colleges.edu</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
5126	Awards For Achievement

5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education

6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes



6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

**Policy 6161.1: Selection And Evaluation Of Instructional Materials**

**Status: ADOPTED**

**Original Adopted Date:** ~~09/28/2010~~11/01/2011 | **Last Revised Date:** ~~05/11/2021~~10/01/2023 |  
**Last Reviewed Date:** ~~05/11/2021~~10/01/2023

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)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

~~Public Hearing on~~ The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

**Sufficiency of Instructional Materials and Public Hearing**

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

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

If the Board determines that there are insufficient textbooks or other instructional materials, the district 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)

~~The degree~~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 which every~~ensure that each student has sufficient access~~materials~~ within two months of the beginning of the school year.

**Prohibition Against Refusal to standards-aligned instructional materials shall 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 included in the district's local control~~rejected or prohibited by the Board or district on the basis that it includes a study of the role and accountability plan. ~~(Education Code 52060~~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 ~~BP/AR~~Board Policy 1312.2 - Complaints Concerning Instructional Materials~~or AR, Board Policy 1312.3 - Uniform Complaint Procedures, or Administrative Regulation~~ 1312.4 - Williams Uniform Complaint Procedures, as applicable.

### Policy Reference Disclaimer:

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State	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	<a href="#">County superintendent of schools; duties</a>
Ed. Code 18111	<a href="#">Exclusion of books by Governing board that are sectarian, partisan, or denominational character</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 33050-33053	<a href="#">General waiver authority</a>
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35272	<a href="#">Education and athletic materials</a>
Ed. Code 44805	<a href="#">Teacher enforcement of course of studies; use of textbooks, rules and regulations</a>

Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 49415	<a href="#">Maximum textbook weight standards</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>
Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60060-60063.5	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60070-60076	<a href="#">Prohibited acts regarding instructional materials</a>
Ed. Code 60110-60115	<a href="#">Instructional materials on alcohol and drug education</a>
Ed. Code 60119	<a href="#">Sufficiency of textbooks and instructional materials; hearing and resolution</a>
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">Instructional materials; high schools</a>
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>
Ed. Code 60605	<a href="#">State-adopted content and performance standards in core curricular areas</a>
Ed. Code 60605.8	<a href="#">Common Core standards</a>
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>

Website	<a href="#">Association of American Publishers</a>
Website	<a href="#">California Academic Content Standards Commission, Common Core State Standards</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>

## Cross References

Code	Description
0400	<del>Comprehensive Plans</del> Comprehensive Plans
0410	<del>Nondiscrimination In District Programs And Activities</del> Nondiscrimination In District Programs And Activities
0415	<del>Equity</del> Equity
<del>0415</del> 0440	<del>Equity</del> District Technology Plan
0440	<del>District Technology Plan</del> District Technology Plan
0460	<del>Local Control And Accountability Plan</del> Local Control And Accountability Plan
0460	<del>Local Control And Accountability Plan</del> Local Control And Accountability Plan
1220	<del>Citizen Advisory Committees</del> Citizen Advisory Committees
1220	<del>Citizen Advisory Committees</del> Citizen Advisory Committees
1312.2	<del>Complaints Concerning Instructional Materials</del> Complaints Concerning Instructional Materials
1312.2	<del>Complaints Concerning Instructional Materials</del> Complaints Concerning Instructional Materials
1312.2-E PDF(1)	<del>Complaints Concerning Instructional Materials</del> Complaints Concerning Instructional Materials
1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3-E PDF(1)	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
<del>1312.3</del>	<del>Uniform Complaint Procedures</del>
1312.4	<del>Williams Uniform Complaint Procedures</del> Williams Uniform Complaint Procedures
1312.4-E PDF(1)	<del>Williams Uniform Complaint Procedures</del> Williams Uniform Complaint Procedures
<del>1312.4</del>	<del>Williams Uniform Complaint Procedures</del>

1325	<u>Advertising And PromotionAdvertising And Promotion</u>
1340	<u>Access To District RecordsAccess To District Records</u>
1340	<u>Access To District RecordsAccess To District Records</u>
1700	<u>Relations Between Private Industry And The SchoolsRelations Between Private Industry And The Schools</u>
3220.1	<u>Lottery FundsLottery Funds</u>
3270	<u>Sale And Disposal Of Books, Equipment And SuppliesSale And Disposal Of Books, Equipment And Supplies</u>
3270	<u>Sale And Disposal Of Books, Equipment And SuppliesSale And Disposal Of Books, Equipment And Supplies</u>
3290	<u>Gifts, Grants And BequestsGifts, Grants And Bequests</u>
3311	<u>BidsBids</u>
3311	<u>BidsBids</u>
4136	<u>Nonschool EmploymentNonschool Employment</u>
4143	<u>Negotiations/ConsultationNegotiations/Consultation</u>
4236	<u>Nonschool EmploymentNonschool Employment</u>
4243	<u>Negotiations/ConsultationNegotiations/Consultation</u>
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6142.92	<u>Mathematics InstructionMathematics Instruction</u>
6142.93	<u>Science InstructionScience Instruction</u>
6142.94	<u>History-Social Science InstructionHistory-Social Science Instruction</u>
6143	<u>Courses Of StudyCourses Of Study</u>
6143	<u>Courses Of StudyCourses Of Study</u>
6144	<u>Controversial IssuesControversial Issues</u>
<del>6144</del>	<u>Controversial Issues</u>
6146.1	<u>High School Graduation RequirementsHigh School Graduation Requirements</u>
6161.11	<u>Supplementary Instructional MaterialsSupplementary Instructional Materials</u>
6161.2	<u>Damaged Or Lost Instructional MaterialsDamaged Or Lost Instructional Materials</u>
6162.5	<u>Student AssessmentStudent Assessment</u>
6162.6	<u>Use Of Copyrighted MaterialsUse Of Copyrighted Materials</u>
6162.6	<u>Use Of Copyrighted MaterialsUse Of Copyrighted Materials</u>
6163.1	<u>Library Media CentersLibrary Media Centers</u>
6170.1	<u>Transitional KindergartenTransitional Kindergarten</u>
6171	<u>Title I ProgramsTitle I Programs</u>
6171	<u>Title I ProgramsTitle I Programs</u>
6174	<u>Education For English LearnersEducation For English Learners</u>
6174	<u>Education For English LearnersEducation For English Learners</u>
<del>6174-E PDF(1)</del>	<u>Education For English Learners</u>
6190	<u>Evaluation Of The Instructional ProgramEvaluation Of The Instructional Program</u>



9000	<del>Role Of The Board</del> Role Of The Board
9270	<del>Conflict Of Interest</del> Conflict Of Interest
9270-E PDF(1)	<del>Conflict Of Interest</del> Conflict Of Interest
9322	<del>Agenda/Meeting Materials</del> Agenda/Meeting Materials

**Policy 6161.1: Selection And Evaluation Of Instructional Materials**

**Status: ADOPTED**

**Original Adopted Date:** 09/28/2010 | **Last Revised Date:** | **Last Reviewed Date:**

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)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

**Sufficiency of Instructional Materials and Public Hearing**

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

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

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.

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### Policy Reference Disclaimer:

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

State	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	<a href="#">County superintendent of schools; duties</a>
Ed. Code 18111	<a href="#">Exclusion of books by Governing board that are sectarian, partisan, or denominational character</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 33050-33053	<a href="#">General waiver authority</a>
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35272	<a href="#">Education and athletic materials</a>
Ed. Code 44805	<a href="#">Teacher enforcement of course of studies; use of textbooks, rules and regulations</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 49415	<a href="#">Maximum textbook weight standards</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>

Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60060-60063.5	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60070-60076	<a href="#">Prohibited acts regarding instructional materials</a>
Ed. Code 60110-60115	<a href="#">Instructional materials on alcohol and drug education</a>
Ed. Code 60119	<a href="#">Sufficiency of textbooks and instructional materials; hearing and resolution</a>
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">Instructional materials; high schools</a>
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>
Ed. Code 60605	<a href="#">State-adopted content and performance standards in core curricular areas</a>
Ed. Code 60605.8	<a href="#">Common Core standards</a>
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Association of American Publishers</a>
Website	<a href="#">California Academic Content Standards Commission, Common Core State Standards</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>

## Cross References

<b>Code</b>	<b>Description</b>
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
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6144	Controversial Issues
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6162.5	Student Assessment
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6163.1	Library Media Centers
6170.1	Transitional Kindergarten

6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270	Conflict Of Interest
9322	Agenda/Meeting Materials



**Regulation 6161.1: Selection And Evaluation Of Instructional Materials**

**Status:** ADOPTED

**Original Adopted Date:** ~~08/25/2009~~11/01/2010 | **Last Revised Date:** ~~05/11/2021~~10/01/2023 |  
**Last Reviewed Date:** ~~05/11/2021~~10/01/2023

**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)

For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

2. Do not reflect adversely upon persons because of any characteristic specified in law and BP 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, ~~accurately portraying society's cultural and racial diversity~~  
~~— 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

## Conflict of Interest

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition: (Education Code 60075)

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

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Ed. Code 60605.8	<a href="#">Common Core standards</a>
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<b>Management Resources</b>	<b>Description</b>
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California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
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1312.2-E PDF(1)	<del>Complaints Concerning Instructional Materials</del> Complaints Concerning Instructional Materials
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1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3-E PDF(1)	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
<del>1312.3</del>	<del>Uniform Complaint Procedures</del>
1312.4	<del>Williams Uniform Complaint Procedures</del> Williams Uniform Complaint Procedures
1312.4-E PDF(1)	<del>Williams Uniform Complaint Procedures</del> Williams Uniform Complaint Procedures
<del>1312.4</del>	<del>Williams Uniform Complaint Procedures</del>
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6141	<u><del>Curriculum Development And Evaluation</del>Curriculum Development And Evaluation</u>
6142.2	<u><del>World Language Instruction</del>World Language Instruction</u>
6142.2	<u><del>World Language Instruction</del>World Language Instruction</u>

6142.6	<del>Visual And Performing Arts Education</del> Visual And Performing Arts Education
6142.8	<del>Comprehensive Health Education</del> Comprehensive Health Education
6142.8	<del>Comprehensive Health Education</del> Comprehensive Health Education
6142.91	<del>Reading/Language Arts Instruction</del> Reading/Language Arts Instruction
<del>6142.91</del>	<del>Reading/Language Arts Instruction</del>
6142.92	<del>Mathematics Instruction</del> Mathematics Instruction
6142.93	<del>Science Instruction</del> Science Instruction
6142.94	<del>History-Social Science Instruction</del> History-Social Science Instruction
6143	<del>Courses Of Study</del> Courses Of Study
6143	<del>Courses Of Study</del> Courses Of Study
6144	<del>Controversial Issues</del> Controversial Issues
<del>6144</del>	<del>Controversial Issues</del>
6146.1	<del>High School Graduation Requirements</del> High School Graduation Requirements
6161.11	<del>Supplementary Instructional Materials</del> Supplementary Instructional Materials
6161.2	<del>Damaged Or Lost Instructional Materials</del> Damaged Or Lost Instructional Materials
6162.5	<del>Student Assessment</del> Student Assessment
6162.6	<del>Use Of Copyrighted Materials</del> Use Of Copyrighted Materials
6162.6	<del>Use Of Copyrighted Materials</del> Use Of Copyrighted Materials
6163.1	<del>Library Media Centers</del> Library Media Centers
6170.1	<del>Transitional Kindergarten</del> Transitional Kindergarten
6171	<del>Title I Programs</del> Title I Programs
6171	<del>Title I Programs</del> Title I Programs
6174	<del>Education For English Learners</del> Education For English Learners
6174	<del>Education For English Learners</del> Education For English Learners
<del>6174-E PDF(1)</del>	<del>Education For English Learners</del>
6190	<del>Evaluation Of The Instructional Program</del> Evaluation Of The Instructional Program
9000	<del>Role Of The Board</del> Role Of The Board



9270

~~Conflict Of Interest~~Conflict Of Interest

9270-~~E PDF(1)~~

~~Conflict Of Interest~~Conflict Of Interest

9322

~~Agenda/Meeting Materials~~Agenda/Meeting Materials

**Regulation 6161.1: Selection And Evaluation Of Instructional Materials**

**Status: ADOPTED**

Original Adopted Date: 08/25/2009 | Last Revised Date: | Last Reviewed Date:

**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)

For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content

standards.

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

### **Conflict of Interest**

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition (Education Code 60075)

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity<sup>241</sup>

representing it

3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	<a href="#"><u>County superintendent of schools; duties</u></a>
Ed. Code 18111	<a href="#"><u>Exclusion of books by Governing board that are sectarian, partisan, or denominational character</u></a>
Ed. Code 220	<a href="#"><u>Prohibition of discrimination</u></a>
Ed. Code 242	<a href="#"><u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u></a>
Ed. Code 243	<a href="#"><u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u></a>
Ed. Code 33050-33053	<a href="#"><u>General waiver authority</u></a>
Ed. Code 33126	<a href="#"><u>School accountability report card</u></a>
Ed. Code 35272	<a href="#"><u>Education and athletic materials</u></a>
Ed. Code 44805	<a href="#"><u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u></a>
Ed. Code 48907	<a href="#"><u>Exercise of free expression; time, place and manner rules and regulations</u></a>
Ed. Code 48950	<a href="#"><u>Speech and other communication</u></a>
Ed. Code 49415	<a href="#"><u>Maximum textbook weight standards</u></a>
Ed. Code 51204.5	<a href="#"><u>Social sciences instruction; contributions of specified groups</u></a>
Ed. Code 51501	<a href="#"><u>Nondiscriminatory subject matter</u></a>
Ed. Code 51511	<a href="#"><u>Religious matters properly included in courses of study</u></a>
Ed. Code 51933	<a href="#"><u>Sexual health education and HIV prevention materials</u></a>
Ed. Code 52060-52077	<a href="#"><u>Local control and accountability plan</u></a>
Ed. Code 60000-60005	<a href="#"><u>Instructional materials; legislative intent</u></a>
Ed. Code 60010	<a href="#"><u>Instructional materials; definition</u></a>
Ed. Code 60040-60052	<a href="#"><u>Requirements for instructional materials</u></a>
Ed. Code 60060-60063.5	<a href="#"><u>Requirements for publishers and manufacturers</u></a>

Ed. Code 60070-60076	<a href="#">Prohibited acts regarding instructional materials</a>
Ed. Code 60110-60115	<a href="#">Instructional materials on alcohol and drug education</a>
Ed. Code 60119	<a href="#">Sufficiency of textbooks and instructional materials; hearing and resolution</a>
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">Instructional materials; high schools</a>
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>
Ed. Code 60605	<a href="#">State-adopted content and performance standards in core curricular areas</a>
Ed. Code 60605.8	<a href="#">Common Core standards</a>
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Association of American Publishers</a>
Website	<a href="#">California Academic Content Standards Commission, Common Core State Standards</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>

## Cross References

Code	Description
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0440	District Technology Plan

0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4136	Nonschool Employment
4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities

5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program



9000	Role Of The Board
9270	Conflict Of Interest
9270	Conflict Of Interest
9322	Agenda/Meeting Materials

**~~Exhibit (PDF) 6161.1-E PDF(1): Selection And Evaluation Of Instructional Materials~~**

Status: ~~ADOPTED~~

~~Original Adopted Date: 11/14/2017 | Last Revised Date: 05/11/2021 | Last Reviewed Date: 05/11/2021~~

~~See PDF on the next page.~~

~~SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS~~CSBA Policy Management ConsoleExhibit 6161.1-E(1): Selection And Evaluation Of Instructional MaterialsStatus: ADOPTEDOriginal Adopted Date: 11/01/2012 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023**RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

Whereas, the Governing Board of the *(name of school district)*, in ~~order to~~ comply accordance with the requirements of Education Code 60119, held a public hearing on *(date)*, at *(time)* ~~o'clock,~~ which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 ~~days~~ days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the *(name of school district)*, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has ~~a standards-aligned textbook~~ textbooks and/ or instructional materials to use in class and to take home, which

may include materials in a digital format as long as each student, at a minimum, has and can access the same materials in the class and at home as other students in the same class or course in the district, but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education;

:

#### Finding of Sufficient Textbooks or Instructional Materials

Whereas,

Therefore, be it resolved, for the (year) school year, the (name of school district), sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, at the following schools in the following subjects:

- Mathematics: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)


-


- Science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)


-


- History-social science: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)


-

- English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)


-

- World language: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)


-

- Health: (List adopted textbooks or instructional materials for this subject for each ~~grade level or~~ school as well as applicable state adoption cycle.)



~~Whereas, laboratory science equipment was available for science laboratory classes offered~~  
**Finding of Insufficient Textbooks or Instructional Materials in grades 9-12, inclusive;**

Therefore, One or More Subjects

Be it ~~is further~~ resolved ~~that~~, for the (year) school year, the (name of school district)

~~has provided each student with sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks.~~

### ~~Finding of Insufficient Textbooks or Instructional Materials~~

~~Whereas, information provided at the public hearing and to the Board at the public meeting detailed that,~~ insufficient standards-aligned textbooks or other instructional materials were provided to students at the following schools in the following subjects:

- ~~•~~ Mathematics: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and ~~grade levels at district schools~~ the reasons that each student does not have sufficient instructional materials.)


- ~~•~~ Science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials ~~in mathematics, science, history-social science, English language arts, world language, and health.~~ and the reasons that each student does not have sufficient instructional materials.)


-

- 
- 
- ~~•~~ Whereas, History-social science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or ~~other~~ instructional materials ~~were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the~~ and the reasons that each student does not have sufficient instructional materials ~~in each subject and grade level listed above.)~~ materials.)


-

- 
- 
- ~~•~~ Therefore, it is resolved, that for English language arts, including the (year) school year, the (name) English language development component of (school district) has not provided an adopted program: (For each ~~student with~~ school, list the percentage of students who lack sufficient standards-aligned textbooks or ~~other~~ instructional materials ~~that are consistent with and the cycles and content of~~ reasons that each student does not have sufficient instructional materials.)


-

- World language: (For each school, list the curriculum framework, percentage of students who lack sufficient standards-aligned textbooks or instructional materials and; the reasons that each student does not have sufficient instructional materials.)


-

- Health: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)



Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.) (List actions to be taken to resolve insufficiency.)


### Finding of Available Science Laboratory Equipment for Grades 9-12

Be it further resolved, laboratory science equipment was available or was not available for science laboratory courses offered in grades 9-12, inclusive, as indicated below:


- Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was available.)


- Not Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was not available.)


Be it further resolved, that the Superintendent or designee, on  
behalf of the Board, shall submit a copy of this resolution to the  
County Superintendent of Schools within three business days of  
the hearing.

PASSED AND ADOPTED THIS        day of



\_\_\_\_\_, \_\_\_\_\_ at a meeting, by the following

vote:

\_\_\_\_ AYES: \_\_\_\_\_

\_\_\_\_ NOES: \_\_\_\_\_

\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, Secretary-

\_\_\_\_\_, President

~~Exhibit ALAMEDA UNIFIED SCHOOL DISTRICT~~

~~version: November, 14, 2017 Alameda, California~~

~~revised: May 11, 2021~~ **Policy Reference Disclaimer:**

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

**State**

5 CCR 9505-9530

Ed. Code 1240

**Description**

Instructional materials

County superintendent of schools; duties

<a href="#"><u>Ed. Code 18111</u></a>	<a href="#"><u>Exclusion of books by Governing board that are sectarian, partisan, or denominational character</u></a>
<a href="#"><u>Ed. Code 220</u></a>	<a href="#"><u>Prohibition of discrimination</u></a>
<a href="#"><u>Ed. Code 242</u></a>	<a href="#"><u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u></a>
<a href="#"><u>Ed. Code 243</u></a>	<a href="#"><u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u></a>
<a href="#"><u>Ed. Code 33050-33053</u></a>	<a href="#"><u>General waiver authority</u></a>
<a href="#"><u>Ed. Code 33126</u></a>	<a href="#"><u>School accountability report card</u></a>
<a href="#"><u>Ed. Code 35272</u></a>	<a href="#"><u>Education and athletic materials</u></a>
<a href="#"><u>Ed. Code 44805</u></a>	<a href="#"><u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u></a>
<a href="#"><u>Ed. Code 48907</u></a>	<a href="#"><u>Exercise of free expression; time, place and manner rules and regulations</u></a>
<a href="#"><u>Ed. Code 48950</u></a>	<a href="#"><u>Speech and other communication</u></a>
<a href="#"><u>Ed. Code 49415</u></a>	<a href="#"><u>Maximum textbook weight standards</u></a>
<a href="#"><u>Ed. Code 51204.5</u></a>	<a href="#"><u>Social sciences instruction; contributions of specified groups</u></a>
<a href="#"><u>Ed. Code 51501</u></a>	<a href="#"><u>Nondiscriminatory subject matter</u></a>
<a href="#"><u>Ed. Code 51511</u></a>	<a href="#"><u>Religious matters properly included in courses of study</u></a>
<a href="#"><u>Ed. Code 51933</u></a>	<a href="#"><u>Sexual health education and HIV prevention materials</u></a>
<a href="#"><u>Ed. Code 52060-52077</u></a>	<a href="#"><u>Local control and accountability plan</u></a>
<a href="#"><u>Ed. Code 60000-60005</u></a>	<a href="#"><u>Instructional materials; legislative intent</u></a>
<a href="#"><u>Ed. Code 60010</u></a>	<a href="#"><u>Instructional materials; definition</u></a>
<a href="#"><u>Ed. Code 60040-60052</u></a>	<a href="#"><u>Requirements for instructional materials</u></a>
<a href="#"><u>Ed. Code 60060-60063.5</u></a>	<a href="#"><u>Requirements for publishers and manufacturers</u></a>
<a href="#"><u>Ed. Code 60070-60076</u></a>	<a href="#"><u>Prohibited acts regarding instructional materials</u></a>
<a href="#"><u>Ed. Code 60110-60115</u></a>	<a href="#"><u>Instructional materials on alcohol and drug education</u></a>
<a href="#"><u>Ed. Code 60119</u></a>	<a href="#"><u>Sufficiency of textbooks and instructional materials; hearing and resolution</u></a>
<a href="#"><u>Ed. Code 60150</u></a>	<a href="#"><u>Penalty for insufficiency of textbooks and instructional materials</u></a>
<a href="#"><u>Ed. Code 60200-60213</u></a>	<a href="#"><u>Elementary school materials</u></a>
<a href="#"><u>Ed. Code 60226</u></a>	<a href="#"><u>Requirements for publishers and manufacturers</u></a>
<a href="#"><u>Ed. Code 60400-60411</u></a>	<a href="#"><u>Instructional materials; high schools</u></a>
<a href="#"><u>Ed. Code 60510-60511</u></a>	<a href="#"><u>Donation or sale of obsolete instructional materials</u></a>

[Ed. Code 60605](#)

[Ed. Code 60605.8](#)

[H&S Code 11032](#)

### **Management Resources**

[California Department of Education  
Publication](#)

[California Department of Education  
Publication](#)

[California Department of Education  
Publication](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[Website](#)

[State-adopted content and performance standards in core  
curricular areas](#)

[Common Core standards](#)

[Narcotics, restricted dangerous drugs, and marijuana;  
definitions](#)

### **Description**

[Instructional Materials, FAQ](#)

[Standards for Evaluating Instructional Materials for Social  
Content, 2013](#)

[Guidelines for Piloting Textbooks and Instructional Materials,  
Policy # 01-05, rev. January 2015](#)

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

[Association of American Publishers](#)

[California Academic Content Standards Commission,  
Common Core State Standards](#)

[Department of Justice](#)

[U.S. Department of Education, Office for Civil Rights](#)

[California Department of Education](#)

[CSBA](#)

### **Cross References**

#### **Code**

[0400](#)

[0410](#)

[0415](#)

[0440](#)

[0440](#)

[0460](#)

[0460](#)

[1220](#)

[1220](#)

[1312.2](#)

[1312.2](#)

[1312.2](#)

[1312.3](#)

#### **Description**

[Comprehensive Plans](#)

[Nondiscrimination In District Programs And Activities](#)

[Equity](#)

[District Technology Plan](#)

[District Technology Plan](#)

[Local Control And Accountability Plan](#)

[Local Control And Accountability Plan](#)

[Citizen Advisory Committees](#)

[Citizen Advisory Committees](#)

[Complaints Concerning Instructional Materials](#)

[Complaints Concerning Instructional Materials](#)

[Complaints Concerning Instructional Materials](#)

[Uniform Complaint Procedures](#)

<a href="#"><u>1312.3</u></a>	<a href="#"><u>Uniform Complaint Procedures</u></a>
<a href="#"><u>1312.3</u></a>	<a href="#"><u>Uniform Complaint Procedures</u></a>
<a href="#"><u>1312.3</u></a>	<a href="#"><u>Uniform Complaint Procedures</u></a>
<a href="#"><u>1312.4</u></a>	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
<a href="#"><u>1312.4</u></a>	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
<a href="#"><u>1312.4</u></a>	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
<a href="#"><u>1325</u></a>	<a href="#"><u>Advertising And Promotion</u></a>
<a href="#"><u>1340</u></a>	<a href="#"><u>Access To District Records</u></a>
<a href="#"><u>1340</u></a>	<a href="#"><u>Access To District Records</u></a>
<a href="#"><u>1700</u></a>	<a href="#"><u>Relations Between Private Industry And The Schools</u></a>
<a href="#"><u>3220.1</u></a>	<a href="#"><u>Lottery Funds</u></a>
<a href="#"><u>3270</u></a>	<a href="#"><u>Sale And Disposal Of Books, Equipment And Supplies</u></a>
<a href="#"><u>3270</u></a>	<a href="#"><u>Sale And Disposal Of Books, Equipment And Supplies</u></a>
<a href="#"><u>3290</u></a>	<a href="#"><u>Gifts, Grants And Bequests</u></a>
<a href="#"><u>3311</u></a>	<a href="#"><u>Bids</u></a>
<a href="#"><u>3311</u></a>	<a href="#"><u>Bids</u></a>
<a href="#"><u>4136</u></a>	<a href="#"><u>Nonschool Employment</u></a>
<a href="#"><u>4143</u></a>	<a href="#"><u>Negotiations/Consultation</u></a>
<a href="#"><u>4236</u></a>	<a href="#"><u>Nonschool Employment</u></a>
<a href="#"><u>4243</u></a>	<a href="#"><u>Negotiations/Consultation</u></a>
<a href="#"><u>4331</u></a>	<a href="#"><u>Staff Development</u></a>
<a href="#"><u>4336</u></a>	<a href="#"><u>Nonschool Employment</u></a>
<a href="#"><u>5020</u></a>	<a href="#"><u>Parent Rights And Responsibilities</u></a>
<a href="#"><u>5020</u></a>	<a href="#"><u>Parent Rights And Responsibilities</u></a>
<a href="#"><u>5145.3</u></a>	<a href="#"><u>Nondiscrimination/Harassment</u></a>
<a href="#"><u>5145.3</u></a>	<a href="#"><u>Nondiscrimination/Harassment</u></a>
<a href="#"><u>6000</u></a>	<a href="#"><u>Concepts And Roles</u></a>
<a href="#"><u>6011</u></a>	<a href="#"><u>Academic Standards</u></a>
<a href="#"><u>6020</u></a>	<a href="#"><u>Parent Involvement</u></a>
<a href="#"><u>6020</u></a>	<a href="#"><u>Parent Involvement</u></a>
<a href="#"><u>6141</u></a>	<a href="#"><u>Curriculum Development And Evaluation</u></a>
<a href="#"><u>6141</u></a>	<a href="#"><u>Curriculum Development And Evaluation</u></a>
<a href="#"><u>6142.2</u></a>	<a href="#"><u>World Language Instruction</u></a>

<a href="#"><u>6142.2</u></a>	<a href="#"><u>World Language Instruction</u></a>
<a href="#"><u>6142.6</u></a>	<a href="#"><u>Visual And Performing Arts Education</u></a>
<a href="#"><u>6142.8</u></a>	<a href="#"><u>Comprehensive Health Education</u></a>
<a href="#"><u>6142.8</u></a>	<a href="#"><u>Comprehensive Health Education</u></a>
<a href="#"><u>6142.91</u></a>	<a href="#"><u>Reading/Language Arts Instruction</u></a>
<a href="#"><u>6142.92</u></a>	<a href="#"><u>Mathematics Instruction</u></a>
<a href="#"><u>6142.93</u></a>	<a href="#"><u>Science Instruction</u></a>
<a href="#"><u>6142.94</u></a>	<a href="#"><u>History-Social Science Instruction</u></a>
<a href="#"><u>6143</u></a>	<a href="#"><u>Courses Of Study</u></a>
<a href="#"><u>6143</u></a>	<a href="#"><u>Courses Of Study</u></a>
<a href="#"><u>6144</u></a>	<a href="#"><u>Controversial Issues</u></a>
<a href="#"><u>6146.1</u></a>	<a href="#"><u>High School Graduation Requirements</u></a>
<a href="#"><u>6161.11</u></a>	<a href="#"><u>Supplementary Instructional Materials</u></a>
<a href="#"><u>6161.2</u></a>	<a href="#"><u>Damaged Or Lost Instructional Materials</u></a>
<a href="#"><u>6162.5</u></a>	<a href="#"><u>Student Assessment</u></a>
<a href="#"><u>6162.6</u></a>	<a href="#"><u>Use Of Copyrighted Materials</u></a>
<a href="#"><u>6162.6</u></a>	<a href="#"><u>Use Of Copyrighted Materials</u></a>
<a href="#"><u>6163.1</u></a>	<a href="#"><u>Library Media Centers</u></a>
<a href="#"><u>6170.1</u></a>	<a href="#"><u>Transitional Kindergarten</u></a>
<a href="#"><u>6171</u></a>	<a href="#"><u>Title I Programs</u></a>
<a href="#"><u>6171</u></a>	<a href="#"><u>Title I Programs</u></a>
<a href="#"><u>6174</u></a>	<a href="#"><u>Education For English Learners</u></a>
<a href="#"><u>6174</u></a>	<a href="#"><u>Education For English Learners</u></a>
<a href="#"><u>6190</u></a>	<a href="#"><u>Evaluation Of The Instructional Program</u></a>
<a href="#"><u>9000</u></a>	<a href="#"><u>Role Of The Board</u></a>
<a href="#"><u>9270</u></a>	<a href="#"><u>Conflict Of Interest</u></a>
<a href="#"><u>9270</u></a>	<a href="#"><u>Conflict Of Interest</u></a>
<a href="#"><u>9322</u></a>	<a href="#"><u>Agenda/Meeting Materials</u></a>

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Whereas, the Governing Board of the *name of school@district*, in accordance with the requirements of Education Code 60119, held a public hearing on *date*, at *time*, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the *name of school@district*; and;

Whereas, the definition of sufficient textbooks or instructional materials means that each student, including each English learner, has standards-aligned textbooks and/or instructional materials to use in class and to take home, which may include materials in a digital format as long as each student, at a minimum, has and can access the same materials in the class and at home as other students in the same class or course in the district, but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education.

Finding of Sufficient Textbooks or Instructional Materials

Therefore, be it resolved, for the *year* school year, the *name of school@district*, sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, at the following schools in the following subjects:

- Mathematics: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)

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- Science: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)  
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- History-social science: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)  
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- English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)  
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- World language: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)  
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- Health: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)  
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### Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects

Be it further resolved, for the **year** school year, the **name of school district**, insufficient standards-aligned textbooks or other instructional materials were provided to students at the following schools in the following subjects:

- Mathematics: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)  
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- Science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)  
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- History-social science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)  
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- English language arts, including the English language development component of an adopted program: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

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- World language: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

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- Health: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

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Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

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### **Finding of Available Science Laboratory Equipment for Grades 9-12**

Be it further resolved, laboratory science equipment was available or was not available for science laboratory courses offered in grades 9-12, inclusive, as indicated below:

- Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was available.)

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- Not Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was not available.)

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Be it further resolved, that the Superintendent or designee, on behalf of the Board, shall submit a copy of this resolution to the County Superintendent of Schools within three business days of the hearing.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a meeting, by the following vote: AYES:\_\_\_\_\_ NOES:\_\_\_\_\_ ABSENT:\_\_\_\_\_



Attest:

\_\_\_\_\_, Secretary

\_\_\_\_\_, President

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Exhibit ALAMEDA UNIFIED SCHOOL DISTRICT

Adopted: November, 14, 2017 Alameda, California

revised: May 11, 2021

revised:

**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	<a href="#">County superintendent of schools; duties</a>
Ed. Code 18111	<a href="#">Exclusion of books by Governing board that are sectarian, partisan, or denominational character</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 33050-33053	<a href="#">General waiver authority</a>
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35272	<a href="#">Education and athletic materials</a>
Ed. Code 44805	<a href="#">Teacher enforcement of course of studies; use of textbooks, rules and regulations</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 49415	<a href="#">Maximum textbook weight standards</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>

Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>
Ed. Code 52060-52077	<a href="#">Local control and accountability plan</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60060-60063.5	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60070-60076	<a href="#">Prohibited acts regarding instructional materials</a>
Ed. Code 60110-60115	<a href="#">Instructional materials on alcohol and drug education</a>
Ed. Code 60119	<a href="#">Sufficiency of textbooks and instructional materials; hearing and resolution</a>
Ed. Code 60150	<a href="#">Penalty for insufficiency of textbooks and instructional materials</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">Instructional materials; high schools</a>
Ed. Code 60510-60511	<a href="#">Donation or sale of obsolete instructional materials</a>
Ed. Code 60605	<a href="#">State-adopted content and performance standards in core curricular areas</a>
Ed. Code 60605.8	<a href="#">Common Core standards</a>
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Instructional Materials, FAQ</a>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Association of American Publishers</a>
Website	<a href="#">California Academic Content Standards Commission, Common Core State Standards</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Department of Education</a>

**Cross References**

<b>Code</b>	<b>Description</b>
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids

3311	Bids
4136	Nonschool Employment
4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials

6161.2	Damaged Or Lost Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270	Conflict Of Interest
9322	Agenda/Meeting Materials

**Policy 6161.11: Supplementary Instructional Materials**

**Status:** ADOPTED

**Original Adopted Date:** ~~08/25/2009~~12/01/1990 | **Last Revised Date:** ~~06/11/2013~~10/01/2023 |  
**Last Reviewed Date:** ~~06/11/2013~~10/01/2023

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.

### **Supplementary Materials Aligned with Common Core Standards**

~~To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)~~

~~The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)~~

### **Appropriateness of Materials**

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, ~~he/she~~the employee shall preview the material to determine whether, in ~~his/her~~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, ~~appropriateness, and relevance of the materials as well as the ages and maturity of the students.~~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.

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<b>State</b>	<b>Description</b>
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 18111	<a href="#">Exclusion of books by Governing board that are sectarian, partisan, or denominational character</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 233.5	<a href="#">Teaching of principles</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51510	<a href="#">Prohibited study or supplemental materials</a>
Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60060-60063.5	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">Instructional materials; high schools</a>
Ed. Code 60605	<a href="#">State-adopted content and performance standards in core curricular areas</a>
Ed. Code 60605.8	<a href="#">Common Core standards</a>



Ed. Code 60811.3

English language development standards

### Management Resources

California Department of Education  
Publication

### Description

[Standards for Evaluating Instructional Materials for Social  
Content, 2013](#)

Court Decision

Fowler v. Board of Education of Lincoln County (1987) 819  
F.2d 657

Court Decision

McCarthy v. Fletcher (1989) 207 Cal. App. 3d 130

Website

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

Website

[Department of Justice](#)

Website

[U.S. Department of Education, Office for Civil Rights](#)

Website

[California Department of Education](#)

Website

[CSBA](#)

### Cross References

#### Code

0000

#### Description

~~Vision~~[Vision](#)

~~0000~~

~~Vision~~

0200

~~Goals For The School District~~[Goals For The School District](#)

0410

~~Nondiscrimination In District Programs And  
Activities~~[Nondiscrimination In District Programs And Activities](#)

1260

~~Educational Foundation~~[Educational Foundation](#)

1312.2

~~Complaints Concerning Instructional Materials~~[Complaints  
Concerning Instructional Materials](#)

1312.2

~~Complaints Concerning Instructional Materials~~[Complaints  
Concerning Instructional Materials](#)

1312.2-~~E PDF(1)~~

~~Complaints Concerning Instructional Materials~~[Complaints  
Concerning Instructional Materials](#)

1312.3

~~Uniform Complaint Procedures~~[Uniform Complaint Procedures](#)

1312.3

~~Uniform Complaint Procedures~~[Uniform Complaint Procedures](#)

1312.3-~~E PDF(1)~~

~~Uniform Complaint Procedures~~[Uniform Complaint Procedures](#)

~~1312.3~~

~~Uniform Complaint Procedures~~

1312.4

~~Williams Uniform Complaint Procedures~~[Williams Uniform  
Complaint Procedures](#)

1312.4-~~E PDF(1)~~

~~Williams Uniform Complaint Procedures~~[Williams Uniform  
Complaint Procedures](#)

~~1312.4~~

~~Williams Uniform Complaint Procedures~~

1325

~~Advertising And Promotion~~[Advertising And Promotion](#)

3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u> <u>Sale And Disposal Of Books, Equipment And Supplies</u>
3270	<u>Sale And Disposal Of Books, Equipment And Supplies</u> <u>Sale And Disposal Of Books, Equipment And Supplies</u>
3290	<u>Gifts, Grants And Bequests</u> <u>Gifts, Grants And Bequests</u>
3311	<u>Bids</u> <u>Bids</u>
3311	<u>Bids</u> <u>Bids</u>
4132	<u>Publication Or Creation Of Materials</u> <u>Publication Or Creation Of Materials</u>
4232	<u>Publication Or Creation Of Materials</u> <u>Publication Or Creation Of Materials</u>
4332	<u>Publication Or Creation Of Materials</u> <u>Publication Or Creation Of Materials</u>
5145.3	<u>Nondiscrimination/Harassment</u> <u>Nondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/Harassment</u> <u>Nondiscrimination/Harassment</u>
6000	<u>Concepts And Roles</u> <u>Concepts And Roles</u>
6011	<u>Academic Standards</u> <u>Academic Standards</u>
6141	<u>Curriculum Development And Evaluation</u> <u>Curriculum Development And Evaluation</u>
6141	<u>Curriculum Development And Evaluation</u> <u>Curriculum Development And Evaluation</u>
6141.2	<u>Recognition Of Religious Beliefs And Customs</u> <u>Recognition Of Religious Beliefs And Customs</u>
6141.2	<u>Recognition Of Religious Beliefs And Customs</u> <u>Recognition Of Religious Beliefs And Customs</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u> <u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u> <u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.2	<u>World Language Instruction</u> <u>World Language Instruction</u>
6142.2	<u>World Language Instruction</u> <u>World Language Instruction</u>
6142.6	<u>Visual And Performing Arts Education</u> <u>Visual And Performing Arts Education</u>
6142.91	<u>Reading/Language Arts Instruction</u> <u>Reading/Language Arts Instruction</u>
<del>6142.91</del>	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics Instruction</u> <u>Mathematics Instruction</u>

6142.93	<del>Science Instruction</del> Science Instruction
6142.94	<del>History-Social Science Instruction</del> History-Social Science Instruction
6143	<del>Courses-Of Study</del> Courses Of Study
6143	<del>Courses-Of Study</del> Courses Of Study
6144	<del>Controversial Issues</del> Controversial Issues
<del>6144</del>	<del>Controversial Issues</del>
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6161.1-E PDF(1)	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6162.6	<del>Use Of Copyrighted Materials</del> Use Of Copyrighted Materials
6162.6	<del>Use Of Copyrighted Materials</del> Use Of Copyrighted Materials
6163.1	<del>Library Media-Centers</del> Library Media Centers
6174	<del>Education For English Learners</del> Education For English Learners
6174	<del>Education For English Learners</del> Education For English Learners
<del>6174-E PDF(1)</del>	<del>Education For English Learners</del>

**Policy 6161.11: Supplementary Instructional Materials**

**Status: ADOPTED**

**Original Adopted Date:** 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

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.

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.

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### Policy Reference Disclaimer:

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

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 18111	<a href="#">Exclusion of books by Governing board that are sectarian, partisan, or denominational character</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 233.5	<a href="#">Teaching of principles</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 243	<a href="#">Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 51510	<a href="#">Prohibited study or supplemental materials</a>

Ed. Code 51511	<a href="#">Religious matters properly included in courses of study</a>
Ed. Code 51933	<a href="#">Sexual health education and HIV prevention materials</a>
Ed. Code 60000-60005	<a href="#">Instructional materials; legislative intent</a>
Ed. Code 60010	<a href="#">Instructional materials; definition</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
Ed. Code 60060-60063.5	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60200-60213	<a href="#">Elementary school materials</a>
Ed. Code 60226	<a href="#">Requirements for publishers and manufacturers</a>
Ed. Code 60400-60411	<a href="#">Instructional materials; high schools</a>
Ed. Code 60605	<a href="#">State-adopted content and performance standards in core curricular areas</a>
Ed. Code 60605.8	<a href="#">Common Core standards</a>
Ed. Code 60811.3	English language development standards
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
Court Decision	Fowler v. Board of Education of Lincoln County (1987) 819 F.2d 657
Court Decision	McCarthy v. Fletcher (1989) 207 Cal. App. 3d 130
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>

## Cross References

Code	Description
0000	Vision
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures

1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4132	Publication Or Creation Of Materials
4232	Publication Or Creation Of Materials
4332	Publication Or Creation Of Materials
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study

6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6174	Education For English Learners
6174	Education For English Learners



**Policy 6163.1: Library Media Centers**

**Status:** ADOPTED

Original Adopted Date: ~~09/13~~03/01/2011 | Last Revised Date: ~~03/24/2015~~10/01/2023 | Last Reviewed Date: ~~03/24/2015~~10/01/2023

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can ~~help raise~~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 ~~how the distribution of funds will be distributed~~ to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

### **Staffing**

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)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library ~~opens~~open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

### **Selection and Evaluation of School Library Materials**

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

Library materials shall be selected and evaluated ~~and selected~~ through a process that invites recommendations from administrators, 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 ~~using the district's procedures for complaints regarding instructional materials.~~

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)

### **OPTION 1: (No late fees)**

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

### **OPTION 1 ENDS HERE**

### **OPTION 2: (Late fees charged)**

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

## **OPTION 2 ENDS HERE**

### **Library Instruction**

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:

### **Library Instruction**

~~Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with 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 CDE-California Department of Education on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 16040-16043	School libraries
5 CCR 80023-80023.2	Emergency permits; general requirements
5 CCR 80024.6	Emergency teacher librarian services permit
5 CCR 80026-80026.6	Emergency permits; Declaration of Need
5 CCR 80053-80053.1	Teacher librarian services credential
Ed. Code 1703	<u><a href="#">Coordination of district library services by county superintendent</a></u>
Ed. Code 1770-1775	<u><a href="#">Provision of library services by county superintendent</a></u>
Ed. Code 18100-18203	<u><a href="#">School libraries</a></u>
Ed. Code 18300-18571	<u><a href="#">Union high school district/unified school district library district</a></u>
Ed. Code 19335-19336	<u><a href="#">Reading Initiative Program; recommended books</a></u>
Ed. Code 220	<u><a href="#">Prohibition of discrimination</a></u>
Ed. Code 242	<u><a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a></u>
Ed. Code 35021	<u><a href="#">Volunteer aides</a></u>
Ed. Code 44868-44869	<u><a href="#">Qualifications and employment of library media teachers</a></u>
Ed. Code 45340-45349	<u><a href="#">Instructional aides</a></u>

Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#">Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts &amp; Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012</a>
California Department of Education Publication	Looking at the School Library: An Evaluation Tool, 2003
California Department of Education Publication	<a href="#">Model School Library Standards for California Public Schools: K - 12, 2010</a>
California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twelve
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">American Association of School Libraries</a>
Website	<a href="#">California Department of Education, School Libraries</a>
Website	<a href="#">California School Library Association</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">California Department of Education, Curriculum and Instruction Resources</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>

## Cross References

Code	Description
0200	<del>Goals For The School District</del> Goals For The School District
0400	<del>Comprehensive Plans</del> Comprehensive Plans
0410	<del>Nondiscrimination In District Programs And Activities</del> Nondiscrimination In District Programs And Activities
0420	<del>School Plans/Site Councils</del> School Plans/Site Councils
0420	<del>School Plans/Site Councils</del> School Plans/Site Councils
0440	<del>District Technology Plan</del> District Technology Plan
<u>0440</u>	<u>District Technology Plan</u>

0460	<del>Local Control And Accountability Plan</del> Local Control And Accountability Plan
0460	<del>Local Control And Accountability Plan</del> Local Control And Accountability Plan
1240	<del>Volunteer Assistance</del> Volunteer Assistance
1240	<del>Volunteer Assistance</del> Volunteer Assistance
1260	<del>Educational Foundation</del> Educational Foundation
1312.2	<del>Complaints Concerning Instructional Materials</del> Complaints Concerning Instructional Materials
1312.2	<del>Complaints Concerning Instructional Materials</del> Complaints Concerning Instructional Materials
1312.2-E PDF(1)	<del>Complaints Concerning Instructional Materials</del> Complaints Concerning Instructional Materials
1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3-E PDF(1)	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
1312.4	<del>Williams Uniform Complaint Procedures</del> Williams Uniform Complaint Procedures
1312.4-E PDF(1)	<del>Williams Uniform Complaint Procedures</del> Williams Uniform Complaint Procedures
<u>1312.4</u>	<u>Williams Uniform Complaint Procedures</u>
1330.1	<del>Joint Use Agreements</del> Joint Use Agreements
1340	<del>Access To District Records</del> Access To District Records
1340	<del>Access To District Records</del> Access To District Records
3260	<del>Fees And Charges</del> Fees And Charges
3260	<del>Fees And Charges</del> Fees And Charges
3270	<del>Sale And Disposal Of Books, Equipment And Supplies</del> Sale And Disposal Of Books, Equipment And Supplies
3270	<del>Sale And Disposal Of Books, Equipment And Supplies</del> Sale And Disposal Of Books, Equipment And Supplies
3290	<del>Gifts, Grants And Bequests</del> Gifts, Grants And Bequests
3311	<del>Bids</del> Bids
3311	<del>Bids</del> Bids
4112.2	<del>Certification</del> Certification
4112.2	<del>Certification</del> Certification

4113	<u>AssignmentAssignment</u>
4113	<u>AssignmentAssignment</u>
4131	<u>Staff DevelopmentStaff Development</u>
<del>4131</del>	<u>Staff Development</u>
4132	<u>Publication Or Creation Of MaterialsPublication Or Creation Of Materials</u>
4222	<u>Teacher Aides/ParaprofessionalsTeacher Aides/Paraprofessionals</u>
4222	<u>Teacher Aides/ParaprofessionalsTeacher Aides/Paraprofessionals</u>
4231	<u>Staff DevelopmentStaff Development</u>
<del>4231</del>	<u>Staff Development</u>
4232	<u>Publication Or Creation Of MaterialsPublication Or Creation Of Materials</u>
4331	<u>Staff DevelopmentStaff Development</u>
<del>4331</del>	<u>Staff Development</u>
4332	<u>Publication Or Creation Of MaterialsPublication Or Creation Of Materials</u>
5125.2	<u>Withholding Grades, Diploma Or TranscriptsWithholding Grades, Diploma Or Transcripts</u>
5145.3	<u>Nondiscrimination/HarassmentNondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/HarassmentNondiscrimination/Harassment</u>
6011	<u>Academic StandardsAcademic Standards</u>
6141	<u>Curriculum Development And EvaluationCurriculum Development And Evaluation</u>
6141	<u>Curriculum Development And EvaluationCurriculum Development And Evaluation</u>
6142.2	<u>World Language InstructionWorld Language Instruction</u>
6142.2	<u>World Language InstructionWorld Language Instruction</u>
6142.6	<u>Visual And Performing Arts EducationVisual And Performing Arts Education</u>
6142.91	<u>Reading/Language Arts InstructionReading/Language Arts Instruction</u>
<del>6142.91</del>	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics InstructionMathematics Instruction</u>
6142.94	<u>History-Social Science InstructionHistory-Social Science Instruction</u>



6143	<u>Courses Of Study</u> <u>Courses Of Study</u>
6143	<u>Courses Of Study</u> <u>Courses Of Study</u>
6144	<u>Controversial Issues</u> <u>Controversial Issues</u>
<del>6144</del>	<u>Controversial Issues</u>
6154	<u>Homework/Makeup Work</u> <u>Homework/Makeup Work</u>
<del>6154</del>	<u>Homework/Makeup Work</u>
<del>6154-E PDF(1)</del>	<u>Homework/Makeup Work</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u> <u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u> <u>Selection And Evaluation Of Instructional Materials</u>
6161.1 <del>-E PDF(1)</del>	<u>Selection And Evaluation Of Instructional Materials</u> <u>Selection And Evaluation Of Instructional Materials</u>
6161.11	<u>Supplementary Instructional Materials</u> <u>Supplementary Instructional Materials</u>
6161.2	<u>Damaged Or Lost Instructional Materials</u> <u>Damaged Or Lost Instructional Materials</u>
6162.6	<u>Use Of Copyrighted Materials</u> <u>Use Of Copyrighted Materials</u>
6162.6	<u>Use Of Copyrighted Materials</u> <u>Use Of Copyrighted Materials</u>
6163.4	<u>Student Use Of Technology</u> <u>Student Use Of Technology</u>
6163.4	<u>Student Use Of Technology</u> <u>Student Use Of Technology</u>
7110	<u>Facilities Master Plan</u> <u>Facilities Master Plan</u>

**Policy 6163.1: Library Media Centers**

**Status:** ADOPTED

**Original Adopted Date:** 09/13/2011 | **Last Revised Date:** | **Last Reviewed Date:**

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)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

### **Selection and Evaluation of School Library Materials**

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<sup>288</sup>

library and classrooms as well as out of school. (5 CCR 16042)

#### **OPTION 1: (No late fees)**

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

#### **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)

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**Policy Reference Disclaimer:**

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<b>State</b>	<b>Description</b>
5 CCR 16040-16043	School libraries
5 CCR 80023-80023.2	Emergency permits; general requirements
5 CCR 80024.6	Emergency teacher librarian services permit
5 CCR 80026-80026.6	Emergency permits; Declaration of Need
5 CCR 80053-80053.1	Teacher librarian services credential
Ed. Code 1703	<a href="#">Coordination of district library services by county superintendent</a>
Ed. Code 1770-1775	<a href="#">Provision of library services by county superintendent</a>
Ed. Code 18100-18203	<a href="#">School libraries</a>
Ed. Code 18300-18571	<a href="#">Union high school district/unified school district library district</a>
Ed. Code 19335-19336	<a href="#">Reading Initiative Program; recommended books</a>
Ed. Code 220	<a href="#">Prohibition of discrimination</a>
Ed. Code 242	<a href="#">Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</a>
Ed. Code 35021	<a href="#">Volunteer aides</a>
Ed. Code 44868-44869	<a href="#">Qualifications and employment of library media teachers</a>
Ed. Code 45340-45349	<a href="#">Instructional aides</a>
Ed. Code 48907	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
Ed. Code 48950	<a href="#">Speech and other communication</a>
Ed. Code 51204.5	<a href="#">Social sciences instruction; contributions of specified groups</a>
Ed. Code 51501	<a href="#">Nondiscriminatory subject matter</a>
Ed. Code 60040-60052	<a href="#">Requirements for instructional materials</a>

**Management Resources**

California Department of Education  
Publication

**Description**

[Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards](#)

California Department of Education Publication	Looking at the School Library: An Evaluation Tool, 2003
California Department of Education Publication	<a href="#">Model School Library Standards for California Public Schools: K - 12, 2010</a>
California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twelve
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">American Association of School Libraries</a>
Website	<a href="#">California Department of Education, School Libraries</a>
Website	<a href="#">California School Library Association</a>
Website	<a href="#">Department of Justice</a>
Website	<a href="#">California Department of Education, Curriculum and Instruction Resources</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>

## Cross References

Code	Description
0200	Goals For The School District
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1240	Volunteer Assistance
1240	Volunteer Assistance
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials

1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1330.1	Joint Use Agreements
1340	Access To District Records
1340	Access To District Records
3260	Fees And Charges
3260	Fees And Charges
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4112.2	Certification
4112.2	Certification
4113	Assignment
4113	Assignment
4131	Staff Development
4132	Publication Or Creation Of Materials
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4232	Publication Or Creation Of Materials
4331	Staff Development
4332	Publication Or Creation Of Materials
5125.2	Withholding Grades, Diploma Or Transcripts
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6011	Academic Standards

6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4	Student Use Of Technology
7110	Facilities Master Plan



## WAIVERS

The Governing Board of Education recognizes that ~~strict compliance with~~ circumstances may arise in the operation of the district that require a waiver from state law ~~may sometimes hinder the district's ability to provide its students with an effective, well rounded educational program or regulation.~~ When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state ~~or federal~~ law or regulation which ~~it~~ SBE has authority to waive pursuant to Education Code ~~33050, 33050.~~

Any waiver request to be submitted to ~~the~~ SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

### Prior to presenting

If the proposed waiver request for Board approval affects a program that requires the existence of a school site council, the Superintendent or designee shall consult with and obtain the approval of any school site council's approval of the request before presenting it to the Board. As appropriate, other councils or advisory committee or site council when required committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request, and the request shall include a written summary of any objections to the request by law the councils or advisory committees. (Education Code 33051)

*(cf. ~~0420~~ 0420 - School Plans/Site Councils)*

*(cf. ~~0420.1~~ School Based Program Coordination) 1220*

*(~~cf. 1220~~ - Citizen Advisory Committees)*

In addition, the Superintendent or designee shall ~~involve~~ consult with the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code ~~33050~~ 33050, 33051)

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

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

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

*(cf. ~~6178.2~~ - Regional Occupational Center/Program)*

To receive public testimony on each ~~waiver request~~ proposal for a waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code ~~33050~~ 33050)

The notice, which shall state the time, date, location, and subject of the public hearing and invite public testimony, may be printed in a newspaper of general circulation and/or posted at each school and three public places in the district.

(cf. 9320 ~~cf. 9320~~ - Meetings and Notices)

BP 1431(b)

### WAIVERS (continued)

If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the ~~district~~Board has requested and received the same general waiver from the SBE for two consecutive years, the Board ~~is~~does not ~~required~~subsequently need to reapply annually ~~if provided that~~ the information contained on the request remains current. ~~However,~~<sub>2</sub> except that the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code ~~33051~~ 33051)

*Legal Reference:*

EDUCATION CODE

~~305 311 Structured English immersion program; parental exception waivers~~

~~5000 5033 Governing board elections~~

~~8750 8754 Grants for conservation education~~

~~10400 10407 Cooperative improvement programs~~

~~17047.5 Facilities used by special education students~~

~~17291 Portable school buildings~~

~~33050 33053 General waiver authority~~

~~37202 Equity length of time~~

~~41000 41360 School finance~~

~~41381 Minimum school day~~

~~41600-41854~~ Computation of allowances

~~41920-42842~~ Budget requirements; local taxation by school districts

~~44520-44534~~ New Careers Program

~~44666-44669~~ School-Based Management and Advanced Career Opportunities

~~44681-44689~~ Administrator Training and Evaluation

~~45108.7~~ Maximum number of senior management positions

~~48660-48666~~ Community day schools

~~48800-33050-33053~~ *General waiver authority*

~~48800~~ *Attendance at community college*

~~49550-49560~~ Meals for needy students

~~51224.5~~ Algebra instruction

~~51745.6-51747.3~~ Charter school independent study ~~ratio~~*funding*

~~52160-52178~~ Bilingual Bicultural Education Act of 1976

~~52340-52346~~ Career Guidance Centers

~~52522~~ Plans for adult education

~~52850-52863~~ School-Based Program Coordination

~~54100-54145~~ Miller Unruh Basic Reading Program

~~54407~~ Waiver for compensatory education programs

~~56000-56867~~ Special education programs

~~58407~~ Waiver related to individualized instruction program

~~58900-58928~~ Restructuring demonstration programs

~~60119~~ Public hearing on sufficiency of instructional materials

~~60851~~ High school exit examination, waiver for student with disabilities

CODE OF REGULATIONS, TITLE 5

~~1032~~ Academic Performance Index

~~3100~~ Resource specialist caseload waivers

~~3945 Cooperative programs~~

~~9531 Instructional materials funding~~

~~11960 Charter school attendance~~

~~11963.4 Charter school percentage funding~~

~~13017 Waivers, compensatory education New Careers in Education Program~~

~~13044 Waivers, compensatory education Professional Development and Program Improvement Programs~~

~~UNITED STATES CODE, TITLE 20~~

~~1400 1482 Individuals with Disabilities Education Act~~

~~7115 Safe and Drug Free Schools, authorized activities~~

~~*56000-56867 Special education programs*~~

~~*65001 School site councils*~~

*Management Resources:*

~~*WEB SITES*~~

~~California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>  
<http://www.cde.ca.gov/re/lr/wr>~~

~~Commission on Teacher Credentialing: <http://www.ctc.ca.gov> <http://www.ctc.ca.gov>~~

adopted: ~~August 25, 2009 Alameda, California~~ October 2019

revised: February 11, 2014

## **WAIVERS**

The Governing Board recognizes that circumstances may arise in the operation of the district that require a waiver from state law or regulation. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state law or regulation which SBE has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

If the proposed waiver request affects a program that requires the existence of a school site council, the Superintendent or designee shall obtain the school site council's approval of the request before presenting it to the Board. As appropriate, other councils or advisory committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request, and the request shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33051)

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

In addition, the Superintendent or designee shall consult with the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050, 33051)

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

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

*(cf. 6178.2 - Regional Occupational Center/Program)*

To receive public testimony on each proposal for a waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing and invite public testimony, may be printed in a newspaper of general circulation and/or posted at each school and three public places in the district.

*(cf. 9320 - Meetings and Notices)*

If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the Board has requested and received the same general waiver from SBE for two consecutive years, the Board does not subsequently need to reapply annually provided that the information contained on the request remains current, except that the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

*Legal Reference:*

EDUCATION CODE

33050-33053 General waiver authority

48800 Attendance at community college

51747.3 Charter school independent study funding

56000-56867 Special education programs

65001 School site councils

*Management Resources:*

WEB SITES

California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised: February 11, 2014

revised:

**Policy 5131.9: Academic Honesty**

**Status:** ADOPTED

**Original Adopted Date:** 08/25/2009 **06/01/1987** | **Last Revised Date:** 09/01/2023 | **Last Reviewed Date:** 09/01/2023

The Governing Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators, and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

**Prohibited and Permitted Technology Use**

As the district's standards for academic achievement are designed to challenge all students to reach their full potential in acquiring the knowledge and skills needed for success in postsecondary education, employment, and responsible citizenship, any use of technology that prevents or inhibits a student from achieving these standards is prohibited. Prohibited uses include, but are not limited to, using technology primarily or solely for the completion of coursework as a student's original work and generating answers to mathematical, scientific, or analytical problems.

Permitted uses of technology include, but are not limited to, conducting research, correcting grammar and spelling, and learning from educational applications such as tutoring systems and language learning applications.

Additionally, consistent with the limitations expressed in this policy and with teacher consent, students may also use technology to assist with assessments, homework, and/or makeup work or other uses approved by the teacher.

However, a student with a disability shall be permitted to use technology for any purpose identified



in the student's individualized education program as a tool to support the student's learning.

If an employee suspects that a student has used technology in violation of this policy, the student shall be given the opportunity to demonstrate that the use of technology was in accordance with this policy.

Any information acquired from an employee's use of technology in determining whether a student has committed an act of academic dishonesty shall be shared with the student, and the student's parent/guardian as appropriate.

The Superintendent or designee may provide training to staff regarding the use of technology to improve education, including the detection of plagiarism and sensitivity to potential discrimination from algorithmic bias.

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
Ed. Code 35291-35291.5	Rules
Ed. Code 56341.1	Assistive technology devices for a student with a disability
<b>Federal</b>	<b>Description</b>
20 USC 1401	Assistive technology device; definition
<b>Management Resources</b>	<b>Description</b>
Metropolitan Ed. Research Consortium Publication	Balancing the Benefits and Risks of AI Large Language Models in K12 Public Schools, 2023
USDOE Office of Educational Technology Publication	Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023
Website	Metropolitan Educational Research Consortium
Website	CSBA District and County Office of Education Legal Services

**Cross References**

<b>Code</b>	<b>Description</b>
5131	<del>Conduct</del> Conduct
5131.8	<del>Mobile Communication Devices</del> Mobile Communication Devices
5137	<del>Positive School Climate</del> Positive School Climate
5144	<del>Discipline</del> Discipline
5144	<del>Discipline</del> Discipline
6000	<del>Concepts And Roles</del> Concepts And Roles

6141	<del>Curriculum Development And Evaluation</del> <u>Curriculum Development And Evaluation</u>
6141	<del>Curriculum Development And Evaluation</del> <u>Curriculum Development And Evaluation</u>
6154	<del>Homework/Makeup Work</del> <u>Homework/Makeup Work</u>
<del>6154</del>	<del>Homework/Makeup Work</del> <u>Homework/Makeup Work</u>
<del>6154-E PDF(1)</del>	<del>Homework/Makeup Work</del> <u>Homework/Makeup Work</u>
6159	<del>Individualized Education Program</del> <u>Individualized Education Program</u>
6159	<del>Individualized Education Program</del> <u>Individualized Education Program</u>
6162.5	<del>Student Assessment</del> <u>Student Assessment</u>
6162.54	<del>Test Integrity/Test Preparation</del> <u>Test Integrity/Test Preparation</u>
6162.6	<del>Use Of Copyrighted Materials</del> <u>Use Of Copyrighted Materials</u>
6162.6	<del>Use Of Copyrighted Materials</del> <u>Use Of Copyrighted Materials</u>
6163.4	<del>Student Use Of Technology</del> <u>Student Use Of Technology</u>
6163.4	<del>Student Use Of Technology</del> <u>Student Use Of Technology</u>

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The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators, and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

**Prohibited and Permitted Technology Use**

As the district's standards for academic achievement are designed to challenge all students to reach their full potential in acquiring the knowledge and skills needed for success in postsecondary education, employment, and responsible citizenship, any use of technology that prevents or inhibits a student from achieving these standards is prohibited. Prohibited uses include, but are not limited to, using technology primarily or solely for the completion of coursework as a student's original work and generating answers to mathematical, scientific, or analytical problems.

Permitted uses of technology include, but are not limited to, conducting research, correcting grammar and spelling, and learning from educational applications such as tutoring systems and language learning applications.

Additionally, consistent with the limitations expressed in this policy and with teacher consent, students may also use technology to assist with assessments, homework, and/or makeup work or other uses approved by the teacher.

However, a student with a disability shall be permitted to use technology for any purpose identified in the student's individualized education program as a tool to support the student's learning.

If an employee suspects that a student has used technology in violation of this policy, the student shall be given the opportunity to demonstrate that the use of technology was in accordance with this policy.

Any information acquired from an employee's use of technology in determining whether a student has committed an act of academic dishonesty shall be shared with the student, and the student's parent/guardian as appropriate.

The Superintendent or designee may provide training to staff regarding the use of technology to<sub>11</sub>

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20 USC 1401	Assistive technology device; definition
<b>Management Resources</b>	<b>Description</b>
Metropolitan Ed. Research Consortium Publication	Balancing the Benefits and Risks of AI Large Language Models in K12 Public Schools, 2023
USDOE Office of Educational Technology Publication	Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023
Website	Metropolitan Educational Research Consortium
Website	CSBA District and County Office of Education Legal Services

**Cross References**

<b>Code</b>	<b>Description</b>
5131	Conduct
5131.8	Mobile Communication Devices
5137	Positive School Climate
5144	Discipline
5144	Discipline
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6154	Homework/Makeup Work
6159	Individualized Education Program
6159	Individualized Education Program
6162.5	Student Assessment
6162.54	Test Integrity/Test Preparation
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials

6163.4

Student Use Of Technology

6163.4

Student Use Of Technology

## Policy 5148.2: Before/After School Programs

**Status:** ADOPTED

**Original Adopted Date:** ~~03/13/2007~~11/01/2006 | **Last Revised Date:** 10/11/22/01/2022 | **Last Reviewed Date:** 10/11/22/01/2022

The Governing Board desires to provide ~~before-learning opportunities for students beyond the regular school and/or after-school enrichment programs~~ day that support the regular education program in a supervised environment. -In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

~~The district's~~

Each program offered by the district shall be planned through a collaborative process ~~that includes parents/guardians, students, and representatives of participating schools, governmental agencies including city and county parks and recreation departments, local~~ as required by law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5, 8484.75, 46120)

To the extent feasible, the district shall give priority to establishing ~~before-expanded learning opportunities beyond the regular school and/or after-school programs~~ day in low-performing schools and/or programs that serve low-income and other at-risk students.

Any expanded learning opportunities, including but not limited to After School Education and Safety Program (ASES), 21st Century Community Learning Center Program (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs), ~~or Expanded Learning Opportunities Program (ELO) or any~~ other program to be established pursuant to Education Code 8421, 8482.3 ~~or~~, 8484.75, or 46120, shall be approved by the Board ~~and the principal of each participating school.~~

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's ~~before-school and/or after-school program~~ expanded learning opportunity programs possess appropriate knowledge and experience. -As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

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~~Each~~

Each before-school, after-school, summer, vacation or intersessional expanded learning opportunity program shall include academic and enrichment elements in accordance with law and administrative regulation. -In addition, each program may include support services that reinforce the educational component and promote student health and well-being.

**OPTION 1: (For districts that do not charge family fees)**

No fee shall be charged for participation in the program.

**OPTION 2: (For districts that charge permissible family fees)**

A family fee may be charged to participating families based on the actual cost of services.

However, for the ASSETs program, a family fee shall be waived or reduced for families with students who are eligible for free or reduced-price meals. (Education Code 8422)

For ASES, 21st CCLC, and/or ~~Expanded Learning Opportunities~~ELO s programs, no fee shall be charged for a student who is eligible for free or reduced-price meals, or a student who the district knows is a homeless youth or in foster care.- In addition, family fees shall be calculated on a sliding scale that considers family income and ability to pay. (Education Code 8482.6, 46120)

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child-care and development services. -During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child-care and development services in accordance with the enrollment priorities established in AR 5148 - Child Care and Development. (Welfare and Institutions Code 10273)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. -Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

Every three years, the Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years.

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**State**

Ed. Code 17260-17268

Ed. Code 17264

Ed. Code 35021.3

Ed. Code 45125

**Description**

[Plans and specifications for school facilities](#)

New construction; accommodation of before- and after-school programs

After-school physical recreation instructors

Criminal record check

Ed. Code 45330	Paraprofessionals; instructional aides
Ed. Code 45340-45349	Paraprofessionals; instructional aides
Ed. Code 46120	Expanded learning opportunities
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49430-49434	Nutrition standards
Ed. Code 49540-49546	Child care food program
Ed. Code 49553	Free or reduced-price meals
Ed. Code 69430-69460	Cal Grant program
Ed. Code 8263	Eligibility and priorities for subsidized child development services
Ed. Code 8273.1	Family fees; exemptions
Ed. Code 8295-8305	Child development program; personnel qualifications
Ed. Code 8322	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8350-8359.1	Programs for CalWORKS recipients
Ed. Code 8360-8370	Personnel qualifications
Ed. Code 8420-8428	21st Century High School After School Safety and Enrichment Program for Teens
Ed. Code 8482-8484.65	After School Education and Safety Program
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers
Ed. Code 8490-8490.7	Distinguished After School Health Recognition Program
W&I Code 10207-10490	Child Care and Development Services Act
W&I Code 10273	Preferred placement for otherwise eligible children ages 11 or 12
<b>Federal</b>	<b>Description</b>
20 USC 6311	State plan
20 USC 6314	Title I schoolwide program
20 USC 7171-7176	21st Century Community Learning Centers
42 USC 11434a	Education for homeless children and youths
42 USC 1766-1766a	Child and Adult Care Food Program
7 CFR 226.17	Child care center nutrition standards
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	Early Release and Late Arrival Guidance, December 2021



California Department of Education Publication	Quality Program Improvement Plan Instructions: Instructions for Completing a Quality Program Improvement Plan for Expanded Learning Programs in California, January 2022
California Department of Education Publication	21st CCLC and ASSETs FAQs, October 2022
California Department of Education Publication	Request for Applications: 21st Century Community Learning Centers and After School Safety and Enrichment for Teens, September 2022
California Department of Education Publication	Expanded Learning Opportunities Program FAQs, July 2022
California Department of Education Publication	Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014
California Department of Education Publication	A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014
California Department of Education Publication	California After School Physical Activity Guidelines, 2009
U.S. Department of Education Publication	21st Century Community Learning Centers, Nonregulatory Guidance, February 2003
Website	<a href="#">California Afterschool Network</a>
Website	<a href="#">California Child and Adult Care Food Program</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Department of Education, Expanded Learning</a>
Website	<a href="#">U.S. Department of Agriculture</a>
Website	<a href="#">California School-Age Consortium</a>
Website	<a href="#">Partnership for Children and Youth</a>
Website	<a href="#">California Healthy Kids Survey</a>
Website	<a href="#">Commission on Teacher Credentialing</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education</a>

## Cross References

Code	Description
0000	<del>Vision</del> Vision
<del>0000</del>	<del>Vision</del>
0200	<del>Goals For The School District</del> Goals For The School District
0410	<del>Nondiscrimination In District Programs And Activities</del> Nondiscrimination In District Programs And Activities
0450	<del>Comprehensive Safety Plan</del> Comprehensive Safety Plan

0450	<del>Comprehensive Safety Plan</del> Comprehensive Safety Plan
0460	<del>Local Control And Accountability Plan</del> Local Control And Accountability Plan
0460	<del>Local Control And Accountability Plan</del> Local Control And Accountability Plan
<del>0470</del>	<del>COVID-19 Mitigation Plan</del>
0500	<del>Accountability</del> Accountability
1240	<del>Volunteer Assistance</del> Volunteer Assistance
1240	<del>Volunteer Assistance</del> Volunteer Assistance
1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3-E PDF(1)	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
<del>1312.3</del>	<del>Uniform Complaint Procedures</del>
1330	<del>Use Of School Facilities</del> Use Of School Facilities
1330	<del>Use Of School Facilities</del> Use Of School Facilities
1330-E PDF(1)	<del>Use Of School Facilities</del> Use Of School Facilities
1330.1	<del>Joint Use Agreements</del> Joint Use Agreements
1400	<del>Relations Between Other Governmental Agencies And The Schools</del> Relations Between Other Governmental Agencies And The Schools
1700	<del>Relations Between Private Industry And The Schools</del> Relations Between Private Industry And The Schools
3260	<del>Fees And Charges</del> Fees And Charges
3260	<del>Fees And Charges</del> Fees And Charges
3280	<del>Sale Or Lease Of District-Owned Real Property</del> Sale Or Lease Of District-Owned Real Property
3280	<del>Sale Or Lease Of District-Owned Real Property</del> Sale Or Lease Of District-Owned Real Property
3540	<del>Transportation</del> Transportation
<del>3540</del>	<del>Transportation</del>
3550	<del>Food Service/Child Nutrition Program</del> Food Service/Child Nutrition Program
3550	<del>Food Service/Child Nutrition Program</del> Food Service/Child Nutrition Program

3552	<del>Summer Meal Program</del> Summer Meal Program
<del>3552</del>	<del>Summer Meal Program</del>
3553	<del>Free And Reduced Price Meals</del> Free And Reduced Price Meals
3553	<del>Free And Reduced Price Meals</del> Free And Reduced Price Meals
3554	<del>Other Food Sales</del> Other Food Sales
3554	<del>Other Food Sales</del> Other Food Sales
3580	<del>District Records</del> District Records
3580	<del>District Records</del> District Records
4112.4	<del>Health Examinations</del> Health Examinations
4112.5	<del>Criminal Record Check</del> Criminal Record Check
<del>4131</del> 4112.5	<del>Staff Development</del> Criminal Record Check
4131	<del>Staff Development</del> Staff Development
4212.4	<del>Health Examinations</del> Health Examinations
4212.5	<del>Criminal Record Check</del> Criminal Record Check
<del>4212.5</del>	<del>Criminal Record Check</del>
4222	<del>Teacher Aides/Paraprofessionals</del> Teacher Aides/Paraprofessionals
4222	<del>Teacher Aides/Paraprofessionals</del> Teacher Aides/Paraprofessionals
4231	<del>Staff Development</del> Staff Development
<del>4231</del>	<del>Staff Development</del>
4312.4	<del>Health Examinations</del> Health Examinations
4312.5	<del>Criminal Record Check</del> Criminal Record Check
<del>4331</del> 4312.5	<del>Staff Development</del> Criminal Record Check
4331	<del>Staff Development</del> Staff Development
5030	<del>Student Wellness</del> Student Wellness
5131.6	<del>Alcohol And Other Drugs</del> Alcohol And Other Drugs
5131.6	<del>Alcohol And Other Drugs</del> Alcohol And Other Drugs
5131.62	<del>Tobacco</del> Tobacco
5131.62	<del>Tobacco</del> Tobacco
5137	<del>Positive School Climate</del> Positive School Climate
5141.21	<del>Administering Medication And Monitoring Health Conditions</del> Administering Medication And Monitoring Health Conditions

5141.21	<del>Administering Medication And Monitoring Health Conditions</del> <u>Administering Medication And Monitoring Health Conditions</u>
5141.23	<del>Asthma Management</del> <u>Asthma Management</u>
5141.23	<del>Asthma Management</del> <u>Asthma Management</u>
5141.27	<del>Food Allergies/Special Dietary Needs</del> <u>Food Allergies/Special Dietary Needs</u>
5141.27	<del>Food Allergies/Special Dietary Needs</del> <u>Food Allergies/Special Dietary Needs</u>
5141.52	<del>Suicide Prevention</del> <u>Suicide Prevention</u>
5141.52	<del>Suicide Prevention</del> <u>Suicide Prevention</u>
5141.52-E PDF(1)	<del>Suicide Prevention</del> <u>Suicide Prevention</u>
5144	<del>Discipline</del> <u>Discipline</u>
5144	<del>Discipline</del> <u>Discipline</u>
5145.6	<del>Parent/Guardian Notifications</del> <u>Parent/Guardian Notifications</u>
5145.6-E PDF(1)	<del>Parent/Guardian Notifications</del> <u>Parent/Guardian Notifications</u>
5145.9	<del>Hate-Motivated Behavior</del> <u>Hate-Motivated Behavior</u>
5147	<del>Dropout Prevention</del> <u>Dropout Prevention</u>
5148	<del>Child Care And Development</del> <u>Child Care And Development</u>
5148	<del>Child Care And Development</del> <u>Child Care And Development</u>
6011	<del>Academic Standards</del> <u>Academic Standards</u>
6020	<del>Parent Involvement</del> <u>Parent Involvement</u>
6020	<del>Parent Involvement</del> <u>Parent Involvement</u>
6142.4	<del>Service Learning/Community Service Classes</del> <u>Service Learning/Community Service Classes</u>
6142.6	<del>Visual And Performing Arts Education</del> <u>Visual And Performing Arts Education</u>
6142.7	<del>Physical Education And Activity</del> <u>Physical Education And Activity</u>
6142.7	<del>Physical Education And Activity</del> <u>Physical Education And Activity</u>
6142.91	<del>Reading/Language Arts Instruction</del> <u>Reading/Language Arts Instruction</u>
6142.91	<del>Reading/Language Arts Instruction</del> <u>Reading/Language Arts Instruction</u>
6142.92	<del>Mathematics Instruction</del> <u>Mathematics Instruction</u>
6142.93	<del>Science Instruction</del> <u>Science Instruction</u>

6145	<del>Extracurricular And Cocurricular Activities</del> Extracurricular And Cocurricular Activities
6145	<del>Extracurricular And Cocurricular Activities</del> Extracurricular And Cocurricular Activities
6154	<del>Homework/Makeup Work</del> Homework/Makeup Work
<del>6154</del>	<del>Homework/Makeup Work</del>
<del>6154-E PDF(1)</del>	<del>Homework/Makeup Work</del>
6159	<del>Individualized Education Program</del> Individualized Education Program
6159	<del>Individualized Education Program</del> Individualized Education Program
6163.4	<del>Student Use Of Technology</del> Student Use Of Technology
6163.4	<del>Student Use Of Technology</del> Student Use Of Technology
6170.1	<del>Transitional Kindergarten</del> Transitional Kindergarten
6171	<del>Title I Programs</del> Title I Programs
6171	<del>Title I Programs</del> Title I Programs
6173	<del>Education For Homeless Children</del> Education For Homeless Children
6173	<del>Education For Homeless Children</del> Education For Homeless Children
<del>6173-E PDF(1)</del>	<del>Education For Homeless Children</del> Education For Homeless Children
<del>6173</del>	<del>Education For Homeless Children</del>
6173.1	<del>Education For Foster Youth</del> Education For Foster Youth
6173.1	<del>Education For Foster Youth</del> Education For Foster Youth
6175	<del>Migrant Education Program</del> Migrant Education Program
6175	<del>Migrant Education Program</del> Migrant Education Program
6176	<del>Weekend/Saturday Classes</del> Weekend/Saturday Classes
<del>6176</del>	<del>Weekend/Saturday Classes</del>
6177	<del>Summer Learning Programs</del> Summer Learning Programs
6178	<del>Career Technical Education</del> Career Technical Education
6178	<del>Career Technical Education</del> Career Technical Education
6179	<del>Supplemental Instruction</del> Supplemental Instruction
<del>6179</del>	<del>Supplemental Instruction</del>

**Policy 5148.2: Before/After School Programs**

**Status: ADOPTED**

**Original Adopted Date:** 03/13/2007 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board desires to provide learning opportunities for students beyond the regular school day that support the regular education program in a supervised environment. In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

Each program offered by the district shall be planned through a collaborative process as required by law. (Education Code 8422, 8482.5, 8484.75, 46120)

To the extent feasible, the district shall give priority to establishing expanded learning opportunities beyond the regular school day in low-performing schools and/or programs that serve low-income and other at-risk students.

Any expanded learning opportunities, including but not limited to After School Education and Safety Program (ASES), 21st Century Community Learning Center Program (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs), Expanded Learning Opportunities Program (ELO) or any other program to be established pursuant to Education Code 8421, 8482.3, 8484.75, or 46120, shall be approved by the Board.

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's expanded learning opportunity programs possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

Each before-school, after-school, summer, vacation or intersessional expanded learning opportunity program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, each program may include support services that reinforce the educational component and promote student health and well-being.

**OPTION 2: (For districts that charge permissible family fees)**

A family fee may be charged to participating families based on the actual cost of services.

However, for the ASSETs program, a family fee shall be waived or reduced for families with students who are eligible for free or reduced-price meals. (Education Code 8422)

For ASES, 21st CCLC, and/or ELO s programs, no fee shall be charged for a student who is eligible for free or reduced-price meals, or a student who the district knows is a homeless youth or in foster care. In addition, family fees shall be calculated on a sliding scale that considers family income and ability to pay. (Education Code 8482.6, 46120)

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child-care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child-care and development services in accordance with the

enrollment priorities established in AR 5148 - Child Care and Development. (Welfare and Institutions Code 10273)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

Every three years, the Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years.

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
Ed. Code 17260-17268	<a href="#">Plans and specifications for school facilities</a>
Ed. Code 17264	New construction; accommodation of before- and after-school programs
Ed. Code 35021.3	After-school physical recreation instructors
Ed. Code 45125	Criminal record check
Ed. Code 45330	Paraprofessionals; instructional aides
Ed. Code 45340-45349	Paraprofessionals; instructional aides
Ed. Code 46120	Expanded learning opportunities
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49430-49434	Nutrition standards
Ed. Code 49540-49546	Child care food program
Ed. Code 49553	Free or reduced-price meals
Ed. Code 69430-69460	Cal Grant program
Ed. Code 8263	Eligibility and priorities for subsidized child development services
Ed. Code 8273.1	Family fees; exemptions
Ed. Code 8295-8305	Child development program; personnel qualifications
Ed. Code 8322	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8350-8359.1	Programs for CalWORKS recipients
Ed. Code 8360-8370	Personnel qualifications

Ed. Code 8420-8428	21st Century High School After School Safety and Enrichment Program for Teens
Ed. Code 8482-8484.65	After School Education and Safety Program
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers
Ed. Code 8490-8490.7	Distinguished After School Health Recognition Program
W&I Code 10207-10490	Child Care and Development Services Act
W&I Code 10273	Preferred placement for otherwise eligible children ages 11 or 12
<b>Federal</b>	<b>Description</b>
20 USC 6311	State plan
20 USC 6314	Title I schoolwide program
20 USC 7171-7176	21st Century Community Learning Centers
42 USC 11434a	Education for homeless children and youths
42 USC 1766-1766a	Child and Adult Care Food Program
7 CFR 226.17	Child care center nutrition standards
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	Early Release and Late Arrival Guidance, December 2021
California Department of Education Publication	Quality Program Improvement Plan Instructions: Instructions for Completing a Quality Program Improvement Plan for Expanded Learning Programs in California, January 2022
California Department of Education Publication	21st CCLC and ASSETs FAQs, October 2022
California Department of Education Publication	Request for Applications: 21st Century Community Learning Centers and After School Safety and Enrichment for Teens, September 2022
California Department of Education Publication	Expanded Learning Opportunities Program FAQs, July 2022
California Department of Education Publication	Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014
California Department of Education Publication	A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014
California Department of Education Publication	California After School Physical Activity Guidelines, 2009
U.S. Department of Education Publication	21st Century Community Learning Centers, Nonregulatory Guidance, February 2003
Website	<a href="#">California Afterschool Network</a>
Website	<a href="#">California Child and Adult Care Food Program</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Department of Education, Expanded Learning</a>



Website	<a href="#">U.S. Department of Agriculture</a>
Website	<a href="#">California School-Age Consortium</a>
Website	<a href="#">Partnership for Children and Youth</a>
Website	<a href="#">California Healthy Kids Survey</a>
Website	<a href="#">Commission on Teacher Credentialing</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education</a>

## Cross References

Code	Description
0000	Vision
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
0500	Accountability
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1330	Use Of School Facilities
1330	Use Of School Facilities
1330	Use Of School Facilities
1330.1	Joint Use Agreements
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3260	Fees And Charges
3260	Fees And Charges

3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3540	Transportation
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3554	Other Food Sales
3554	Other Food Sales
3580	District Records
3580	District Records
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5	Criminal Record Check
4131	Staff Development
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5	Criminal Record Check
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5	Criminal Record Check
4331	Staff Development
5030	Student Wellness
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5131.62	Tobacco
5131.62	Tobacco
5137	Positive School Climate

5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.23	Asthma Management
5141.23	Asthma Management
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5144	Discipline
5144	Discipline
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications
5145.9	Hate-Motivated Behavior
5147	Dropout Prevention
5148	Child Care And Development
5148	Child Care And Development
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6142.4	Service Learning/Community Service Classes
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6154	Homework/Makeup Work
6159	Individualized Education Program
6159	Individualized Education Program
6163.4	Student Use Of Technology
6163.4	Student Use Of Technology

6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6175	Migrant Education Program
6175	Migrant Education Program
6176	Weekend/Saturday Classes
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6179	Supplemental Instruction

**Policy 5148: Child Care And Development**

**Status:** ADOPTED

Original Adopted Date: 08/25/03/01/2009 | Last Revised Date: 03/13/201206/01/2023 | Last Reviewed Date: 03/13/201206/01/2023

The Governing Board desires to provide child care and development services which meet the developmental needs of children, ~~provide an opportunity for parenting students to receive assistance while continuing their education,~~ and offer a convenient child care alternative for parents/guardians in the community.

The ~~Superintendent or designee~~ Board shall enter into a contract with the California Department of Social Services (CDSS) for the provision of child care and development services by the district.

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and ~~inform parents/guardians~~ supply information about child care options.

~~The Board shall enter into a contract with the California Department of Education (CDE) for the provision of child care and development services by the district.~~

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives ~~for the district's child care and development program~~ that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

~~As needed, the Superintendent or designee may identify~~

~~When a district facilities that have capacity to provide child care and development services and/or may recommend that the Board enter into an agreement with a program is physically closed by local or state public agency or community organization to use community facilities for the purpose health order, the district shall provide distance learning when required to do so as a condition of providing such services.~~

~~Admissions~~ funding or when required by law.

## Eligibility and Enrollment

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and ~~a medical assessment requirement.~~ health examination requirements. (5 CCR 18105; 22 CCR 101218)

The Superintendent or designee shall ensure that subsidized child care ~~is~~ services are provided to eligible families to the extent that state and/or federal funding is available and ~~shall establish in accordance with~~ enrollment priorities specified in ~~accordance with~~ Education Welfare and Institutions Code ~~8263~~ 10271 and 5 CCR 18106.

~~When all families~~

To the extent that space is available after the enrollment of children who are eligible for subsidized services ~~have been served~~, priority for admissions shall be given to district students, children of district students, and children of district employees.

A child's eligibility for transitional kindergarten enrollment shall not impact family eligibility for a childcare or preschool program. (Education Code 48000)

## Staffing

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications, experience, and training, and have satisfied all legal requirements.

## Facilities

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care facilities
4. Inclusion of child care facilities in any new construction

## 5. Agreement with a public agency or community organization for the use of community facilities

The Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

### Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to CDSS. (5 CCR 4611)

Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

### Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The ~~results of the~~ evaluation ~~report~~ shall be ~~submitted~~used to ~~the Board and the CDE along with~~develop an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

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#### **Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
22 CCR 101151-101191	Licensing and application procedures
22 CCR 101151-101239.2	<a href="#">General requirements; licensed child care centers</a>
22 CCR 101212-101231	<a href="#">Continuing requirements</a>
22 CCR 101237-101239.2	<a href="#">Facilities and equipment</a>
34 CFR 303.1-303.734	Early Intervention Program for Infants and Toddlers with Disabilities
5 CCR 18000-18434	Child care and development programs
5 CCR 18012-18122	General requirements
5 CCR 18180-18192	Federal and state migrant programs
5 CCR 18210-18213	Severely handicapped program
5 CCR 18220-18231	Alternative payment program
5 CCR 18240-18249	Resource and referral program
5 CCR 18270-18281	Program quality; accountability

5 CCR 18290-18292	Staffing ratios
5 CCR 18295	Waiver of qualifications for site supervisor
5 CCR 18300-18308	Appeals and dispute resolution
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 80067-80067.2	Early Childhood Education Specialist Credential
5 CCR 80105-80125	Commission on Teacher Credentialing; child care and development permits
Ed. Code 46120	Expanded Learning Opportunities Program
Ed. Code 48000	Transitional kindergarten
Ed. Code 49540-49546	Child care food program
Ed. Code 49570	National School Lunch program
Ed. Code 56244	Staff development funding
Ed. Code 8200-8340	California State Preschool Program
Ed. Code 8207	California State Preschool Program administration
Ed. Code 8337	Early Education Expansion Program
Ed. Code 8482-8484.65	After School Education and Safety Program
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers
Gov. Code 95000-95029.5	California Early Intervention Services Act
H&S Code 120325-120380	Immunization against communicable diseases
H&S Code 120440	Disclosure of immunization information to local and state health departments
H&S Code 1596.70-1596.895	California Child Day Care Act
H&S Code 1596.90-1597.21	Day care centers
W&I Code 10200-10206	Early Childhood Development Act of 2020
W&I Code 10207-10215	General provisions
W&I Code 10207-10492.2	Child Care and Development Services Act
W&I Code 10217-10224.5	Resource and referral programs
W&I Code 10225-10234	Alternative payment programs
W&I Code 10235-10238	Migrant child care and development programs
W&I Code 10240-10243	General child care and development programs
W&I Code 10250-10252	Family child care home education networks
W&I Code 10260-10263	Child care and development services for children with special needs



W&I Code 10271	Eligibility, enrollment and priority of services; physical examinations; rules and regulations
W&I Code 10271.5	Income eligibility
W&I Code 10271.7	Family member certified as eligible to receive benefits; definition
W&I Code 10272.5	Order of disenrollment
W&I Code 10273	Preferred placement for otherwise eligible children ages 11 or 12
W&I Code 10276	Child Care and Development Fund notice to providers
W&I Code 10290	Fee schedule for families using preschool and child care and development services
W&I Code 10291	Families exempt from family fees
W&I Code 10315	Transfer of information to public schools
W&I Code 10332	Children residing in another district; use of facilities and personnel
W&I Code 10491-10491.1	Expulsion and suspension procedures in childcare and development services programs
<b>Federal</b>	<b>Description</b>
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
42 USC 1751-1769j	School Lunch Program
42 USC 9831-9852c	Head Start programs
42 USC 9857-9858r	Child Care and Development Block Grant
45 CFR 98.1-98.93	Child Care and Development Fund
7 CFR 210.1-210.33	National School Lunch Program
<b>Management Resources</b>	<b>Description</b>
CA Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023
CA Dept of Social Services Publication	Child Care Transition: The Early Childhood Development Act of 2020
CA Dept of Social Services Publication	American Rescue Plan Act Child Care & Development Division FAQ
CA Dept of Social Services Publication	COVID-19 Licensed Child Care Facilities and Providers (FAQs)
Court Decision	CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892

U.S. Department of Education Publication	<a href="#">Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016</a>
Website	<a href="#">Osteopathic Medical Board of California</a>
Website	<a href="#">Medical Board of California</a>
Website	<a href="#">California Department of Social Services, Child Care Licensing</a>
Website	<a href="#">EveryChild California, an Association of Leaders Advancing Early Learning</a>
Website	<a href="#">Office of Administrative Law</a>
Website	<a href="#">Universal Prekindergarten, California's Great Start</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
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Website	<a href="#">California School-Age Consortium</a>
Website	<a href="#">National Association for the Education of Young Children</a>
Website	<a href="#">U.S. Department of Health and Human Services</a>
Website	<a href="#">Commission on Teacher Credentialing</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education</a>
Website	<a href="#">California Department of Public Health</a>

## Cross References

Code	Description
0000	<del>Vision</del> <a href="#">Vision</a>
<del>0000</del>	<del>Vision</del> <a href="#">Vision</a>
0100	<del>Philosophy</del> <a href="#">Philosophy</a>
0200	<del>Goals For The School District</del> <a href="#">Goals For The School District</a>
0410	<del>Nondiscrimination In District Programs And Activities</del> <a href="#">Nondiscrimination In District Programs And Activities</a>
0500	<del>Accountability</del> <a href="#">Accountability</a>
1240	<del>Volunteer Assistance</del> <a href="#">Volunteer Assistance</a>

1240	<del>Volunteer Assistance</del> Volunteer Assistance
1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
1312.3-E PDF(1)	<del>Uniform Complaint Procedures</del> Uniform Complaint Procedures
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
1330	<del>Use Of School Facilities</del> Use Of School Facilities
1330	<del>Use Of School Facilities</del> Use Of School Facilities
1330-E PDF(1)	<del>Use Of School Facilities</del> Use Of School Facilities
1330.1	<del>Joint Use Agreements</del> Joint Use Agreements
1400	<del>Relations Between Other Governmental Agencies And The Schools</del> Relations Between Other Governmental Agencies And The Schools
1700	<del>Relations Between Private Industry And The Schools</del> Relations Between Private Industry And The Schools
3260	<del>Fees And Charges</del> Fees And Charges
3260	<del>Fees And Charges</del> Fees And Charges
3280	<del>Sale Or Lease Of District-Owned Real Property</del> Sale Or Lease Of District-Owned Real Property
3280	<del>Sale Or Lease Of District-Owned Real Property</del> Sale Or Lease Of District-Owned Real Property
3312	<del>Contracts</del> Contracts
3523	<del>Electronic Signatures</del> Electronic Signatures
3523	<del>Electronic Signatures</del> Electronic Signatures
3540	<del>Transportation</del> Transportation
<del>3540</del>	<del>Transportation</del>
3550	<del>Food Service/Child Nutrition Program</del> Food Service/Child Nutrition Program
3550	<del>Food Service/Child Nutrition Program</del> Food Service/Child Nutrition Program
3552	<del>Summer Meal Program</del> Summer Meal Program
<u>3552</u>	<u>Summer Meal Program</u>
3553	<del>Free And Reduced Price Meals</del> Free And Reduced Price Meals
3553	<del>Free And Reduced Price Meals</del> Free And Reduced Price Meals
3580	<del>District Records</del> District Records
3580	<del>District Records</del> District Records

4112	<del>Appointment And Conditions Of Employment</del> <u>Appointment And Conditions Of Employment</u>
4112.2	<del>Certification</del> <u>Certification</u>
4112.2	<del>Certification</del> <u>Certification</u>
4112.4	<del>Health Examinations</del> <u>Health Examinations</u>
4112.5	<del>Criminal Record Check</del> <u>Criminal Record Check</u>
<del>4112.5</del>	<u>Criminal Record Check</u>
4112.6	<del>Personnel Files</del> <u>Personnel Files</u>
4131	<del>Staff Development</del> <u>Staff Development</u>
<del>4131</del>	<u>Staff Development</u>
4161.2	<del>Personal Leaves</del> <u>Personal Leaves</u>
4212.4	<del>Health Examinations</del> <u>Health Examinations</u>
4212.5	<del>Criminal Record Check</del> <u>Criminal Record Check</u>
<del>4212.5</del>	<u>Criminal Record Check</u>
4212.6	<del>Personnel Files</del> <u>Personnel Files</u>
4231	<del>Staff Development</del> <u>Staff Development</u>
<del>4231</del>	<u>Staff Development</u>
4261.2	<del>Personal Leaves</del> <u>Personal Leaves</u>
4312.4	<del>Health Examinations</del> <u>Health Examinations</u>
4312.5	<del>Criminal Record Check</del> <u>Criminal Record Check</u>
<del>4312.5</del>	<u>Criminal Record Check</u>
4312.6	<del>Personnel Files</del> <u>Personnel Files</u>
4331	<del>Staff Development</del> <u>Staff Development</u>
<del>4331</del>	<u>Staff Development</u>
4361.2	<del>Personal Leaves</del> <u>Personal Leaves</u>
5022	<del>Student And Family Privacy Rights</del> <u>Student And Family Privacy Rights</u>
5022	<del>Student And Family Privacy Rights</del> <u>Student And Family Privacy Rights</u>
5030	<del>Student Wellness</del> <u>Student Wellness</u>
5111.1	<del>District Residency</del> <u>District Residency</u>
5111.1	<del>District Residency</del> <u>District Residency</u>
5117	<del>Interdistrict Attendance</del> <u>Interdistrict Attendance</u>
5117	<del>Interdistrict Attendance</del> <u>Interdistrict Attendance</u>

5125	<u>Student Records</u> <u>Student Records</u>
5125	<u>Student Records</u> <u>Student Records</u>
5141	<u>Health Care And Emergencies</u> <u>Health Care And Emergencies</u>
5141	<u>Health Care And Emergencies</u> <u>Health Care And Emergencies</u>
5141.22	<u>Infectious Diseases</u> <u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u> <u>Infectious Diseases</u>
5141.23	<u>Asthma Management</u> <u>Asthma Management</u>
5141.23	<u>Asthma Management</u> <u>Asthma Management</u>
5141.26	<u>Tuberculosis Testing</u> <u>Tuberculosis Testing</u>
<del>5141.26</del>	<u>Tuberculosis Testing</u>
5141.27	<u>Food Allergies/Special Dietary Needs</u> <u>Food Allergies/Special Dietary Needs</u>
5141.27	<u>Food Allergies/Special Dietary Needs</u> <u>Food Allergies/Special Dietary Needs</u>
5141.3	<u>Health Examinations</u> <u>Health Examinations</u>
5141.3	<u>Health Examinations</u> <u>Health Examinations</u>
5141.31	<u>Immunizations</u> <u>Immunizations</u>
5141.31	<u>Immunizations</u> <u>Immunizations</u>
5141.52	<u>Suicide Prevention</u> <u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u> <u>Suicide Prevention</u>
<del>5141.52-E PDF(1)</del>	<u>Suicide Prevention</u>
5141.6	<u>School Health Services</u> <u>School Health Services</u>
5141.6	<u>School Health Services</u> <u>School Health Services</u>
5145.6	<u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u>
<del>5145.6-E PDF(1)</del>	<u>Parent/Guardian Notifications</u> <u>Parent/Guardian Notifications</u>
5146	<u>Married/Pregnant/Parenting</u> <u>Students</u> <u>Married/Pregnant/Parenting Students</u>
<del>5146</del>	<u>Married/Pregnant/Parenting Students</u>
5148.2	<u>Before/After School Programs</u> <u>Before/After School Programs</u>
5148.2	<u>Before/After School Programs</u> <u>Before/After School Programs</u>
5148.3	<u>Preschool/Early Childhood Education</u> <u>Preschool/Early Childhood Education</u>
5148.3	<u>Preschool/Early Childhood Education</u> <u>Preschool/Early Childhood Education</u>
6020	<u>Parent Involvement</u> <u>Parent Involvement</u>

6020	<u>Parent Involvement</u> <u>Parent Involvement</u>
6142.7	<u>Physical Education And Activity</u> <u>Physical Education And Activity</u>
6142.7	<u>Physical Education And Activity</u> <u>Physical Education And Activity</u>
6154	<u>Homework/Makeup Work</u> <u>Homework/Makeup Work</u>
<del>6154</del>	<u>Homework/Makeup Work</u>
<del>6154-E PDF(1)</del>	<u>Homework/Makeup Work</u>
6159	<u>Individualized Education Program</u> <u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u> <u>Individualized Education Program</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u> <u>Identification And Evaluation Of Individuals For Special Education</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u> <u>Identification And Evaluation Of Individuals For Special Education</u>
6164.6	<u>Identification And Education Under Section 504</u> <u>Identification And Education Under Section 504</u>
6164.6	<u>Identification And Education Under Section 504</u> <u>Identification And Education Under Section 504</u>
6174	<u>Education For English Learners</u> <u>Education For English Learners</u>
6174	<u>Education For English Learners</u> <u>Education For English Learners</u>
<del>6174-E PDF(1)</del>	<u>Education For English Learners</u>
6175	<u>Migrant Education Program</u> <u>Migrant Education Program</u>
6175	<u>Migrant Education Program</u> <u>Migrant Education Program</u>
6184	<u>Continuation Education</u> <u>Continuation Education</u>
6184	<u>Continuation Education</u> <u>Continuation Education</u>
7110	<u>Facilities Master Plan</u> <u>Facilities Master Plan</u>

**Policy 5148: Child Care And Development**

**Status: ADOPTED**

**Original Adopted Date:** 08/25/2009 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

The Board shall enter into a contract with the California Department of Social Services (CDSS) for the provision of child care and development services by the district.

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

When a district child care program is physically closed by local or state public health order, the district shall provide distance learning when required to do so as a condition of funding or when required by law.

**Eligibility and Enrollment**

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and health examination requirements. (5 CCR 18105; 22 CCR 101218)

The Superintendent or designee shall ensure that subsidized child care services are provided to eligible families to the extent that state and/or federal funding is available and in accordance with enrollment priorities specified in Welfare and Institutions Code 10271 and 5 CCR 18106.

To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to district students, children of district students, and children of district employees.

A child's eligibility for transitional kindergarten enrollment shall not impact family eligibility for a childcare or preschool program. (Education Code 48000)

**Staffing**

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications, experience, and training, and have satisfied all legal requirements.

## Facilities

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care facilities
4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

The Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

## Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to CDSS. (5 CCR 4611)

Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

## Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The results of the evaluation shall be used to develop an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

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### Policy Reference Disclaimer:

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

State	Description
22 CCR 101151-101191	Licensing and application procedures
22 CCR 101151-101239.2	<a href="#">General requirements; licensed child care centers</a>
22 CCR 101212-101231	<a href="#">Continuing requirements</a>
22 CCR 101237-101239.2	<a href="#">Facilities and equipment</a>



34 CFR 303.1-303.734	Early Intervention Program for Infants and Toddlers with Disabilities
5 CCR 18000-18434	Child care and development programs
5 CCR 18012-18122	General requirements
5 CCR 18180-18192	Federal and state migrant programs
5 CCR 18210-18213	Severely handicapped program
5 CCR 18220-18231	Alternative payment program
5 CCR 18240-18249	Resource and referral program
5 CCR 18270-18281	Program quality; accountability
5 CCR 18290-18292	Staffing ratios
5 CCR 18295	Waiver of qualifications for site supervisor
5 CCR 18300-18308	Appeals and dispute resolution
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 80067-80067.2	Early Childhood Education Specialist Credential
5 CCR 80105-80125	Commission on Teacher Credentialing; child care and development permits
Ed. Code 46120	Expanded Learning Opportunities Program
Ed. Code 48000	Transitional kindergarten
Ed. Code 49540-49546	Child care food program
Ed. Code 49570	National School Lunch program
Ed. Code 56244	Staff development funding
Ed. Code 8200-8340	California State Preschool Program
Ed. Code 8207	California State Preschool Program administration
Ed. Code 8337	Early Education Expansion Program
Ed. Code 8482-8484.65	After School Education and Safety Program
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers
Gov. Code 95000-95029.5	California Early Intervention Services Act
H&S Code 120325-120380	Immunization against communicable diseases
H&S Code 120440	Disclosure of immunization information to local and state health departments
H&S Code 1596.70-1596.895	California Child Day Care Act
H&S Code 1596.90-1597.21	Day care centers
W&I Code 10200-10206	Early Childhood Development Act of 2020
W&I Code 10207-10215	General provisions

W&I Code 10207-10492.2	Child Care and Development Services Act
W&I Code 10217-10224.5	Resource and referral programs
W&I Code 10225-10234	Alternative payment programs
W&I Code 10235-10238	Migrant child care and development programs
W&I Code 10240-10243	General child care and development programs
W&I Code 10250-10252	Family child care home education networks
W&I Code 10260-10263	Child care and development services for children with special needs
W&I Code 10271	Eligibility, enrollment and priority of services; physical examinations; rules and regulations
W&I Code 10271.5	Income eligibility
W&I Code 10271.7	Family member certified as eligible to receive benefits; definition
W&I Code 10272.5	Order of disenrollment
W&I Code 10273	Preferred placement for otherwise eligible children ages 11 or 12
W&I Code 10276	Child Care and Development Fund notice to providers
W&I Code 10290	Fee schedule for families using preschool and child care and development services
W&I Code 10291	Families exempt from family fees
W&I Code 10315	Transfer of information to public schools
W&I Code 10332	Children residing in another district; use of facilities and personnel
W&I Code 10491-10491.1	Expulsion and suspension procedures in childcare and development services programs
<b>Federal</b>	<b>Description</b>
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
42 USC 1751-1769j	School Lunch Program
42 USC 9831-9852c	Head Start programs
42 USC 9857-9858r	Child Care and Development Block Grant
45 CFR 98.1-98.93	Child Care and Development Fund
7 CFR 210.1-210.33	National School Lunch Program
<b>Management Resources</b>	<b>Description</b>
CA Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education

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Court Decision	CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892
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Website	<a href="#">Osteopathic Medical Board of California</a>
Website	<a href="#">Medical Board of California</a>
Website	<a href="#">California Department of Social Services, Child Care Licensing</a>
Website	<a href="#">EveryChild California, an Association of Leaders Advancing Early Learning</a>
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Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education</a>
Website	<a href="#">California Department of Public Health</a>

## Cross References

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0000	Vision

0100	Philosophy
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0500	Accountability
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1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
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1330	Use Of School Facilities
1330	Use Of School Facilities
1330.1	Joint Use Agreements
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1700	Relations Between Private Industry And The Schools
3260	Fees And Charges
3260	Fees And Charges
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3280	Sale Or Lease Of District-Owned Real Property
3312	Contracts
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3523	Electronic Signatures
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3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3580	District Records
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4112	Appointment And Conditions Of Employment
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4112.5	Criminal Record Check
4112.6	Personnel Files
4131	Staff Development
4161.2	Personal Leaves
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5	Criminal Record Check
4212.6	Personnel Files
4231	Staff Development
4261.2	Personal Leaves
4312.4	Health Examinations
4312.5	Criminal Record Check
4312.5	Criminal Record Check
4312.6	Personnel Files
4331	Staff Development
4361.2	Personal Leaves
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5030	Student Wellness
5111.1	District Residency
5111.1	District Residency
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5125	Student Records
5125	Student Records
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.22	Infectious Diseases

5141.22	Infectious Diseases
5141.23	Asthma Management
5141.23	Asthma Management
5141.26	Tuberculosis Testing
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6020	Parent Involvement
6020	Parent Involvement
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6154	Homework/Makeup Work
6159	Individualized Education Program
6159	Individualized Education Program
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504

6174	Education For English Learners
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6175	Migrant Education Program
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6184	Continuation Education
6184	Continuation Education
7110	Facilities Master Plan

The Governing Board **Policy Manual**  
**Alameda Unified School District**

**Policy 6112: School Day**

**Status:**  
**ADOPTED**

**Original Adopted Date:** 08/25/2009 | **Last Revised Date:** 06/25/2013 | **Last Reviewed Date:** 06/25/2013

~~The Board of Education~~ shall fix the length of the school day ~~subject to the provisions of in~~ accordance with law. (Education Code 46100)

The length of the  
(cf. 6111 - School Calendar)

At each school, the length of the school day shall ~~apply equally to be the same for all~~ students with disabilities unless, ~~except as~~ otherwise permitted by law. For any student with a disability, the length of the school day shall be as specified in the student's individualized education program or Section 504 plan.

(cf. 6158 - Independent Study)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.6 - Identification and Education Under Section 504)

The ~~daily~~ schedule for elementary schools shall include at least one ~~daily~~ period of recess of at least 20 minutes ~~in length in order to provide, during which~~ students ~~with unstructured~~ ~~but shall be provided~~ supervised opportunities ~~for to engage in unstructured~~ physical activity.

(cf. 5030 - Student Wellness)  
(cf. 6142.7 - Physical Education and Activity)

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block ~~or alternative~~ schedule ~~program in which that will allow~~ secondary students ~~to attend class school~~ for fewer school days ~~than the total number of school days for which the school is in session~~, the Board shall consult ~~in good faith, in an effort to reach agreement~~ with the certificated and classified employees of the school ~~in a good faith effort to reach agreement and shall also consult with~~ parents/guardians of the students who would be affected by the change, and the community at large. Such consultation shall include at least one public hearing for which the Board ~~has given~~ shall give adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

**Policy** (cf. 9320 - Meetings and Notices)



**Legal Reference-Disclaimer:** (see next page)

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

State	Description
Ed. Code 37202	Equal time in all schools
Ed. Code 37670	Year-round schools
Ed. Code 46010	Total days of attendance
Ed. Code 46100	Length of school day
Ed. Code 46110-46119	Attendance in kindergarten and elementary schools
Ed. Code 46140-46147	Attendance in junior high and high schools
Ed. Code 46160-46162	Alternative schedule—junior high and high school
Ed. Code 46170	Continuation schools, minimum day
Ed. Code 46180	Opportunity schools, minimum day
Ed. Code 46190-46192	Adult education classes, day of attendance
Ed. Code 46200-46206	Minimum instructional time
Ed. Code 48200	Minimum school day
Ed. Code 48663	Community day school, minimum school day
Ed. Code 48800-48802	Concurrent enrollment in community college
Ed. Code 51222	Physical education, instructional minutes
Ed. Code 51760-51769.5	Work experience education
Ed. Code 52325	Regional occupational center, minimum day
Ed. Code 8970-8974	Early—primary—program,—including—extended-day kindergarten
Management Resources	Description
NASPE Position Statement	Recess for Elementary School Students, 2006
State—Board—of—Education—Policy 99-03—Physical Education (PE) Requirements for Block Statement	Schedules, July 2006
U.S.—Department—of—Education Publication	Extending Learning Time for Disadvantaged Students, August 1995
Website	<a href="#">National Association for Sport and Physical Education</a>
Website	<a href="#">State Board of Education</a>
Website	<a href="#">WestEd</a>
Website	<a href="#">U.S. Department of Education</a>
Website	<a href="#">California Department of Education</a>
WestEd Publication	Full-Day—Kindergarten:—Expanding—Learning Opportunities, Policy Brief, April 2005

**Cross-References**

Code	Description
3516.5	<a href="#">Emergency Schedules</a>
5030	<a href="#">Student Wellness</a>
6000	<a href="#">Concepts And Roles</a>
6111	<a href="#">School Calendar</a>
6142.7	<a href="#">Physical Education And Activity</a>
6142.7	<a href="#">Physical Education And Activity</a>

6145:8	<u>Assemblies And Special Events</u>
6154	<u>Homework/Makeup Work</u>
6154	<u>Homework/Makeup Work</u>
6154-E(1)	<u>Homework/Makeup Work</u>
6158	<u>Independent Study</u>
6158	<u>Independent Study</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6164.6	<u>Identification And Education Under Section 504</u>
6164.6	<u>Identification And Education Under Section 504</u>
6170.1	<u>Transitional Kindergarten</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6172.1	<u>Concurrent Enrollment In College Classes</u>
6172.1	<u>Concurrent Enrollment In College Classes</u>
6178	<u>Career Technical Education</u>
6178	<u>Career Technical Education</u>
6178.1	<u>Work-Based Learning</u>
6178.1	<u>Work-Based Learning</u>
6178.2	<u>Regional Occupational Center/Program</u>
6179	<u>Supplemental Instruction</u>
6179	<u>Supplemental Instruction</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>
6185	<u>Community Day School</u>
6185	<u>Community Day School</u>
6200	<u>Adult Education</u>
6200	<u>Adult Education</u>
6200-E(1)	<u>Adult Education</u>
9320	<u>Meetings And Notices</u>

BP 6112(b)

#### SCHOOL DAY (continued)

##### Legal Reference:

##### EDUCATION CODE

8970-8974 Early primary program, including extended-day kindergarten

37202 Equal time in all schools

37670 Year-round schools

46010 Total days of attendance

46100 Length of school day

46110-46119 Kindergarten and elementary schools, day of attendance

46120 Kindergarten and elementary schools, expanded learning opportunity program

[46140-46147 Junior high school and high school, day of attendance](#)  
[46148 School day for middle and high school](#)  
[46160-46162 Alternative schedule - junior high and high school](#)  
[46170 Continuation schools, minimum day](#)  
[46180 Opportunity schools, minimum day](#)  
[46190-46192 Adult education classes, day of attendance](#)  
[46200-46206 Minimum instructional time](#)  
[48200 Compulsory attendance for minimum school day](#)  
[48663 Community day school, minimum school day](#)  
[48800-48802 Concurrent enrollment in community college](#)  
[51222 Physical education, instructional minutes](#)  
[51760-51769.5 Work experience education](#)  
[52325 Regional occupational center, minimum day](#)

Management Resources:

[CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS](#)  
[2021-22 AA & IT Independent Study FAQs, 2021](#)  
[Clarifications for Student Learning in Quarantine, 2021](#)  
[Conducting Individualized Determinations of Need, 2021](#)  
[NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS](#)  
[Recess for Elementary School Students, 2006](#)  
[STATE BOARD OF EDUCATION POLICY STATEMENTS](#)  
[99-03 Physical Education \(PE\) Requirements for Block Schedules, July 2006](#)  
[U.S. DEPARTMENT OF EDUCATION PUBLICATIONS](#)  
[Extending Learning Time for Disadvantaged Students, August 1995](#)  
[WEST ED PUBLICATIONS](#)  
[Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005](#)  
[WEB SITES](#)  
[California Department of Education: <http://www.cde.ca.gov>](#)  
[National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>](#)  
[State Board of Education: <http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>](#)  
[U.S. Department of Education: <http://www.ed.gov>](#)  
[WestEd: <http://www.wested.org>](#)

Policy \_\_\_\_\_ CSBA POLICY MANUAL UPDATE  
 adopted: \_\_\_\_\_ December 2021

**Policy 6112: School Day**

**Status:  
ADOPTED**

**Original Adopted Date:** 08/25/2009 | **Last Revised Date:**      | **Last Reviewed Date:**

The Governing Board shall fix the length of the school day in accordance with law. (Education Code 46100)

*(cf. 6111 - School Calendar)*

At each school, the length of the school day shall be the same for all students, except as otherwise permitted by law. For any student with a disability, the length of the school day shall be as specified in the student's individualized education program or Section 504 plan.

*(cf. 6158 - Independent Study)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

The daily schedule for elementary schools shall include at least one period of recess of at least 20 minutes, during which students shall be provided supervised opportunities to engage in unstructured physical activity.

*(cf. 5030 - Student Wellness)*

*(cf. 6142.7 - Physical Education and Activity)*

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block or alternative schedule that will allow secondary students to attend school for fewer school days than the total number of school days for which the school is in session, the Board shall consult in good faith, in an effort to reach agreement with the certificated and classified employees of the school, parents/guardians of the students who would be affected by the change, and the community at large. Such consultation shall include at least one public hearing for which the Board shall give adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

*(cf. 9320 - Meetings and Notices)*

*Legal Reference:*

EDUCATION CODE

8970-8974 Early primary program, including extended-day kindergarten  
37202 Equal time in all schools  
37670 Year-round schools  
46010 Total days of attendance  
46100 Length of school day  
46110-46119 Kindergarten and elementary schools, day of attendance  
46120 Kindergarten and elementary schools, expanded learning opportunity program  
46140-46147 Junior high school and high school, day of attendance  
46148 School day for middle and high school  
46160-46162 Alternative schedule - junior high and high school  
46170 Continuation schools, minimum day  
46180 Opportunity schools, minimum day  
46190-46192 Adult education classes, day of attendance  
46200-46206 Minimum instructional time  
48200 Compulsory attendance for minimum school day  
48663 Community day school, minimum school day  
48800-48802 Concurrent enrollment in community college  
51222 Physical education, instructional minutes  
51760-51769.5 Work experience education  
52325 Regional occupational center, minimum day

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2021-22 AA & IT Independent Study FAQs, 2021

Clarifications for Student Learning in Quarantine, 2021

Conducting Individualized Determinations of Need, 2021

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENTS

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Extending Learning Time for Disadvantaged Students, August 1995

WEST ED PUBLICATIONS

Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005

WEB SITES

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

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

State Board of Education: <http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>

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

WestEd: <http://www.wested.org>

Policy  
adopted:

CSBA POLICY MANUAL UPDATE  
December 2021

**Policy 6162.5: Student Assessment**

**Status:** ADOPTED

**Original Adopted Date:** ~~09/28~~07/01/2010 | **Last Revised Date:** ~~05/08/2018~~09/01/2023 | **Last Reviewed Date:** ~~05/08/2018~~09/01/2023

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

Any student use of technology to complete assessments shall be as specified in Board Policy 5131.9 - Academic Honesty and Board Policy 6163.4 - Student Use of Technology.

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and test publisher's directions, and that test administration procedures are fair and equitable for all students.

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or designee shall provide professional development as needed to assist

administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

## **Interim and Formative Assessments**

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning, and for communicating with students' parents/guardians and identifying professional development goals. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

## **Individual Record of Accomplishment**

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests required and administered as part of the California Assessment of Student Performance and Progress, or any predecessor assessments, pursuant to Education Code 60640-60649
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if ~~he/she~~the student is an adult or emancipated minor. The student or ~~his/her~~the student's parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. ~~(Education Code 60607)~~Furthermore, the results of an individual student on the CAASPP may be released to a postsecondary educational institution for the purpose of credit, placement, or admission. (Education Code 60607)

#### Policy Reference Disclaimer:

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

State	Description
5 CCR 850-876	California Assessment of Student Performance and Progress
Ed. Code 10600-10610	<a href="#">California Education Information System</a>
Ed. Code 313	Assessment of English language development
Ed. Code 44660-44665	Evaluation and assessment of performance of certificated employees
Ed. Code 49558	Free and reduced-price meals; use of individual applications and records
Ed. Code 51041	Evaluation of the educational program
Ed. Code 51450-51455	Golden State Seal Merit Diploma
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 56341.1	Assistive technology devices for a student with a disability
Ed. Code 60600-60649	Assessment of academic achievement
Ed. Code 60640-60649	California Assessment of Student Performance and Progress
Ed. Code 60800	Physical performance test
Ed. Code 60900	California Longitudinal Pupil Achievement Data System
Ed. Code 60910	California State Preschool Program Longitudinal Pupil Achievement Data System
Federal	Description
20 USC 1401	Assistive technology device; definition
20 USC 9622	National Assessment of Educational Progress
Management Resources	Description
USDOE Office of Educational Technology Publication	Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023
Website	Metropolitan Educational Research Consortium



Website	CSBA District and County Office of Education Legal Services
Website	<a href="#">California Department of Education, Testing and Accountability</a>
Website	<a href="#">Smarter Balanced Assessment Consortium</a>
Website	<a href="#">U.S. Department of Education</a>
Website	<a href="#">CSBA</a>

## Cross References

Code	Description
0410	<del>Nondiscrimination In District Programs And Activities</del> <a href="#">Nondiscrimination In District Programs And Activities</a>
0415	<del>Equity</del> <a href="#">Equity</a>
<del>0415</del>	<del>Equity</del> <a href="#">Equity</a>
0420	<del>School Plans/Site Councils</del> <a href="#">School Plans/Site Councils</a>
0420	<del>School Plans/Site Councils</del> <a href="#">School Plans/Site Councils</a>
0460	<del>Local Control And Accountability Plan</del> <a href="#">Local Control And Accountability Plan</a>
0460	<del>Local Control And Accountability Plan</del> <a href="#">Local Control And Accountability Plan</a>
0500	<del>Accountability</del> <a href="#">Accountability</a>
0510	<del>School Accountability Report Card</del> <a href="#">School Accountability Report Card</a>
1340	<del>Access To District Records</del> <a href="#">Access To District Records</a>
1340	<del>Access To District Records</del> <a href="#">Access To District Records</a>
2140	<del>Evaluation Of The Superintendent</del> <a href="#">Evaluation Of The Superintendent</a>
4115	<del>Evaluation/Supervision</del> <a href="#">Evaluation/Supervision</a>
4115	<del>Evaluation/Supervision</del> <a href="#">Evaluation/Supervision</a>
4131	<del>Staff Development</del> <a href="#">Staff Development</a>
<del>4131</del>	<del>Staff Development</del> <a href="#">Staff Development</a>
4315	<del>Evaluation/Supervision</del> <a href="#">Evaluation/Supervision</a>
4331	<del>Staff Development</del> <a href="#">Staff Development</a>
<del>4331</del>	<del>Staff Development</del> <a href="#">Staff Development</a>
5121	<del>Grades/Evaluation Of Student Achievement</del> <a href="#">Grades/Evaluation Of Student Achievement</a>
5121	<del>Grades/Evaluation Of Student Achievement</del> <a href="#">Grades/Evaluation Of Student Achievement</a>

5123	<u>Promotion/Acceleration/Retention</u> Promotion/Acceleration/Retention
5123	<u>Promotion/Acceleration/Retention</u> Promotion/Acceleration/Retention
5125	<u>Student Records</u> Student Records
5125	<u>Student Records</u> Student Records
5131.9	<u>Academic Honesty</u> Academic Honesty
6000	<u>Concepts And Roles</u> Concepts And Roles
6011	<u>Academic Standards</u> Academic Standards
6020	<u>Parent Involvement</u> Parent Involvement
6020	<u>Parent Involvement</u> Parent Involvement
6120	<u>Response To Instruction And Intervention</u> Response To Instruction And Intervention
6141	<u>Curriculum Development And Evaluation</u> Curriculum Development And Evaluation
6141	<u>Curriculum Development And Evaluation</u> Curriculum Development And Evaluation
6142.6	<u>Visual And Performing Arts Education</u> Visual And Performing Arts Education
6142.7	<u>Physical Education And Activity</u> Physical Education And Activity
6142.7	<u>Physical Education And Activity</u> Physical Education And Activity
6142.91	<u>Reading/Language Arts Instruction</u> Reading/Language Arts Instruction
<del>6142.91</del>	<u>Reading/Language Arts Instruction</u>
6142.92	<u>Mathematics Instruction</u> Mathematics Instruction
6146.1	<u>High School Graduation Requirements</u> High School Graduation Requirements
6146.3	<u>Reciprocity Of Academic Credit</u> Reciprocity Of Academic Credit
6146.3	<u>Reciprocity Of Academic Credit</u> Reciprocity Of Academic Credit
6146.5	<u>Elementary/Middle School Graduation Requirements</u> Elementary/Middle School Graduation Requirements
6151	<u>Class Size</u> Class Size
<del>6151</del>	<u>Class Size</u>
6152	<u>Class Assignment</u> Class Assignment
6152.1	<u>Placement In Mathematics Courses</u> Placement In Mathematics Courses
6152.1	<u>Placement In Mathematics Courses</u> Placement In Mathematics Courses

6155	<del>Challenging Courses By Examination</del> Challenging Courses By Examination
6155	<del>Challenging Courses By Examination</del> Challenging Courses By Examination
6158	<del>Independent Study</del> Independent Study
6158	<del>Independent Study</del> Independent Study
6159	<del>Individualized Education Program</del> Individualized Education Program
6159	<del>Individualized Education Program</del> Individualized Education Program
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6161.1	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6161.1-E PDF(1)	<del>Selection And Evaluation Of Instructional Materials</del> Selection And Evaluation Of Instructional Materials
6162.51	<del>State Academic Achievement Tests</del> State Academic Achievement Tests
6162.51	<del>State Academic Achievement Tests</del> State Academic Achievement Tests
6162.54	<del>Test Integrity/Test Preparation</del> Test Integrity/Test Preparation
6163.4	<del>Student Use Of Technology</del> Student Use Of Technology
6163.4	<del>Student Use Of Technology</del> Student Use Of Technology
6164.4	<del>Identification And Evaluation Of Individuals For Special Education</del> Identification And Evaluation Of Individuals For Special Education
6164.4	<del>Identification And Evaluation Of Individuals For Special Education</del> Identification And Evaluation Of Individuals For Special Education
6164.5	<del>Student Success Teams</del> Student Success Teams
6164.5	<del>Student Success Teams</del> Student Success Teams
6170.1	<del>Transitional Kindergarten</del> Transitional Kindergarten
6171	<del>Title I Programs</del> Title I Programs
6171	<del>Title I Programs</del> Title I Programs
<u>6172</u>	<u>Gifted And Talented Student Program</u>
<u>6172</u>	<u>Gifted And Talented Student Program</u>
6172.1	<del>Concurrent Enrollment In College Classes</del> Concurrent Enrollment In College Classes
6172.1	<del>Concurrent Enrollment In College Classes</del> Concurrent Enrollment In College Classes

<del>6174</del> <u>6173.4</u>	<del>Education For English Learners</del> <u>Education For American Indian Students</u>
6174	<del>Education For English Learners</del> <u>Education For English Learners</u>
6174- <del>E-PDF(1)</del>	<del>Education For English Learners</del> <u>Education For English Learners</u>
6178	<del>Career Technical Education</del> <u>Career Technical Education</u>
6178	<del>Career Technical Education</del> <u>Career Technical Education</u>
6178.2	<del>Regional Occupational Center/Program</del> <u>Regional Occupational Center/Program</u>
6181	<del>Alternative Schools/Programs Of Choice</del> <u>Alternative Schools/Programs Of Choice</u>
6181	<del>Alternative Schools/Programs Of Choice</del> <u>Alternative Schools/Programs Of Choice</u>
6184	<del>Continuation Education</del> <u>Continuation Education</u>
6184	<del>Continuation Education</del> <u>Continuation Education</u>
6190	<del>Evaluation Of The Instructional Program</del> <u>Evaluation Of The Instructional Program</u>
9000	<del>Role Of The Board</del> <u>Role Of The Board</u>
9321	<del>Closed Session</del> <u>Closed Session</u>
9321- <del>E-PDF(1)</del>	<del>Closed Session</del> <u>Closed Session</u>
9321- <del>E-PDF(2)</del>	<del>Closed Session</del> <u>Closed Session</u>

**Policy 6162.5: Student Assessment**

**Status: ADOPTED**

**Original Adopted Date:** 09/28/2010 | **Last Revised Date:** | **Last Reviewed Date:**

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

Any student use of technology to complete assessments shall be as specified in Board Policy 5131.9 - Academic Honesty and Board Policy 6163.4 - Student Use of Technology.

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and test publisher's directions, and that test administration procedures are fair and equitable for all students.

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

**Interim and Formative Assessments**

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning, and for communicating with students' parents/guardians and identifying professional development goals. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

### **Individual Record of Accomplishment**

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests required and administered as part of the California Assessment of Student Performance and Progress, or any predecessor assessments, pursuant to Education Code 60640-60649
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if the student is an adult or emancipated minor. The student or the student's parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. Furthermore, the results of an individual student on the CAASPP may be released to a postsecondary educational institution for the purpose of credit, placement, or admission. (Education Code 60607)

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#### **Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
5 CCR 850-876	California Assessment of Student Performance and Progress
Ed. Code 10600-10610	<a href="#">California Education Information System</a>
Ed. Code 313	Assessment of English language development
Ed. Code 44660-44665	Evaluation and assessment of performance of certificated employees
Ed. Code 49558	Free and reduced-price meals; use of individual applications and records
Ed. Code 51041	Evaluation of the educational program
Ed. Code 51450-51455	Golden State Seal Merit Diploma
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 56341.1	Assistive technology devices for a student with a disability
Ed. Code 60600-60649	Assessment of academic achievement

Ed. Code 60640-60649	California Assessment of Student Performance and Progress
Ed. Code 60800	Physical performance test
Ed. Code 60900	California Longitudinal Pupil Achievement Data System
Ed. Code 60910	California State Preschool Program Longitudinal Pupil Achievement Data System
<b>Federal</b>	<b>Description</b>
20 USC 1401	Assistive technology device; definition
20 USC 9622	National Assessment of Educational Progress
<b>Management Resources</b>	<b>Description</b>
USDOE Office of Educational Technology Publication	Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023
Website	Metropolitan Educational Research Consortium
Website	CSBA District and County Office of Education Legal Services
Website	<a href="#">California Department of Education, Testing and Accountability</a>
Website	<a href="#">Smarter Balanced Assessment Consortium</a>
Website	<a href="#">U.S. Department of Education</a>
Website	<a href="#">CSBA</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
1340	Access To District Records
1340	Access To District Records
2140	Evaluation Of The Superintendent
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4131	Staff Development

4315	Evaluation/Supervision
4331	Staff Development
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5125	Student Records
5125	Student Records
5131.9	Academic Honesty
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6120	Response To Instruction And Intervention
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6146.1	High School Graduation Requirements
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152	Class Assignment
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study



6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.54	Test Integrity/Test Preparation
6163.4	Student Use Of Technology
6163.4	Student Use Of Technology
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.5	Student Success Teams
6164.5	Student Success Teams
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6173.4	Education For American Indian Students
6174	Education For English Learners
6174	Education For English Learners
6178	Career Technical Education
6178	Career Technical Education
6178.2	Regional Occupational Center/Program
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education
6190	Evaluation Of The Instructional Program

9000	Role Of The Board
9321	Closed Session
9321	Closed Session
9321	Closed Session

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** Approval of Facilities Bond Measure I and Measure B Contracts (Standing Item)

**Item Type:** Consent

**Background:** Alameda voters approved Facilities Bond Measure I in November 2014 and approved Facilities Bond Measure B in June 2022.

As the bond schedules dictate, various contracts will come before the Board for approval. Contracts may include construction bid contracts, architectural services contract addenda, specialists/consultants agreements, etc. Staff has created a standing board item to keep the contracts for Measure I and Measure B separate from the approval of other district contracts.

1. (Fund 21, Measure B) Professional Services Agreement between AUSD and ACC Environmental Consultants for a proposed fee of \$23,298.00. (Wood Temporary Campus)
2. (Fund 21, Measure B) Professional Services Agreement between AUSD and ACC Environmental Consultants for a proposed fee of \$4,475.00. (Wood Middle School Construction)
3. (Fund 21, Measure B) Project Addendum No. 2187.1 to Master Agreement for Architectural Services between AUSD and Quattrocchi Kwok Architects, Inc. for an increase of \$20,000.00 and a new total fee of \$975,205.00. (Encinal Jr. & Sr. High School Stadium)
4. (Fund 21, Measure B) Pre-Engineering Agreement between AUSD and Alameda Municipal Power for an amount of \$10,000.00.

**AUSD LCAP Goals:** 4. Ensure that all students have access to basic services.

**Fund Codes:** 21 Building – Bond Fund

**Fiscal Analysis**

**Amount (Savings) (Cost):** See attached contract(s) for detailed expenditures.

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization. | #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
□ ACC Environmental	1/3/2024	Backup Material

▣	ACC Environmental	1/3/2024	Backup Material
▣	Quattrocchi Kwok Architects, Inc.	1/3/2024	Backup Material
▣	Alameda Municipal Power	1/3/2024	Backup Material

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** Approval of Quarterly Report on Williams Uniform Complaints

**Item Type:** Consent

**Background:** The Board of Education’s approval is needed by the Alameda County Office of Education on the quarterly reporting of complaints received under the Valenzuela/CAHSEE Lawsuit Settlement – Williams Uniform Complaints.

There were no Williams Uniform Complaints during the quarter ending December 31, 2023.

**AUSD LCAP Goals:** 1. Eliminate barriers to student success and maximize learning time.| 4. Ensure that all students have access to basic services.

**Fund Codes:**

**Fiscal Analysis**

**Amount (Savings) (Cost):** N/A

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #1 - All students have the ability to achieve academic and personal success.

**Submitted By:** Kirsten Zazo, Assistant Superintendent of Educational Services

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**ATTACHMENTS:**

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
▢	Williams Quarterly Report - Oct-Dec 2023_1.9.24	12/20/2023	Backup Material



**ALAMEDA COUNTY  
OFFICE OF EDUCATION**  
L. K. Monroe, Superintendent

**Quarterly Report on *Williams* Uniform Complaints**

[Education Code § 35186]

District: Alameda Unified School District

Person completing this form: Meira Nalamothu Title: Ex. Asst., Ed. Services

Quarterly Report Submission Date:

(check one and include year)

☐ October \_\_\_\_\_ (for July-Sept)

☒ January 2024 (for Oct-Dec)

☐ April \_\_\_\_\_ (for Jan-Mar)

☐ July \_\_\_\_\_ (for Apr-June)

Date for information to be reported publicly at governing board meeting: \_\_\_\_\_

**Please check the box that applies:**

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

**Pasquale Scuderi**

Print Name of District Superintendent

Signature of District Superintendent

Date

Please return completed form to Phillip Owens  
eFax: (510) 670-3236 | Email: [phillipo@acoe.org](mailto:phillipo@acoe.org)

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** Approval of Special Education Local Plan Area Master Contracts

**Item Type:** Consent

**Background:** Alameda Unified School District's Special Education Department contracts with non-public schools and non-public agencies to provide services to AUSD students under SELPA (Special Educational Local Plan Areas) agreements.

(Fund 01) Agreement between AUSD and Elizabeth Isono for \$675.00 for a new total value of \$2,970.00.

(Fund 01) Agreement between AUSD and Greenacre Homes and School for a total value of \$16,832.01.

(Fund 01) Amendment to the Agreement between AUSD and Greenacre Homes and School for \$130,855.33 for a new total of \$147,687.34.

(Fund 01) Agreement between AUSD and Juvo/CSD for a total value of \$86,592.00.

(Fund 01) Agreements between AUSD and Ro Health for increases of \$106,820.00 and \$166,320.00 for new total values of \$729,000.00 and \$892,080.00 respectively.

(Fund 01) Agreement between AUSD and Speech Pathology Group for an increase of \$5,754.00 for a new total value of \$130,494.00.

(Fund 01) Agreement between AUSD and Telos Academy for a total value of \$121,032.00.

**AUSD LCAP Goals:** 4. Ensure that all students have access to basic services.

**Fund Codes:** 01 General Fund

**Fiscal Analysis**

**Amount (Savings) (Cost):** \$634,980.34

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #1 - All students have the ability to achieve academic and personal success.

**Submitted By:** Kirsten Zazo, Assistant Superintendent of Educational Services

---

**ATTACHMENTS:**

Description	Upload Date	Type
☐ SELPA Contracts_1.9.24	1/4/2024	Backup Material

**Meeting Date:** January 9, 2024

**Item Title:** Approval of Special Education Local Plan Area Contracts

Each year, Alameda Unified School District's Special Education Department prepares "Master Contracts" that allocate funds for its ongoing annual services provided to AUSD students under SELPA (Special Education Local Plan Area) agreements.

In order to protect confidential student information, the contracts for non-public schools and non-public agencies related service providers listed below will be maintained in the Special Education Department for board members and public review.

- **Elizabeth Isono**  
Occupational Therapy  
Student #1 – L \$675.00 (for a new total value of \$2,970.00)
- **Greenacre Homes and School**  
Student #1 – K \$16,832.01  
Student #1 – K (Amendment #1) \$130,855.33 (for a new total of \$147,687.34)
- **Juvo/CSD**  
Student #1 – F \$43,704.00  
Student #2 – T \$42,888.00 (reduced by \$27,852.00)
- **Ro Health**  
Amendment #1 (Secondary) \$106,920.00 (for a new total value of \$729,000.00)  
Amendment #1 (Elementary) \$166,320.00 (for a new total value of \$892,080.00)
- **Speech Pathology Group**  
Amendment #1 \$5,754.00 (for a new total value of \$130,494.00)  
(SLPA Supervision)
- **Telos Academy**  
Student #1 – B \$121,032.00



ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** Ratification of Contracts Executed Pursuant to Board Policy 3300

**Item Type:** Consent

**Background:** On June 27, 2023, for FY 2023-2024 the Board of Education delegated authority to enter into contracts on behalf of the Alameda Unified School District and to purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111 and Education Code section 17604 to the Superintendent of Schools, Assistant Superintendent of Educational Services, Assistant Superintendent of Business Services, Assistant Superintendent of Human Resources, and the Purchasing Manager.

Resolution Number 2022-2023.69 further limited the delegation to expenditures of less than \$109,300 and required that the Board of Education ratify the contracts within sixty (60) days of incurring the expense.

The following contracts are presented for ratification:

1. (Fund 01) Professional Services Agreement between AUSD and Apodaca Mechanical & Consulting on a time and materials basis not to exceed \$80,000.00.
2. (Fund 01) Contract for Repairs, Maintenance or Small Construction Projects between AUSD and Extensive Air Conditioning, Inc. on a time and materials basis not to exceed \$59,900.00.

**AUSD LCAP Goals:** 4. Ensure that all students have access to basic services.

**Fund Codes:**

**Fiscal Analysis**

**Amount (Savings) (Cost):** See attached contract(s) for detailed expenditures.

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization.| #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
□ Apodaca Mechanical Consulting	1/3/2024	Backup Material



ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** Resolution No. 2023-2024.34 Approval of Budget Transfers, Increases, Decreases

**Item Type:** Consent

**Background:** After the adoption of the proposed budget for the fiscal year, it is often necessary to make budgetary transfers and revisions. Budget transfers allow budget managers to redistribute funds as needs and plans change. Budget revisions allow the District to increase or decrease funds based on entitlements and grants actually received by the District.

**AUSD LCAP Goals:** 4. Ensure that all students have access to basic services.

**Fund Codes:** 01 General Fund

**Fiscal Analysis**

**Amount (Savings) (Cost):** Will increase revenues and expenditures in the District in the amount of \$128,773.77.

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #1 - All students have the ability to achieve academic and personal success.| #5 - Accountability, transparency, and trust are necessary at all levels of the organization.| #6 - Allocation of funds must support our vision, mission, and guiding principles.| #7 - All employees must receive respectful treatment and professional support to achieve district goals.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
☐ Resolution No. 2023-2024.34	1/3/2024	Resolution Letter
☐ Attachment A	1/3/2024	Backup Material

**ALAMEDA UNIFIED SCHOOL DISTRICT**  
**Alameda, California**  
**Resolution**

January 9, 2024

Resolution No. 2023-2024.34

**Approval of Budget Transfers, Increases, Decreases**

*WHEREAS*, the state statute require budget appropriations to be adopted by the Board of Education in the following object codes:

1000 Certificated Salaries  
2000 Classified Salaries  
3000 Employee Benefits  
4000 Books and Supplies  
5000 Services and Other Operating Expense  
6000 Capital Outlay  
7000 Other Sources and Uses

*AND, WHEREAS*, the Board of Education desires to change the adopted appropriations;

*NOW, THEREFORE, BE IT RESOLVED* that the changes be made to the adopted appropriations as per Attachment A.

PASSED AND ADOPTED by the following vote this 9th day of January, 2024:

AYES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

NOES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Williams, President  
Board of Education  
Alameda Unified School District

ATTEST:

By: \_\_\_\_\_  
Pasquale Scuderi, Secretary  
Board of Education  
Alameda Unified School District

**BUDGET REVISIONS**

(Budget Revisions affect Fund Balance;  
Amounts are either added or subtracted from Fund Balance)

<b>School/Dept</b>	<b>Description</b>	<b>Amount</b>
Alameda High School	Donations	\$ 97,917.00
Edison Elementary	Donations	\$ 4,752.14
Encinal Jr./Sr. High School	Donations	\$ 22,377.94
Island High School	Donations	\$ 597.00
Lincoln Middle School	Donations	\$ 1,410.41
Love Elementary	Donations	\$ 630.20
Paden Elementary	Donations	\$ 434.23
Ruby Bridges School	Donations	\$ 654.85
<b>Total Donations</b>		<b>\$ 128,773.77</b>

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

<b>Item Title:</b>	Resolution No. 2023-2024.35 Delegation of Authority to Purchase and Contract
<b>Item Type:</b>	Consent
<b>Background:</b>	<p>Public Contract Code (PCC) Section 20111(a) requires school and community college district governing boards to competitively bid and award any contracts involving an expenditure of more than \$50,000, adjusted for inflation, to the lowest responsible bidder. The State Superintendent of Public Instruction (SSPI) is required to annually adjust the \$50,000 amount specified in PCC Section 20111(a). As of January 1, 2024, this amount was increased to \$114,500.00. School and community college district governing boards are required to competitively bid (less defined exceptions) and award any of the following contracts involving an expenditure of more than \$114,500.00:</p> <ul style="list-style-type: none"><li>- Purchase of equipment, materials, or supplies to be furnished, sold, or leased to the school district,</li><li>- Non-specialized services that are not construction services.</li><li>- Repairs, including maintenance, as defined in Public Contract Code Section 20115, that are not public projects as defined in Public Contract Code Section 22002(c).</li></ul> <p>Alameda Unified School District has adopted the California Uniform Public Construction Cost Accounting Act (CUPCCAA). CUPCCAA bid thresholds for construction services contracts for agencies, including school and community college districts, are unchanged from 2023 and remain as follows:</p> <ul style="list-style-type: none"><li>- Public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order without bidding;</li><li>- Public projects of \$200,000 or less may be awarded by informal bidding procedures; and</li><li>- Public projects of more than \$200,000 must be awarded by formal bidding procedures</li></ul> <p>The following employees are authorized as District agents per the Board of Education:</p> <ol style="list-style-type: none"><li>1. Superintendent</li><li>2. Assistant Superintendent of Business Services</li><li>3. Assistant Superintendent of Education Services</li><li>4. Assistant Superintendent of Human Resources</li><li>5. Purchasing Manager</li></ol>
<b>AUSD LCAP Goals:</b>	<ol style="list-style-type: none"><li>1. Eliminate barriers to student success and maximize learning time.</li></ol>

**Fund Codes:**

**Fiscal Analysis**

**Amount (Savings) (Cost):**

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization. | #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
☐ Resolution No. 2023-2024.35	1/3/2024	Resolution Letter
☐ Bid Threshold Adjustment Letter	1/3/2024	Backup Material

**ALAMEDA UNIFIED SCHOOL DISTRICT**  
*Alameda, California*  
**Resolution**

January 9, 2024

Resolution No. 2023-2024.35

**Delegation of Authority to Purchase and Contract**

*WHEREAS*, the Board of Education desires to streamline the procurement of goods and services for the Alameda Unified School District, and

*WHEREAS*, delays in contracting and purchasing may cause increased cost and decreased services to the classroom, and

*WHEREAS*, Education Code §35161 allows the governing board of any school district to delegate authority to an officer of the district powers or duties delegated to it by law, and

*WHEREAS*, Education Code §17604 provides that whenever state law invests the Board of Education with the power to enter into contracts on behalf of the District, the Board may, by a majority vote, delegate this power to the Superintendent or designees, and

*WHEREAS*, Public Contract Code §20111 requires school district governing boards to award any contract involving an expenditure of more than \$114,500 (increased January 1, 2024) for the purchase of supplies, materials, equipment, and non-specialized services other than for construction and any contract for a public project involving an expenditure of \$15,000 or more to the lowest responsible bidder, and

*WHEREAS*, Board Policies 3312 (Contracts) and 3300 (Expenditures and Purchases) authorize the Superintendent or designees to enter into contracts on behalf of the Alameda Unified School District and to purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111(a),

*NOW, THEREFORE, BE IT RESOLVED*, that for the fiscal year 2023-2024 the Alameda Unified School District Board of Education hereby delegates the authority contained in Public Contract Code §20111(a) and Education Code §17604 to the Superintendent, Assistant Superintendent of Business Services, Assistant Superintendent of Education Services, Assistant Superintendent of Human Resources, and Purchasing Manager; and

*THEREFORE, BE IT FURTHER RESOLVED*, that this delegation is limited to expenditures of less than \$114,500; and

*THEREFORE, BE IT FURTHER RESOLVED*, that contracts requiring the expenditure of between \$25,000 - \$114,500 approved under this delegation of authority must be ratified by the Board of Education within sixty (60) days of incurring the expense.



*PASSED AND ADOPTED* by the following vote this 9th day of January, 2024:

AYES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

NOES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

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Jennifer Williams, President  
Board of Education  
Alameda Unified School District

ATTEST:

By: \_\_\_\_\_  
Pasquale Scuderi, Secretary  
Board of Education  
Alameda Unified School District



Home / Finance & Grants / Accounting / Correspondence

**California Department of Education  
Official Letter**

December 5, 2023

Dear County and District Superintendents, County and District Chief Business Officials, and Charter School Administrators:

**Annual Adjustment to Bid Threshold for Contracts  
Awarded by School Districts**

*Public Contract Code (PCC)* Section 20111(a) requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$50,000, adjusted for inflation, to the lowest responsible bidder. Contracts subject to competitive bidding include:

1. Purchase of equipment, materials, or supplies to be furnished, sold, or leased to the school district.
2. Services that are not construction services.
3. Repairs, including maintenance as defined in *PCC* Section 20115, that are not public projects as defined in *PCC* Section 22002(c).

The State Superintendent of Public Instruction (State Superintendent) is required to annually adjust the \$50,000 amount specified in *PCC* Section 20111(a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce, Bureau of Economic Analyst (BEA) for the 12-month period ending in the prior fiscal year. The inflation adjustment is rounded to the nearest one hundred dollars (\$100).

Pursuant to the above calculation, and effective January 1, 2024, the State Superintendent has determined that the inflation adjusted bid threshold will increase from \$109,300 to \$114,500. Shown below are the inflation adjusted bid thresholds for the current and two prior years.

<b>Calendar Year</b>	<b>Bid Threshold</b>	<b>Percentage Change in Implicit Price Deflator</b>
2022	\$99,100	2.48%
2023	\$109,300	10.32%
2024	\$114,500	4.79%

Also note that public projects as defined in *PCC* Section 22002(c), such as construction or reconstruction of publicly owned facilities, have a lower bid threshold of \$15,000 that is not adjusted for inflation. For more information on bidding requirements for all projects, refer to *PCC* sections 20110 to 20118.4.

This letter is posted on the Office of Financial Accountability and Information Services Correspondence web page at <https://www.cde.ca.gov/fg/ac/co/>.

If you have questions regarding this matter, please contact the Office of Financial Accountability and Information Services by email at [sacsinfo@cde.ca.gov](mailto:sacsinfo@cde.ca.gov).

Sincerely,

John Miles, Administrator  
School Fiscal Services Division  
JM:ml

Last Reviewed: Friday, December 15, 2023

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ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** Resolution No. 2023-2024.36 Approval of Notice of Completion: Wood Middle School HVAC Modernization Project

**Item Type:** Consent

**Background:** Wood Middle School HVAC Modernization Project, was completed by contractor BHM Construction, Inc. The project was completed on November 1, 2023, per project specifications and a Notice of Completion will be filed with the County of Alameda.

**AUSD LCAP Goals:** 1. Eliminate barriers to student success and maximize learning time.

**Fund Codes:**

**Fiscal Analysis**

**Amount (Savings) (Cost):** Various Funding Sources totaling: \$4,431,645.00

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization.| #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
❑ Resolution No. 2023-2024.36	1/3/2024	Resolution Letter
❑ Notice of Completion	1/3/2024	Backup Material

**ALAMEDA UNIFIED SCHOOL DISTRICT**  
**Alameda, California**  
**Resolution**

January 9, 2024

Resolution No. 2023-2024.36

**Notice of Completion for Wood Middle School HVAC Modernization**

*WHEREAS*, the Superintendent or Designee acting under authority granted by the Governing Board by Resolution No. 2023-2024.36 has accepted the Notice of Completion for **Wood Middle School HVAC Modernization Project** completed by BHM Construction, Inc. all work approved and budgeted by the Governing Board; and the District will file the Notice of Completion with the County of Alameda; and

*WHEREAS*, the following work was completed:

<b>Contractor</b>	<b>Description of Work</b>	<b>Cost</b>
BHM Construction, Inc.	Original Bid	<b>\$ 3,969,399.00</b>
Change Order #01		\$ 92,542.00
Change Order #02		\$ 223,222.00
Change Order #03		\$ 90,243.00
Change Order #04		\$ 56,239.00
		<b>\$ 4,431,645.00</b>

*NOW, THEREFORE, BE IT RESOLVED*, that the Governing Board hereby ratifies the Notice of Completion.

*PASSED AND ADOPTED* by the following vote this 9<sup>th</sup> day of January, 2024:

AYES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

NOES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Williams, President  
Board of Education  
Alameda Unified School District  
Alameda County, State of California

ATTEST:

By: \_\_\_\_\_  
Pasquale Scuderi, Secretary  
Board of Education  
Alameda Unified School District

Recording Requested By:  
Shariq Khan, Assistant Superintendent,  
Business Services

When Recorded Mail To:  
Alameda USD  
2060 Challenger Drive  
Alameda, CA 94501

GOVT Code 27383-No Fee

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

**NOTICE OF COMPLETION**  
Civil Code §§ 8182, 8184, 9204, and 9208

NOTICE IS HEREBY GIVEN THAT:

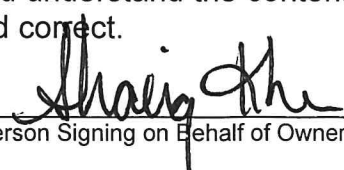
1. The undersigned is the Owner or agent of the Owner of the Project described below.
2. Owner's full name is Alameda Unified School District
3. Owner's address is 2060 Challenger Drive, Alameda CA 94501.
4. The nature of Owner's interest in the Project is:  
☒ Fee ownership    ☐ Lessee    ☐ Other: \_\_\_\_\_
5. Construction work (the "Project") was performed on Owner's behalf is generally described as follows: Wood Middle School HVAC Modernization Project
6. The name of the original Contractor for the Project is: BHM Construction, Inc.
7. The Project was completed on: November 1, 2023
8. The Project is located at: 420 Grand Street, Alameda, CA 94501

Verification:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I have read this notice, and I know and understand the contents thereof, and that the facts stated therein are true and correct.

AUSD, November 1, 2023

Date and Place

  
Signature of Person Signing on Behalf of Owner

Shariq Khan, Assistant Superintendent,  
Business Services  
Print Name and Title

NOTICE OF COMPLETION

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** Resolution No. 2023-2024.37 Approval of Notice of Completion: District-Wide Safe School Locks Project

**Item Type:** Consent

**Background:** District-Wide Safe School Locks Project was completed by contractor Lathrop Construction Associates, Inc. The project was completed on December 29, 2023, per project specifications and a Notice of Completion will be filed with the County of Alameda.

**AUSD LCAP Goals:** 1. Eliminate barriers to student success and maximize learning time.

**Fund Codes:** 21 Building – Bond Fund

**Fiscal Analysis**

**Amount (Savings) (Cost):** Measure I - \$2,467,635.00.

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization. | #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
❑ Resolution No. 2023-2024.37	1/3/2024	Resolution Letter
❑ Notice of Completion	1/3/2024	Backup Material

**ALAMEDA UNIFIED SCHOOL DISTRICT**  
**Alameda, California**  
**Resolution**

January 9, 2024

Resolution No. 2023-2024.37

**Notice of Completion for District-wide Safe School Locks Project**

*WHEREAS*, the Superintendent or Designee acting under authority granted by the Governing Board by Resolution No. 2023-2024.37 has accepted the Notice of Completion for **District-wide Safe School Locks Project** completed by Lathrop Construction Associates, Inc., all work approved and budgeted by the Governing Board, and the District will file the Notice of Completion with the County of Alameda; and

*WHEREAS*, the following work was completed:

Contractor	Description of Work	Cost
Lathrop Construction Associates, Inc.	Original Bid	\$ 2,329,713.00
Change Order #01		\$ 137,922.00
		<b>\$ 2,467,635.00</b>

*NOW, THEREFORE, BE IT RESOLVED*, that the Governing Board hereby ratifies the Notice of Completion.

*PASSED AND ADOPTED* by the following vote this 9<sup>th</sup> day of January, 2024:

AYES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

NOES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Williams, President  
Board of Education  
Alameda Unified School District  
Alameda County, State of California

ATTEST:

By: \_\_\_\_\_  
Pasquale Scuderi, Secretary  
Board of Education  
Alameda Unified School District



Recording Requested By:  
Shariq Khan, Assistant Superintendent,  
Business Services

When Recorded Mail To:  
Alameda USD  
2060 Challenger Drive  
Alameda, CA 94501

GOVT Code 27383-No Fee

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

**NOTICE OF COMPLETION**  
Civil Code §§ 8182, 8184, 9204, and 9208

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner or agent of the Owner of the Project described below.
2. Owner's full name is Alameda Unified School District
3. Owner's address is 2060 Challenger Drive, Alameda CA 94501.
4. The nature of Owner's interest in the Project is:  
☒ Fee ownership    ☐ Lessee    ☐ Other: \_\_\_\_\_
5. Construction work (the "Project") was performed on Owner's behalf is generally described as follows: District-wide Safe School Locks Project
6. The name of the original Contractor for the Project is: Lathrop Construction Associates, Inc.
7. The Project was completed on: December 29, 2023
8. The Project is located at:

School Site(s) or Site(s)	Address
Bay Farm Elementary School	200 Aughinbaugh Way, Alameda CA
Earhart Elementary School	400 Packet Landing Rd., Alameda, CA
Edison Elementary School	2700 Buena Vista Ave., Alameda, CA
Love Elementary School	2025 Santa Clara Ave., Alameda, CA
Maya Lin Elementary School	825 Taylor Ave., Alameda, CA
Otis Elementary School	3010 Fillmore St., Alameda, CA
Paden Elementary School	444 Central Ave., Alameda, CA
Ruby Bridges Elementary School	351 Jack London Ave., Alameda, CA
Lincoln Middle School	1250 Fernside Blvd., Alameda, CA
Wood Middle School	420 Grand St., Alameda, CA
Alameda High School (except for Historic Building)	2200 Central Ave., Alameda, CA
Island High School (Longfellow Site)	500 Pacific Ave., Alameda, CA
WCDC (Longfellow Site)	500 Pacific Ave., Alameda, CA

NOTICE OF COMPLETION

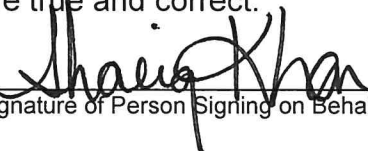
ACLC/Nea (Woodstock Site)	1900 3 <sup>rd</sup> St., Alameda, CA
AOA (Chipman)	401 Pacific Ave., Alameda, CA
Maintenance – Singleton Campus	250 Singleton Ave., Alameda, CA
District Office	2060 Challenger Dr., Alameda, CA

Verification:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I have read this notice, and I know and understand the contents thereof, and that the facts stated therein are true and correct.

AUSD, December 29, 2023

Date and Place

  
Signature of Person Signing on Behalf of Owner

Shariq Khan, Assistant Superintendent,  
Business Services

Print Name and Title

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** Resolution No. 2023-2024.38 Approval of Notice of Completion: Bay Farm School New Classrooms

**Item Type:** Consent

**Background:** The Bay Farm School New Classrooms Project, was completed by contractor Lathrop Construction Associates, Inc. The project was completed on September 1, 2023, per project specifications and a Notice of Completion will be filed with the County of Alameda.

**AUSD LCAP Goals:** 1. Eliminate barriers to student success and maximize learning time.

**Fund Codes:** 21 Building – Bond Fund

**Fiscal Analysis**

**Amount (Savings) (Cost):** Measure I - \$6,930,294.00.

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization. | #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

---

**ATTACHMENTS:**

Description	Upload Date	Type
❑ Resolution No. 2023-2024.38	1/3/2024	Resolution Letter
❑ Notice of Completion	1/3/2024	Backup Material

**ALAMEDA UNIFIED SCHOOL DISTRICT**  
**Alameda, California**  
**Resolution**

January 9, 2024

Resolution No. 2023-2024.38

**Notice of Completion for Bay Farm School New Classrooms**

*WHEREAS*, the Superintendent or Designee acting under authority granted by the Governing Board by Resolution No. 2023-2024.38 has accepted the Notice of Completion for **Bay Farm School New Classrooms Project** completed by Lathrop Construction Associates, Inc., all work approved and budgeted by the Governing Board, and the District will file the Notice of Completion with the County of Alameda; and

*WHEREAS*, the following work was completed:

Contractor	Description of Work	Cost
Lathrop Construction Associates, Inc.	Original Bid	\$ 6,422,287.00
Change Order #01		\$ 67,030.00
Change Order #02		\$ 437,503.00
Change Order #03		\$ 3,473.00
		<b>\$ 6,930,294.00</b>

*NOW, THEREFORE, BE IT RESOLVED*, that the Governing Board hereby ratifies the Notice of Completion.

*PASSED AND ADOPTED* by the following vote this 9<sup>th</sup> day of January, 2024:

AYES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

NOES: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Williams, President  
Board of Education  
Alameda Unified School District  
Alameda County, State of California

ATTEST:

By: \_\_\_\_\_  
Pasquale Scuderi, Secretary  
Board of Education  
Alameda Unified School District

Recording Requested By:  
Shariq Khan, Assistant Superintendent,  
Business Services

When Recorded Mail To:  
Alameda USD  
2060 Challenger Drive  
Alameda, CA 94501

GOVT Code 27383-No Fee

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

**NOTICE OF COMPLETION**  
Civil Code §§ 8182, 8184, 9204, and 9208


NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner or agent of the Owner of the Project described below.
2. Owner's full name is Alameda Unified School District
3. Owner's address is 2060 Challenger Drive, Alameda CA 94501.
4. The nature of Owner's interest in the Project is:  
☒ Fee ownership    ☐ Lessee    ☐ Other: \_\_\_\_\_
5. Construction work (the "Project") was performed on Owner's behalf is generally described as follows: Bay Farm School New Classrooms Project
6. The name of the original Contractor for the Project is: Lathrop Construction Associates, Inc.
7. The Project was completed on: September 1, 2023
8. The Project is located at: 200 Aughinbaugh Way, Alameda, CA 94502

Verification:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I have read this notice, and I know and understand the contents thereof, and that the facts stated therein are true and correct.

AUSD, September 1, 2023  
Date and Place

  
Signature of Person Signing on Behalf of Owner

Shariq Khan, Assistant Superintendent,  
Business Services  
Print Name and Title

NOTICE OF COMPLETION

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

---

**Item Title:** District Audit Report for Fiscal Year Ended June 30, 2023 (10 Mins/Action)

**Item Type:** Action

**Background:** Each year, the law requires school districts to review the annual audit of the school district's financial records for the prior fiscal year at a public meeting.

The audit examines the District's compliance with state and federal standards and procedures for the District to implement sound fiscal management practices for the most effective and efficient use of public funds.

Attached is the District's Audit Report for the Fiscal Year 2022-2023 ended June 30, 2023, as performed by audit firm Moss Adams, LLP. Tonight, a representative from Moss Adams LLP will remotely present the audit and answer questions.

**AUSD LCAP Goals:** 4. Ensure that all students have access to basic services.

**Fund Codes:**

**Fiscal Analysis**

**Amount (Savings) (Cost):**

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization. | #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
❑ Audit Report and Financials	1/3/2024	Backup Material
❑ Audit - Communications	1/3/2024	Backup Material
❑ Presentation	1/3/2024	Presentation



*Reports of Independent Auditors and  
Financial Statements with  
Supplementary Information*

**Alameda Unified School District**

*June 30, 2023*

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# Alameda Unified School District

## Management's Discussion and Analysis (unaudited)

### June 30, 2023 and 2022

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#### INTRODUCTION

Our discussion and analysis of Alameda Unified School District's (District) financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2023. It should be read in conjunction with the District's financial statements, which follow this section.

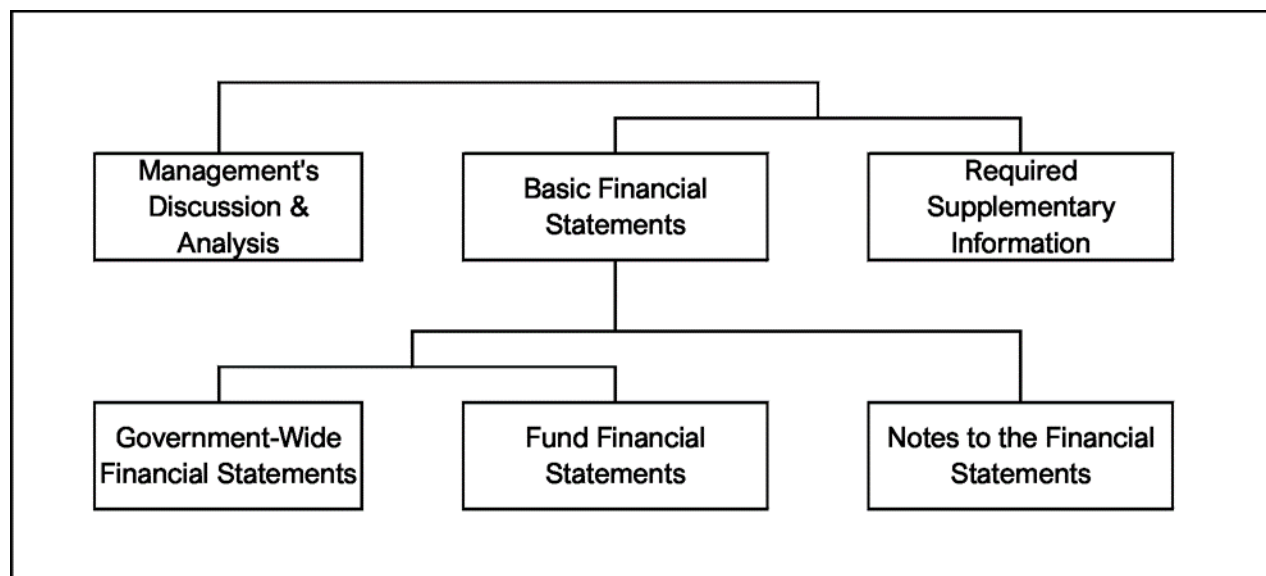
#### FINANCIAL HIGHLIGHTS

The District's total net position was \$(19,209,094) at June 30, 2023. This was a decrease of \$7,821,212 from the prior year.

Overall revenues for the year ended June 30, 2023 were \$200,831,936 which exceeded expenses of \$208,653,148.

#### OVERVIEW OF FINANCIAL STATEMENTS

##### Components of the Financials Section



This annual report consists of three parts – Management's Discussion and Analysis (this section), the basic financial statements, and required supplementary information. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives:

- Government-wide financial statements, which comprise the first two statements, provide both short-term and long-term information about the entity's overall financial position.
- Fund financial statements focus on reporting the individual parts of District operations in more detail. The fund financial statements comprise the remaining statements.
  - ◆ Governmental Funds provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

**Alameda Unified School District**  
**Management's Discussion and Analysis (unaudited)**  
**June 30, 2023 and 2022**

---

- ◆ Fiduciary Funds report balances for which the District is a custodian or trustee of the funds, such as the Private-Purpose Trust fund.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The basic financial statements are followed by a section of required and other supplementary information that further explain and support the financial statements.

### **Government-Wide Statements**

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of when cash is received or paid.

The two government-wide statements report the District's net position and how it has changed. Net Position is one way to measure the District's financial health or position. Over time, increases or decreases in the District's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the District include governmental activities. All of the District's basic services are included here, such as regular education, food service, maintenance and general administration. Local control formula funding federal and state grants finance most of these activities.

**Alameda Unified School District**  
**Management's Discussion and Analysis (unaudited)**  
**June 30, 2023 and 2022**

---

**FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE**

**Net Position**

The District's net position was \$(19,209,094) at June 30, 2023, as reflected in the table below. Of this amount, \$(81,735,574) was unrestricted. Restricted net position is reported separately to show legal constraints that limit the Governing Board's ability to use that net position for day-to-day operations.

	<b>Governmental Activities</b>		
	<b>2023</b>	<b>2022</b>	<b>Net Change</b>
<b>ASSETS</b>			
Current and other assets	\$ 186,804,236	\$ 131,252,027	\$ 55,552,209
Capital assets	239,018,822	229,267,117	9,751,705
Total Assets	425,823,058	360,519,144	65,303,914
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	 56,509,674	 64,482,134	 (7,972,460)
 <b>LIABILITIES</b>			
Current liabilities	28,686,894	23,695,518	4,991,376
Long-term liabilities	425,173,636	346,464,940	78,708,696
Total Liabilities	453,860,530	370,160,458	83,700,072
 <b>DEFERRED INFLOWS OF RESOURCES</b>	 47,681,296	 66,228,702	 (18,547,406)
 <b>NET POSITION</b>			
Net investment in capital assets	(891,127)	(3,028,630)	2,137,503
Restricted	63,417,607	48,296,338	15,121,269
Unrestricted	(81,735,574)	(56,655,590)	(25,079,984)
Total Net Position	\$ (19,209,094)	\$ (11,387,882)	\$ (7,821,212)

**Alameda Unified School District**  
**Management's Discussion and Analysis (unaudited)**  
**June 30, 2023 and 2022**

---

**Changes in Net Position**

The results of this year's operations for the District as a whole are reported in the Statement of Activities. The table below takes the information from the Statement and rearranges slightly, so you can see our total revenues and expenses for the year.

	Governmental Activities		
	2023	2022	Net Change
<b>REVENUES</b>			
Program revenues			
Charges for services	\$ 1,029,442	\$ 1,279,898	\$ (250,456)
Operating grants and contributions	53,730,754	45,862,256	7,868,498
Capital grants and contributions	2,851,582	4,159	2,847,423
General revenues			
Property taxes	48,783,360	44,450,396	4,332,964
Unrestricted federal and state aid	54,194,547	45,252,773	8,941,774
Other	40,242,251	45,039,088	(4,796,837)
<b>Total Revenues</b>	<b>200,831,936</b>	<b>181,888,570</b>	<b>18,943,366</b>
<b>EXPENSES</b>			
Instruction	112,794,510	75,788,159	37,006,351
Instruction-related services	21,452,585	15,350,519	6,102,066
Pupil services	19,516,852	13,370,272	6,146,580
General administration	13,297,034	13,799,993	(502,959)
Plant services	21,281,332	13,759,946	7,521,386
Ancillary and community services	5,798,309	2,542,920	3,255,389
Enterprise activities	-	403,794	(403,794)
Debt service	10,688,031	10,636,020	52,011
Other outgo	3,824,495	3,363,419	461,076
<b>Total Expenses</b>	<b>208,653,148</b>	<b>149,015,042</b>	<b>59,638,106</b>
Change in net position	(7,821,212)	32,873,528	(40,694,740)
Net Position - Beginning	(11,387,882)	(44,261,410)	32,873,528
Net Position - Ending	<u>\$ (19,209,094)</u>	<u>\$ (11,387,882)</u>	<u>\$ (7,821,212)</u>

The total cost of all our governmental activities this year was \$208,653,148, while net cost of activities was \$151,041,370 (refer to the table below). The amount that our taxpayers ultimately financed for these activities through taxes was \$89,709,862 because a portion of the cost was paid by other governments and organizations who subsidized certain programs with grants and contributions.

**Alameda Unified School District**  
**Management's Discussion and Analysis (unaudited)**  
**June 30, 2023 and 2022**

---

In the table below, we have presented the net cost of each of the District's functions. Net cost shows the financial burden that was placed on the District's taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits they believe are provided by that function.

	Net Cost (Revenue) of Services	
	2023	2022
Instruction	\$ 74,542,642	\$ 51,731,529
Instruction-related services	18,952,237	9,888,578
Pupil services	11,037,539	5,771,426
General administration	11,696,812	12,062,479
Plant services	19,695,465	10,730,193
Enterprise activities	-	403,794
Ancillary and community services	3,620,859	998,133
Debt service	10,688,031	10,636,020
Transfers (from) to other agencies	807,785	(353,423)
	<u>807,785</u>	<u>(353,423)</u>
Total	<u>\$ 151,041,370</u>	<u>\$ 101,868,729</u>

**FINANCIAL ANALYSIS OF THE DISTRICT'S MAJOR FUNDS**

The financial performance of the District as a whole is reflected in its governmental funds as well. As the District completed this year, its governmental funds reported a combined fund balance of \$167,277,623, which is more than last year's ending fund balance of \$116,228,116. The District's General Fund had \$22,059,400 more in operating revenues than expenditures for the year ended June 30, 2023. The District's Building Fund had \$27,729,910 more in operating revenues than expenditures for the year ended June 30, 2023. The District's County School Facilities Fund had \$186,598 more in operating revenues than expenditures for the year ended June 30, 2023.

**CURRENT YEAR BUDGET 2022-2023**

During the fiscal year, budget revisions and appropriation transfers are presented to the Board for their approval on a periodic basis to reflect changes to both revenues and expenditures that become known during the year. In addition, the Board of Education approves financial projections included with the Adopted Budget, First Interim, and Second Interim financial reports. The Unaudited Actuals reflect the District's financial projections and current budget based on State and local financial information.

**Alameda Unified School District**  
**Management's Discussion and Analysis (unaudited)**  
**June 30, 2023 and 2022**

---

**CAPITAL ASSETS AND LONG-TERM LIABILITIES**

**Capital Assets**

By the end of 2022-2023 the District had invested \$239,018,822 in capital assets, net of accumulated depreciation.

	Governmental Activities		
	2023	2022	Net Change
<b>CAPITAL ASSETS</b>			
Land	\$ 5,825,026	\$ 5,822,326	\$ 2,700
Construction in progress	28,623,402	58,512,570	(29,889,168)
Land improvements	10,573,382	10,174,315	399,067
Buildings & improvements	323,132,625	271,700,243	51,432,382
Furniture & equipment	6,455,552	5,536,652	918,900
Accumulated depreciation	(135,591,165)	(122,478,989)	(13,112,176)
 Total Capital Assets	 <u>\$ 239,018,822</u>	 <u>\$ 229,267,117</u>	 <u>\$ 9,751,705</u>

**Long-Term Liabilities**

At year-end, the District had \$426,045,264 in long-term liabilities, an increase of \$79,932,312 from last year – as shown in the table below. (More detailed information about the District's long-term liabilities is presented in footnotes to the financial statements.)

	Governmental Activities		
	2023	2022	Net Change
<b>LONG-TERM LIABILITIES</b>			
Total general obligation bonds	\$ 292,006,310	\$ 256,882,527	\$ 35,123,783
Lease revenue bonds	4,813,000	5,062,000	(249,000)
Compensated absences	243,969	271,542	(27,573)
Total OPEB liability	20,687,537	15,379,851	5,307,686
Net pension liability	114,038,229	75,401,813	38,636,416
Less: current portion of long-term liabilities	(6,846,903)	(6,884,781)	37,878
 Total Long-term Liabilities	 <u>\$ 424,942,142</u>	 <u>\$ 346,112,952</u>	 <u>\$ 78,829,190</u>

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

At the time these financial statements were prepared and audited, the District was aware of several circumstances that could affect its future financial health.

The economy is softening with an optimistic revenue projections. As the COVID-19 crisis recedes, other crises receive more attention – homelessness, housing, and extreme weather. All of which affect our students and educators. The state of the economy is still at a very delicate stage with a persistent inflation, rising interest rates, lingering supply chain issues and the struggling stock market continue to stifle growth. In addition, most economists believe that a mild recession will occur either in 2023 or 2024.

# **Alameda Unified School District**

## **Management's Discussion and Analysis (unaudited)**

### **June 30, 2023 and 2022**

---

Landmark legislation passed in Year 2013 reformed California school district finance by creating the Local Control Funding Formula (LCFF). The LCFF is designed to provide a flexible funding mechanism that links student achievement to state funding levels. The LCFF provides a per pupil base grant amount, by grade span, that is augmented by supplemental funding for targeted student groups in low-income brackets, those that are English language learners and foster youth.

Factors related to LCFF that the District is monitoring include: (1) estimates of funding in the next budget year and beyond; (2) the Local Control and Accountability Plan (LCAP) that aims to link student accountability measurements to funding allocations; (3) ensuring the integrity of reporting student data through the California Longitudinal Pupil Achievement Data System (CALPADs); and, (4) meeting annual compliance and audit requirements.

The District participates in state employee pensions plans, PERS and STRS, and both are underfunded. The District's proportionate share of the liability is reported in the Statement of Net Position as of June 30, 2023. The amount of the liability is material to the financial position of the District. To address the underfunding issues, the pension plans received a one-time funding allocation from the 2019-20 State Budget and continue to raise employer rates in future years. The projected increased pension costs to school employers remain a significant fiscal factor.

Enrollment can fluctuate due to factors such as population growth, competition from private, parochial, inter-district transfers in or out, economic conditions and housing values. Losses in enrollment will cause a school district to lose operating revenues without necessarily permitting the district to make adjustments in fixed operating costs.

All of these factors were considered in preparing the District's budget for the 2023-24 fiscal year.

#### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the District's Business Office at 2060 Challenger Drive, Alameda, California 94501.



## **Report of Independent Auditors**

Governing Board  
Alameda Unified School District

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Alameda Unified School District (the “District”) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Alameda Unified School District as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Emphasis of Matter***

As discussed in Note 1 to the basic financial statements, the District adopted Government Accounting Standards Board (“GASB”) Statement Number 89, *Subscription-Based Information Technology Arrangements (SBITAs)*. The standard was adopted using a -retrospective approach. Our opinion was not modified with respect to this matter.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management's discussion and analysis, general fund – budgetary comparison schedule, schedule of changes in total OPEB liability and related ratios, schedules of proportionate share of the net pension liability, and schedules of District contributions for pensions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information listed in the table of contents as required by the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the California Education Audit Appeals Panel, including schedule of expenditures of federal awards as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and, except for that information marked “unaudited”, were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying schedule of expenditures of federal awards and other supplementary information listed in the table of contents, except for information marked “unaudited”, are fairly stated, in all material respects, in relation to the basic financial statements as a whole. The information marked “unaudited” has not been subjected to auditing procedures applied in the audit of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2023 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Moss Adams LLP". The signature is written in a cursive, flowing style.

Sacramento, California  
December 15, 2023

## **Financial Statements**

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**Alameda Unified School District**  
**Statement of Net Position**  
**June 30, 2023**

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	Governmental Activities
<b>ASSETS</b>	
Cash and investments	\$ 174,885,315
Receivables	10,508,608
Lease receivables	635,559
Operating lease right-of-use assets	269,436
Right-to-use subscription IT asset	392,467
Prepaid expenses	4,840
Inventory	108,011
Capital assets, not depreciated	34,448,428
Capital assets, net of accumulated depreciation	204,570,394
<b>Total Assets</b>	<b>425,823,058</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows of resources related to pensions	48,932,833
Deferred outflows of resources related to OPEB	7,548,224
Deferred outflows of resources related to loss on refunding	28,617
<b>Total Deferred Outflows of Resources</b>	<b>56,509,674</b>
<b>LIABILITIES</b>	
Accounts payable	16,841,570
Interest payable	3,142,189
Lease liability	269,436
Unearned revenue	1,421,948
Subscription IT liability, current portion	164,848
Subscription IT liability, non-current portion	231,494
Long-term liabilities, current portion	6,846,903
Long-term liabilities, non-current portion	424,942,142
<b>Total Liabilities</b>	<b>453,860,530</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources related to pensions	41,809,191
Deferred inflows of resources related to OPEB	5,270,913
Deferred inflows of resources related to leases	601,192
<b>Total Deferred Inflows of Resources</b>	<b>47,681,296</b>
<b>NET POSITION</b>	
Net investment in capital assets	(891,127)
Restricted:	
Capital projects	20,273,566
Debt service	15,885,181
Legally restricted programs	27,258,860
Unrestricted	(81,735,574)
<b>Total Net Position</b>	<b>\$ (19,209,094)</b>

**Alameda Unified School District**  
**Statement of Activities**  
**For the Year Ended June 30, 2023**

Function/Programs	Expenses	Program Revenues			Net (Expenses) revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b>GOVERNMENTAL ACTIVITIES</b>					
Instruction	\$ 112,794,510	\$ 412,943	\$ 34,987,343	\$ 2,851,582	\$ (74,542,642)
Instruction-related services					
Instructional supervision and administration	4,916,401	11,361	1,132,029	-	(3,773,011)
Instructional library, media, and technology	4,518,800	-	16,705	-	(4,502,095)
School site administration	12,017,384	8,059	1,332,194	-	(10,677,131)
Pupil services					
Home-to-school transportation	3,987,879	-	697,476	-	(3,290,403)
Food services	5,916,980	26,291	5,335,032	-	(555,657)
All other pupil services	9,611,993	2,430	2,418,084	-	(7,191,479)
General administration					
Centralized data processing	3,835,574	101	682	-	(3,834,791)
All other general administration	9,461,460	3,701	1,595,738	-	(7,862,021)
Plant services	21,281,332	31,724	1,554,143	-	(19,695,465)
Ancillary services	3,383,677	3,755	2,171,654	-	(1,208,268)
Community services	2,414,632	-	2,041	-	(2,412,591)
Enterprise activities	-	-	-	-	-
Interest on long-term debt	10,688,031	-	-	-	(10,688,031)
Other outgo	3,824,495	529,077	2,487,633	-	(807,785)
<b>Total governmental activities</b>	<b>\$ 208,653,148</b>	<b>\$ 1,029,442</b>	<b>\$ 53,730,754</b>	<b>\$ 2,851,582</b>	<b>\$ (151,041,370)</b>
General revenues:					
Taxes and subventions					
Property taxes, levied for general purposes					
					48,783,360
Property taxes, levied for debt service					
					15,345,671
Property taxes, levied for other specific purposes					
					25,580,831
Federal and state aid not restricted for specific purposes					
					54,194,547
Interest and investment earnings					
					(2,724,557)
Interagency revenues					
					234,855
Miscellaneous					
					1,805,451
Total general revenue					143,220,158
CHANGE IN NET POSITION					(7,821,212)
Net Position - July 1, 2022					(11,387,882)
Net Position - June 30, 2023					\$ (19,209,094)

**Alameda Unified School District**  
**Governmental Funds**  
**Balance Sheet**  
**June 30, 2023**

	General Fund	Building Fund	County School Facilities Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash in County Treasury	\$ 73,110,689	\$ 57,243,059	\$ 2,804,708	\$ 41,329,242	\$ 174,487,698
Cash on hand and in banks	46,915	-	-	299,694	346,609
Cash in revolving fund	50,000	-	-	1,008	51,008
Receivables	8,329,574	239,910	14,023	1,925,101	10,508,608
Lease receivables	-	-	-	635,559	635,559
Due from other funds	398,829	2,595,994	-	100,492	3,095,315
Prepaid expenditures	4,840	-	-	-	4,840
Stores inventory	-	-	-	108,011	108,011
<b>Total Assets</b>	<b>81,940,847</b>	<b>60,078,963</b>	<b>2,818,731</b>	<b>44,399,107</b>	<b>189,237,648</b>
<b>LIABILITIES</b>					
Accounts payable	11,982,589	3,198,219	-	1,660,762	16,841,570
Due to other funds	100,492	-	2,595,994	398,829	3,095,315
Unearned revenue	1,421,948	-	-	-	1,421,948
<b>Total Liabilities</b>	<b>13,505,029</b>	<b>3,198,219</b>	<b>2,595,994</b>	<b>2,059,591</b>	<b>21,358,833</b>
<b>FUND BALANCES</b>					
Nonspendable	54,840	-	-	109,019	163,859
Restricted	21,842,268	56,880,744	222,737	41,629,305	120,575,054
Committed	31,222,703	-	-	-	31,222,703
Assigned	1,296,309	-	-	-	1,296,309
Unassigned	14,019,698	-	-	-	14,019,698
<b>DEFERRED INFLOW OF RESOURCES</b>					
Leases	-	-	-	601,192	601,192
<b>Total Fund Balances</b>	<b>68,435,818</b>	<b>56,880,744</b>	<b>222,737</b>	<b>41,738,324</b>	<b>167,277,623</b>
<b>Total Liabilities, Deferred Inflow of Resources and Fund Balance</b>	<b>\$ 81,940,847</b>	<b>\$ 60,078,963</b>	<b>\$ 2,818,731</b>	<b>\$ 44,399,107</b>	<b>\$ 189,237,648</b>



**Alameda Unified School District**  
**Reconciliation of The Governmental Funds**  
**Balance Sheet to The Statement of Net Position**  
**June 30, 2023**

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Total Fund Balance - Governmental Funds \$ 167,277,623

Amounts reported for assets and liabilities for governmental activities in the statement of net position are different from amounts reported in governmental funds because:

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including operating right of use assets and accumulated amortization: 269,436

In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including lease liabilities, are reported. (269,436)

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including right-to-use subscription IT assets and accumulated amortization: 392,467

In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including subscription IT liabilities, are reported. (396,342)

Capital assets:

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation:

Capital assets	\$ 374,609,987	
Accumulated depreciation	(135,591,165)	239,018,822

Deferred amount on refunding:

In governmental funds, the net effect of refunding bonds is recognized when debt is issued, whereas this amount is deferred and amortized in the government-wide financial statements: 28,617

Unmatured interest on long-term debt

In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred. The additional liability for unmatrued interest owing at the end of the period was: (3,142,189)

**Alameda Unified School District**  
**Reconciliation of The Governmental Funds**  
**Balance Sheet to The Statement of Net Position (Continued)**  
**June 30, 2023**

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Long-term liabilities:

In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of

Total general obligation bonds	\$ (292,006,310)	
Lease revenue bonds	(4,813,000)	
Compensated absences	(243,969)	
Total OPEB liability	(20,687,537)	
Net pension liability	<u>(114,038,229)</u>	(431,789,045)

Deferred outflows and inflows of resources relating to pensions:

In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.

Deferred outflows of resources related to pensions	\$ 48,932,833	
Deferred inflows of resources related to pensions	<u>(41,809,191)</u>	7,123,642

Deferred outflows and inflows of resources relating to OPEB

In governmental funds, deferred outflows and inflows of resources relating to OPEB are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to OPEB are reported.

Deferred outflows of resources related to OPEB	\$ 7,548,224	
Deferred inflows of resources related to OPEB	<u>(5,270,913)</u>	<u>2,277,311</u>

Total Net Position - Governmental Activities		<u><u>\$ (19,209,094)</u></u>
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**Alameda Unified School District**  
**Governmental Funds**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Year Ended June 30, 2023**

	General Fund	Building Fund	County School Facilities Facilities Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>REVENUES</b>					
LCFF sources	\$ 99,681,191	\$ -	\$ -	\$ -	\$ 99,681,191
Federal sources	8,825,432	-	-	3,164,845	11,990,277
Other state sources	25,906,179	-	2,825,213	6,221,709	34,953,101
Decrease in fair value of investments	(1,255,746)	(1,408,075)	(68,991)	(1,016,623)	(3,749,435)
Other local sources	34,953,410	513,560	26,370	22,463,461	57,956,801
Total revenues	168,110,466	(894,515)	2,782,592	30,833,392	200,831,935
<b>EXPENDITURES</b>					
Current					
Certificated salaries	58,389,490	-	-	1,559,973	59,949,463
Classified salaries	21,295,701	515,613	-	2,822,946	24,634,260
Employee benefits	30,280,589	206,584	-	1,636,229	32,123,402
Books and supplies	3,941,897	5,819	-	2,824,873	6,772,589
Contract services and operating expenditures	28,913,308	726,052	-	503,551	30,142,911
Other outgo	2,103,292	-	-	1,474,053	3,577,345
Capital outlay	1,695,120	7,921,507	2,595,994	5,348,980	17,561,601
Debt service					
Principal	82,552	-	-	6,085,399	6,167,951
Interest	-	-	-	10,851,222	10,851,222
Total expenditures	146,701,949	9,375,575	2,595,994	33,107,226	191,780,744
Excess (Deficiency) of Revenues Over Expenditures	21,408,517	(10,270,090)	186,598	(2,273,834)	9,051,191
Other Financing Sources (Uses)					
Subscription IT arrangements	681,254	-	-	-	681,254
Proceeds from issuance of general obligation bonds	-	38,000,000	-	3,317,062	41,317,062
Transfers in	351,432	-	-	381,803	733,235
Transfers out	(381,803)	-	-	(351,432)	(733,235)
Net Financing Sources (Uses)	650,883	38,000,000	-	3,347,433	41,317,062
NET CHANGE IN FUND BALANCES	22,059,400	27,729,910	186,598	1,073,599	51,049,507
Fund Balance, June 30, 2022	46,376,418	29,150,834	36,139	40,664,725	116,228,116
Fund Balance, June 30, 2023	\$ 68,435,818	\$ 56,880,744	\$ 222,737	\$ 41,738,324	\$ 167,277,623

See accompanying notes.

# Alameda Unified School District

## Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities

### June 30, 2023

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Net Change in Fund Balances - Governmental Funds \$ 51,049,507

Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:

#### Capital outlay

In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is

Expenditures for capital outlay:	\$	22,863,881	
Depreciation expense:		(13,112,176)	9,751,705

#### Amortization expense

In the statement of activities, costs of operating lease right-of-use assets and right-to-use subscription IT assets are allocated over their estimated useful lives as amortization expense. The amortization expense for the period is (288,787)

#### Debt proceeds:

In governmental funds, proceeds from debt are recognized as other financing sources. In the government-wide statements, proceeds from debt are reported as increases to liabilities. Amounts recognized in governmental funds as proceeds from debt, net of issue premium or discount, were: (41,317,062)

#### Debt service:

In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were: 6,085,399

In governmental funds, repayments of lease liabilities are reported as expenditures. In the government-wide statements, repayments of lease liabilities are reported as reductions of such liabilities. Expenditures for repayment of the principal portion of lease liabilities were: 82,552

In governmental funds, repayments of IT subscription liabilities are reported as expenditures. In the government-wide statements, repayments of are reported as reductions of such liabilities. Expenditures for repayment of the principal portion of subscription IT liabilities were: 140,555

#### Deferred amounts on refunding:

In governmental funds, deferred amounts on refunding are recognized in the period they are incurred. In the government-wide statements, the deferred amounts on refunding are amortized over the life of the debt. The net effect of the deferred amounts on refunding during the period was: (5,724)

#### Unmatured interest on long-term debt:

In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period was: (270,517)

**Alameda Unified School District**  
**Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances to the Statement of Activities (Continued)**  
**June 30, 2023**

---

Accreted interest on long-term debt:

In governmental funds, payments made on accreted interest on capital appreciation bonds are reported as expenditures. In the In the government-wide statements, payments on accreted interest are reported as reductions of liabilities. Expenditures for payment of accreted interest were:

3,863,602

Accreted interest is an expense that is not recorded in the governmental funds.

(4,306,104)

Compensated absences:

In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amount earned. The difference between compensated absences paid and compensated absences earned was:

27,573

Postemployment benefits other than pensions (OPEB):

In governmental funds, OPEB expenses are recognized when employer OPEB contributions are made. In the statement of activities, OPEB expenses are recognized on the accrual basis. This year, the difference between OPEB expenses and actual employer OPEB contributions was:

(37,218)

Pensions:

In governmental funds, pension costs are recognized when employer contributions are made, in the government-wide statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and employer contributions was:

(33,396,075)

Amortization of debt issuance premium or discount:

In governmental funds, if debt is issued at a premium or at a discount, the premium or discount is recognized as an Other Financing Source or an Other Financing Use in the period it is incurred. In the government-wide statements, the premium or discount is amortized over the life of the debt. Amortization of premium or discount for the period is:

799,382

Change in Net Position of Governmental Activities

\$ (7,821,212)

**Alameda Unified School District**  
**Fiduciary Funds**  
**Statement of Net Position**  
**June 30, 2023**

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	Trust Funds
	Private-Purpose
	Trust Fund
ASSETS	
Cash and investments	\$ 339,656
Accounts receivable	1,769
Total Assets	341,425
LIABILITIES	
Accounts payable	2,400
Total Liabilities	2,400
NET POSITION	
Restricted	339,025
Total Liabilities and Net Position	\$ 341,425

**Alameda Unified School District**  
**Fiduciary Funds**  
**Statement of Changes in Net Position**  
**For the Year Ended June 30, 2023**

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	Trust Funds Private-Purpose Trust Fund
ADDITIONS	
Investment earnings	\$ 5,366
Other local sources	<u>8,605</u>
Total additions	<u>13,971</u>
DEDUCTIONS	
Other trust activities	<u>26,700</u>
CHANGE IN NET POSITION	(12,729)
Net Position, June 30, 2022	<u>351,754</u>
Net Position, June 30, 2023	<u><u>\$ 339,025</u></u>

# Alameda Unified School District

## Notes to Financial Statements

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Financial reporting entity** – The Alameda Unified School District (the “District”) accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education’s *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB).

The District operates under a locally elected Board form of government and provides educational services to grades K-12 as mandated by the state. A reporting entity is comprised of the primary government and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments and agencies that are not legally separate from the District. For the District, this includes general operations, food service, and student-related activities.

The District receives funding from local, state and federal government source and must comply with all the requirements of these funding source entities.

**Component units** – Component units are legally separate organizations for which the District is financially accountable. Component units may also include organizations that are fiscally dependent on the District in that the District approves their budget, the issuance of their debt or the levying of their taxes. In addition, component units are other legally separate organizations for which the District is not financially accountable but the nature and significance of the organization’s relationship with the District is such that exclusion would cause the District’s financial statements to be misleading or incomplete. The District has no such component units.

**Basis of presentation – financial statements** – The basic financial statements include a Management’s Discussion and Analysis section providing an analysis of the District’s overall financial position and results of operations, financial statements prepared using full accrual accounting for all of the District’s activities, including infrastructure, and a focus on the major funds.

**Basis of presentation – government-wide statements** – The statement of net position and the statement of activities displays information about the primary government (the District). These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenue, and other non-exchange transactions.

The statement of net position and the statement of activities are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of Governmental Accounting Standards Board Cod. Sec. N50.118-.121.

*Program revenues:* Program revenues included in the statement of activities derive directly from the program itself or from parties outside the District’s taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the District’s general revenues.

*Allocation of indirect expenses:* The District reports all direct expenses by function in the statement of activities. Direct expenses are those that are clearly identifiable with a function. Depreciation expense and interest on general long-term liabilities are considered indirect expenses and are reported separately on the statement of activities.



## Alameda Unified School District

### Notes to Financial Statements

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**Basis of presentation – fund financial statements** – The fund financial statements provide information about the District's funds, including its fiduciary funds. Separate statements for each fund category – governmental and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

Governmental funds are used to account for activities that are governmental in nature. Governmental activities are typically tax-supported and include education of pupils, operation of food service and child development programs, construction and maintenance of school facilities, and repayment of long-term debt.

Fiduciary funds are used to account for assets held by the District in a trustee capacity for others that cannot be used to support the District's own programs.

**Major governmental funds** – General Fund: The General Fund is the main operating fund of the District. It is used to account for all activities except those that are required to be accounted for in another fund. In keeping with the minimum number of funds principle, all of the District's activities are reported in the General Fund unless there is a compelling reason to account for an activity in another fund. A District may have only one General Fund.

Building Fund: This fund exists primarily to account separately for proceeds from the sale of bonds (California Education Code Section 15146) and may not be used for any purposes other than those for which the bonds were issued. Other authorized revenues to the Building Fund are proceeds from the sale or lease-with-option-to-purchase of real property (Education Code Section 17462) and revenue from rentals and leases of real property specifically authorized for deposit into the fund by the governing board (Education Code Section 41003).

County School Facilities Fund: This fund is established pursuant to California Education Code Section 17070.43 to receive apportionments from the 1998 State School Facilities Fund (Proposition 1A), the 2002 State School Facilities Fund (Proposition 47), or the 2004 State School Facilities Fund (Proposition 55) authorized by the State Allocation Board for new school facility construction, modernization projects, and facility hardship grants, as provided in the Leroy F. Greene School Facilities Act of 1998 (California Education Code Section 17070 et seq.).

**Non-major governmental funds** – Special Revenue Funds: Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The District maintains the following special revenue funds:

Student Activity Fund: The Student Body Fund is a special revenue fund. The student body itself maintains its own general fund, which accounts for the transactions of that entity in raising and expending money to promote the general welfare, morale, and educational experiences of the student body (California Education Code Sections 48930-48938).

Adult Education Fund: This fund is used to account separately for federal, state, and local revenues for adult education programs. Money in this fund shall be expended for adult education purposes only. Moneys received for programs other than adult education shall not be expended for adult education (California Education Code Sections 52616[b] and 52501.5[a]).

## Alameda Unified School District

### Notes to Financial Statements

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**Child Development Fund:** This fund is used to account separately for federal, state, and local revenues to operate child development programs. All moneys received by the District for, or from the operation of, child development services covered under the Child Care and Development Services Act (California Education Code Section 8200 et seq.) shall be deposited into this fund. The moneys may be used only for expenditures for the operation of child development programs. The costs incurred in the maintenance and operation of child development services shall be paid from this fund, with accounting to reflect specific funding sources (California Education Code Section 8328).

**Cafeteria Special Revenue Fund:** This fund is used to account separately for federal, state, and local resources to operate the food service program (California Education Code Sections 38090-38093). The Cafeteria Special Revenue Fund shall be used only for those expenditures authorized by the governing board as necessary for the operation of the District's food service program (California Education Code Sections 38091 and 38100).

**Capital Project Funds:** Capital project funds are established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). The District maintains the following capital project funds:

**Capital Facilities Fund:** This fund is used primarily to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development (California Education Code Sections 17620-17626). The authority for these levies may be county/city ordinances (California Government Code Sections 65970-65981) or private agreements between the District and the developer. Interest earned in the Capital Facilities Fund is restricted to that fund (California Government Code Section 66006).

**Special Reserve Fund for Capital Outlay Projects:** This fund exists primarily to provide for the accumulation of General Fund moneys for capital outlay purposes (California Education Code Section 42840).

**Debt Service Fund:** Debt service funds are established to account for repayment of bonds issued for the District. The District maintains the following debt service fund:

**Bond Interest and Redemption Fund:** This fund is used for the repayment of bonds issued for the District (California Education Code Sections 15125-15262). The board of supervisors of the county issues the bonds. The proceeds from the sale of the bonds are deposited in the county treasury to the Building Fund of the District. Any premiums or accrued interest received from the sale of the bonds must be deposited in the Bond Interest and Redemption Fund of the District. The county auditor maintains control over the District's Bond Interest and Redemption Fund. The principal and interest on the bonds must be paid by the county treasurer from taxes levied by the county auditor-controller.

#### **Fiduciary Funds**

**Trust Funds:** Trust funds are used to account for assets held in a trustee capacity for others that cannot be used to support the District's own programs.

**Private-Purpose Trust Fund:** These funds are used to account separately for gifts or bequests per Education Code Section 41031 that benefit individuals, private organizations, or other governments and under which neither principal nor income may be used for purposes that support the District's own programs.

**Basis of accounting** – Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the basic financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

## Alameda Unified School District

### Notes to Financial Statements

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**Accrual:** Governmental activities in the government-wide financial statements and the proprietary and fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**Modified accrual** – The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. “Available” means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term liabilities, if any, is recognized when due.

*Revenues – Exchange and Non-Exchange Transactions:* Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. “Available” means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Generally, “available” means collectible within the current period or within 60 days after year-end. However, to achieve comparability of reporting among California school districts and so as not to distort normal revenue patterns, with specific respect to reimbursements grants and corrections to State-aid apportionments, the California Department of Education has defined available for school districts as collectible within one year.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from the grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

*Unearned revenue:* Unearned revenue arises when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

Certain grants received that have not met eligibility requirements are recorded as unearned revenue. On the governmental fund financial statements, receivables that will not be collected within the available period are also recorded as unearned revenue.

**Alameda Unified School District**  
**Notes to Financial Statements**

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*Expenses/Expenditures:* On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, then unrestricted resources as they are needed.

**Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position**

**Cash and cash equivalents** – The District’s cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

**Investments** – Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost. Fair values of investments in county and State investment pools are determined by the program sponsor.

**Receivables** – Receivables are made up principally of amounts due from the State of California for the Local Control Funding Formula and Categorical programs. The District has determined that no allowance for doubtful accounts was needed as of June 30, 2023.

**Inventories** – Stores inventory in the Cafeteria Funds consist mainly of consumable supplies held for future use and are valued at average cost. Inventories are recorded as expenditures at the time individual inventory items are transferred from the warehouse to schools.

**Capital assets** – The accounting and reporting treatment applied to the capital assets associated with a fund is determined by its measurement focus. Capital assets are reported in the governmental activities column of the government-wide statement of net position, but are not reported in the fund financial statements.

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their acquisition value as of the date received. The District maintains a capitalization threshold of \$5,000. The District does not own any infrastructure as defined in GASB Statement No. 34. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset’s life are not capitalized. All reported capital assets, except for land and construction in progress, are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Life</u>
Buildings and Improvements	25 - 50 years
Furniture and Equipment	5 -15 years
Vehicles	8 years

**Interfund activity** – Interfund activity is reported as either loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

**Compensated absences** – Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide financial statements. For governmental funds, the current portion of unpaid compensated absences is recognized upon the occurrence of relevant events such as employee resignations and retirements that occur prior to year-end that have not yet been paid with expendable available financial resource. These amounts are recorded in the fund from which the employees who have accumulated leave are paid.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken because such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

**Accrued liabilities and long-term obligations** – All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds.

**Lease receivable** – Lease receivables are recognized at the net present value of the leased assets at a borrowing rate either explicitly described in the agreement or determined by the District, reduced by principal payments received.

**Leases payable** – In the government-wide financial statements, the present value of lease payments are reported as leases payable in the statement of net position.

**Operating lease right of use assets** – Lease right of use assets are assets which the District leases for a term of more than one year. The value of leases are determined by the net present value of the leases at the District's borrowing rate at the time of the lease agreement, amortized over the term of the agreement.

**Right-to-use subscription IT assets** – Right-to-use subscription IT assets are assets which the District has a subscription to use for a term of more than one year. The value of assets are determined by the net present value of the subscription at the District's borrowing rate at the time of the IT subscription agreement, amortized over the term of the agreement.

# Alameda Unified School District

## Notes to Financial Statements

**Deferred outflows/inflows of resources** – In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s), and as such will not be recognized as an outflow of resources (expense/expenditures) until then. The District has recognized a deferred loss on refunding reported, which is in the statement of net position. Included in deferred inflows of resources, the Organization are deferred lease resources related to lessor arrangements. A deferred loss on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shortened life of the refunded or refunding debt. Additionally, the District has recognized deferred outflows of resources related to the recognition of the pension and post-retirement benefits other than pensions (“OPEB”) liabilities reported, which are in the statement of net position. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and as such, will not be recognized as an inflow of resources (revenue) until that time. The District has recognized deferred inflows of resources related to the recognition of the pension and OPEB liabilities reported, which are in the statement of net position.

**Postemployment benefits other than pensions** – For purposes of measuring the total OPEB liability, deferred outflows of resources related to OPEB, and deferred inflows of resources related to OPEB, and OPEB expense have been determined by an independent actuary. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms.

Gains and losses related to changes in total OPEB liability are recognized in OPEB expense systematically over time. The first amortized amounts are recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense. The amortization period differs depending on the source of gain or loss. The difference between projected and actual earnings is amortized on a straight-line basis over five years. All other amounts are amortized on a straight-line basis over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) at the beginning of the measurement period.

**Pensions** – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the State Teachers’ Retirement Plan (“STRP”) and Public Employers Retirement Fund B (“PERF B”) and additions to/deductions from STRP’s and PERF B’s fiduciary net position have been determined on the same basis as they are reported by STRP and PERF B. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Certain investments are reported at fair value. The following is a summary of pension amounts in the aggregate:

	STRP	PERF B	Total
Deferred outflows of resources	\$ 27,022,956	\$ 21,909,877	\$ 48,932,833
Deferred inflow of resources	\$ 31,809,319	\$ 9,999,872	\$ 41,809,191
Net pension liability	\$ 61,864,910	\$ 52,183,319	\$ 114,048,229
Pension expense	\$ 15,222,190	\$ 18,173,885	\$ 33,396,075

## Alameda Unified School District

### Notes to Financial Statements

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**Fund balance** – Governmental Accounting Standards Board Codification Sections 1300 and 1800, Fund Balance Reporting and Governmental Fund Type Definitions (GASB Cod. Sec. 1300 and 1800) implements a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. The five classifications, discussed in more detail below, are nonspendable, restricted, committed, assigned and unassigned.

*Nonspendable* – The nonspendable fund balance classification reflects amounts that are not in spendable form, such as revolving fund cash, prepaid expenditures and stores inventory.

*Restricted* – The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. These are the same restrictions used to determine restricted net position as reported in the government-wide, proprietary fund, and fiduciary fund statements.

*Committed* – The committed fund balance classification reflects amounts subject to internal constraints self-imposed by formal action of the Board of Trustees. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period. The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements. Formal action by the District's Board of Education is required to remove any commitment from any fund balance.

*Assigned* – The assigned fund balance classification reflects amounts that the government intends to be used for specific purposes. Assignments may be established either by the District's Board of Education or by a designee of the governing body, and are subject to neither the restricted nor committed levels of constraint. In contrast to the constraints giving rise to committed fund balance, constraints giving rise to assigned fund balance are not required to be imposed, modified, or removed by formal action of the District's Board of Education. The action does not require the same level of formality and may be delegated to another body or official. Additionally, the assignment need not be made before the end of the reporting period, but rather may be made any time prior to the issuance of the financial statements.

*Unassigned* – In the General Fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes.

In any fund other than the General Fund, a positive unassigned fund balance is never reported because amounts in any other fund are assumed to have been assigned, at least, to the purpose of that fund. However, deficits in any fund, including the General Fund that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

**Net position** – Net position is displayed in three components:

*Net investment in capital assets* – Consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances (excluding unspent bond proceeds) of any bonds, notes, or other borrowings that are attributable to the acquisition, construction and improvement of those assets.

## Alameda Unified School District

### Notes to Financial Statements

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*Restricted* – Restrictions of the ending net position indicate the portions of net position not appropriable for expenditure or amounts legally segregated for a specific future use. The restriction for legally restricted program represents the portion of net position restricted to specific program expenditures. The restriction for debt service represents the portion of net position available for the retirement of debt. It is the District's policy to use restricted net position first when allowable expenditures are incurred.

*Unrestricted* – All other net position that do not meet the definition of "restricted" or "net investment in capital assets".

**Estimates** – The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**Budgetary data** – The budgetary process is prescribed by provisions of the California Education Code and requires the governing board to hold a public hearing and adopt an operating budget no later than July 1 of each year. The District's governing board satisfied these requirements. The adopted budget is subject to amendment throughout the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption with the legal restriction that expenditures cannot exceed appropriations by major object account.

The amounts reported as the original budgeted amounts in the budgetary statements reflect the amounts when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statements reflect the amounts after all budget amendments have been accounted for. For purposes of the budget, on-behalf payments have not been included as revenue and expenditures as required under generally accepted accounting principles.

**Property tax** – Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The Alameda County Auditor-Controller bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.



# Alameda Unified School District

## Notes to Financial Statements

**New accounting pronouncements and changes in accounting principles** – As of July 1, 2022, the District adopted Government Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*. The implementation of this standard establishes that a SBITA results in a right to use subscription IT asset -an intangible asset - and a corresponding liability. The standard provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA. The Statement requires recognition of certain SBITA assets and liabilities for SBITAs that previously were recognized as outflows of resources based on the payment provisions of the contract. As a result of implementing this standard there was no effect on beginning net position.

### NOTE 2 – CASH AND INVESTMENTS

The District's cash and investments at June 30, 2023 consisted of the following:

	Governmental Funds	Fiduciary Funds
Pooled Funds:		
Cash in County Treasury	\$ 174,487,698	\$ 339,656
Deposits		
Cash on hand and in banks	346,609	-
Cash in revolving fund	51,008	-
Cash collections awaiting deposit	-	-
Total cash and investments	<u>\$ 174,885,315</u>	<u>\$ 339,656</u>

*Pooled funds:* In accordance with California Education Code Section 41001, the District maintains substantially all of its cash in the interest bearing Alameda County Treasurer's Pooled Investment Fund. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment pool is reported in the financial statements at amounts based upon the District's pro-rata share of the fair value provided by the Alameda County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the Alameda County Treasurer, which is recorded on the amortized cost basis.

Because the District's deposits are maintained in a recognized pooled investment fund under the care of a third party and the District's share of the pool does not consist of specific, identifiable investment securities owned by the District, no disclosure of the individual deposits and investments or related custodial credit risk classifications is required.

In accordance with applicable state laws, the Alameda County Treasurer may invest in derivative securities with the State of California. However, at June 30, 2023, the Alameda County Treasurer has represented that the Pooled Investment Fund contained no derivatives or other investments with similar risk profiles.

*Interest rate risk:* The District does not have a formal investment policy that limits the cash and investment maturities as a means of managing their exposure to fair value arising from increasing interest rates. At June 30, 2023, the District had no significant interest rate risk related to investments held.

# Alameda Unified School District

## Notes to Financial Statements

**Credit risk:** Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investments in the Alameda County Treasury are not required to be rated. The District does not have a formal investment policy that limits its investment choices other than the limitations of state law.

**Custodial credit risk:** This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2023, the District's bank balance was not exposed to custodial credit risk.

### NOTE 3 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2023 was as follows:

	Balance July 1, 2022	Additions	Deletions	Balance June 30, 2023
Governmental Activities				
Capital assets not being depreciated				
Land	\$ 5,822,326	\$ 2,700	\$ -	\$ 5,825,026
Construction in progress	58,512,570	15,883,644	(45,772,812)	28,623,402
Total Capital Assets not Being Depreciated	64,334,896	15,886,344	(45,772,812)	34,448,428
Capital assets being depreciated				
Land improvements	10,174,315	399,067	-	10,573,382
Buildings & improvements	271,700,243	51,432,382	-	323,132,625
Furniture & equipment	5,536,652	918,900		6,455,552
Total Capital Assets Being Depreciated	287,411,210	52,750,349	-	340,161,559
Less Accumulated Depreciation				
Land improvements	4,722,775	386,162	-	5,108,937
Buildings & improvements	114,500,925	12,390,117	-	126,891,042
Furniture & equipment	3,255,289	335,897		3,591,186
Total Accumulated Depreciation	122,478,989	13,112,176	-	135,591,165
Governmental Activities				
Capital Assets, net	\$ 229,267,117	\$ 55,524,517	\$ (45,772,812)	\$ 239,018,822

# Alameda Unified School District

## Notes to Financial Statements

Depreciation expense has been allocated to governmental activities as follows:

Instruction	\$ 5,438,851
Instructional supervision and administration	247,848
Instructional library, media, and technology	107,195
School site administration	981,808
Home-to-school transportation	113,595
Food services	201,338
All other pupil services	33,986
Ancillary services	118,354
Community services	7,414
All other general administration	419,378
Centralized data processing	173,869
Plant services	<u>5,268,540</u>
 Total Depreciation Expense	 <u><u>\$ 13,112,176</u></u>

### NOTE 4 – INTERFUND TRANSACTIONS

Interfund Activity: Transactions between funds of the District are recorded as transfers. The unpaid balances at year end, as a result of such transactions, are shown as due to and due from other funds.

*Interfund Receivables/Payables:* Individual fund interfund receivable and payable balances at June 30, 2023 were as follows:

Fund - Governmental Activities	Interfund Receivables	Interfund Payables
Major Funds:		
General	\$ 398,829	\$ 100,492
Building Fund	2,595,994	
County School Facilities Fund		2,595,994
Non-Major Fund:		
Adult Education Fund	-	43,160
Child Development Fund	-	44,323
Cafeteria Fund	<u>100,492</u>	<u>311,346</u>
 Total Due From Other Funds	 <u><u>\$ 3,095,315</u></u>	 <u><u>\$ 3,095,315</u></u>

# Alameda Unified School District

## Notes to Financial Statements

*Transfers:* Transfers consists of operating transfers from funds receiving revenue to funds through which the resources are to be expended.

Transfers for the year ended June 30, 2023 consisted of the following:

Transfer from the General Fund to the Adult Education Fund for allocation of parcel taxes.	\$ 95,557
Transfer from the General Fund to the Child Development Fund for allocation of parcel taxes.	134,774
Transfer from the General Fund to the Cafeteria Fund for allocation of parcel taxes.	144,629
Transfer from the General Fund to the Special Reserve for Capital Outlay Projects for allocation of parcel taxes.	6,843
Transfer from the Adult Education Fund to the General Fund for indirect costs.	43,154
Transfer from the Child Development Fund to the General Fund for indirect costs.	165,570
Transfer from the Cafeteria Fund to the General Fund for for indirect costs.	142,708
	<u>\$ 733,235</u>

### NOTE 5 – LEASES

Lease receivables – The District is a lessor for noncancellable lease of space with lease terms through fiscal year 2036. For the year ending June 30, 2023, the District recognized \$54,228 in lease revenue released from deferred inflows of resources related to the leases. The District recognized interest revenue of \$17,762 for the year ended June 30, 2023. No variable payments charged to the lessees. No inflows of resources were recognized in the year related to termination penalties or residual value guarantees during the year.

Leases receivable is calculated based on principal payment maturities described as follows for the year ended June 30, 2023:

	Outstanding June 30, 2022	Additions	Deletions	Outstanding June 30, 2023
Comcast lease principal and interest of \$1,137, monthly due 2036	\$ 186,024	\$ -	\$ 8,782	\$ 177,242
AT&T lease principal and interest of \$4,694, monthly due 2031	503,763	-	45,446	458,317
	<u>\$ 689,787</u>	<u>\$ -</u>	<u>\$ 54,228</u>	<u>\$ 635,559</u>

# Alameda Unified School District

## Notes to Financial Statements

The future principal and interest lease receipts as of June 30, 2023 were as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 57,465	\$ 16,275	\$ 73,740
2025	61,700	14,696	76,396
2026	66,462	12,984	79,446
2027	70,195	11,164	81,359
2028	74,086	9,243	83,329
2029-2033	258,104	18,596	276,700
2034-2036	47,547	1,768	49,315
	<u>\$ 635,559</u>	<u>\$ 84,726</u>	<u>\$ 720,285</u>

Lease payable and lease right of use asset – the District is the lessee for noncancellable lease of copiers with lease terms through fiscal year 2027. The District's outstanding lease liability was as follows:

	<u>Outstanding June 30, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Outstanding June 30, 2023</u>
Copier lease principal and interest of \$6,932, monthly due 2027	<u>\$ 351,988</u>	<u>\$ -</u>	<u>\$ 82,552</u>	<u>\$ 269,436</u>

The future principal and interest lease payments as of June 30, 2023 were as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 82,717	\$ 463	\$ 83,180
2025	82,883	297	83,180
2026	83,048	132	83,180
2027	20,788	7	20,795
	<u>\$ 269,436</u>	<u>\$ 899</u>	<u>\$ 270,335</u>

### NOTE 6 – LONG-TERM LIABILITIES

A schedule of changes in long-term liabilities for the year ended June 30, 2023 consisted of the following:

	<u>Balance June 30, 2022</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2023</u>	<u>Balance Due In One Year</u>
Governmental Activities					
General obligation bonds	\$ 192,268,517	\$ 38,000,000	\$ 5,836,399	\$ 224,432,118	\$ 4,550,150
Unamortized premium, net of discount	14,594,017	3,317,062	799,382	17,111,697	2,040,753
Accreted interest	50,019,993	4,306,104	3,863,602	50,462,495	-
Lease revenue bonds	5,062,000	-	249,000	4,813,000	256,000
Compensated absences	271,542	-	27,573	243,969	-
Total OPEB liability	15,379,851	5,307,686	-	20,687,537	-
Net pension liability	75,401,813	38,636,416	-	114,038,229	-
Total	<u>\$ 352,997,733</u>	<u>\$ 89,567,268</u>	<u>\$ 10,775,956</u>	<u>\$ 431,789,045</u>	<u>\$ 6,846,903</u>

- Payments for general obligation bonds are made in the Bond Interest and Redemption Fund.
- Payments for compensated absences are typically liquidated in the General Fund and the Non-Major Governmental Funds.
- Payments for lease revenue bonds are made in the Special Reserve Fund for Capital Outlay Projects.

# Alameda Unified School District

## Notes to Financial Statements

### A. General Obligation Bonds

Series	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Outstanding July 1, 2022	Additions	Deductions	Bonds Outstanding June 30, 2023
Election 2004, Series A	October 13, 2004	August 1, 2029	2.50% - 5.48%	\$ 40,998,093	\$ 15,856,284	\$ -	\$ 2,711,399	\$ 13,144,885
Election 2004, Series B	June 21, 2005	August 1, 2036	3.25% - 5.09%	21,997,233	17,432,233	-	-	17,432,233
Election 2014, Series A	June 5, 2015	August 1, 2039	2.00% - 5.00%	90,000,000	78,210,000	-	-	78,210,000
Election 2014, Series B	April 6, 2018	August 1, 2042	3.00% - 5.00%	27,000,000	18,890,000	-	215,000	18,675,000
Election 2014, Series C	August 14, 2019	August 1, 2042	2.00% - 4.00%	62,500,000	59,805,000	-	2,630,000	57,175,000
2015 Refunding	June 5, 2015	August 1, 2027	2.00% - 5.00%	3,405,000	2,075,000	-	280,000	1,795,000
Election 2022, Series A	May 9, 2023	August 1, 2048	4.00% - 5.00%	38,000,000	-	38,000,000	-	38,000,000
					<u>\$ 192,268,517</u>	<u>\$ 38,000,000</u>	<u>\$ 5,836,399</u>	<u>\$ 224,432,118</u>

### Election 2004

In an election held March 2, 2004, the voters authorized the District to issue and sale \$63,000,000 of principal amount of general obligation bonds. These bonds were issued for the purpose of financing the construction, renovation, and repair of District facilities, as specified in a list submitted to the voters of the District. There were two issuances under this election.

Series A, which was issued on October 13, 2004 for \$40,998,093 with interest rates ranging from 2.50% to 5.48%. The original issuance consisted of \$3,000,000 in current interest serial bonds and \$37,998,093 in capital appreciation serial bonds. At June 30, 2023, the accreted interest related to the capital appreciation bonds totaled \$24,253,574. The bonds mature through August 2029 as follows:

Years Ending June 30,	Principal	Interest	Total
2024	\$ 2,625,150	\$ 4,164,850	\$ 6,790,000
2025	2,541,826	4,468,174	7,010,000
2026	2,453,781	4,786,219	7,240,000
2027	2,364,343	5,110,658	7,475,001
2028	2,283,949	5,431,051	7,715,000
2029 - 2030	<u>875,836</u>	<u>7,844,163</u>	<u>8,719,999</u>
Total	<u>\$ 13,144,885</u>	<u>\$ 31,805,115</u>	<u>\$ 44,950,000</u>

**Alameda Unified School District**  
**Notes to Financial Statements**

Series B, which was issued on June 21, 2005 for \$21,997,233 with interest rates ranging from 3.25% to 5.09%. The original issuance consisted of \$4,565,000 in current interest serial bonds and \$17,432,233 in capital appreciation serial bonds. At June 30, 2023, the accreted interest related to the capital appreciation bonds totaled \$26,208,921. The bonds mature through August 2036 as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ -	\$ -	\$ -
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029 - 2033	10,299,334	26,065,666	36,365,000
2034 - 2037	7,132,899	28,032,101	35,165,000
Total	<u>\$ 17,432,233</u>	<u>\$ 54,097,767</u>	<u>\$ 71,530,000</u>

**Election 2014**

In the election held November 4, 2014, the voter authorized the District to issue and sale \$179,500,000 of principal amount of general obligation bonds. The Series A Bonds are being issued to finance the repair, upgrading, acquisition, construction, and equipping of District sites and facilities. There have been three issuances under this election.

Series A, which was issued on June 5, 2015 for \$90,000,000 with interest rates ranging from 2.00% to 5.00%. The issuance consisted of current interest serial bonds. The bonds mature through August 2039 as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ -	\$ 3,832,375	\$ 3,832,375
2025	-	3,832,375	3,832,375
2026	605,000	3,817,250	4,422,250
2027	1,115,000	3,774,250	4,889,250
2028	1,120,000	3,718,375	4,838,375
2029 - 2033	14,485,000	17,021,063	31,506,063
2034 - 2038	38,110,000	10,673,500	48,783,500
2039 - 2040	22,775,000	1,163,625	23,938,625
Total	<u>\$ 78,210,000</u>	<u>\$ 47,832,813</u>	<u>\$ 126,042,813</u>

## Alameda Unified School District

### Notes to Financial Statements

Series B, which was issued on April 6, 2018 for \$27,000,000 with interest rates ranging from 3.00% to 5.00%. The issuance consisted of current interest serial bonds. The bonds mature through August 2042 as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 305,000	\$ 924,600	\$ 1,229,600
2025	400,000	908,500	1,308,500
2026	365,000	889,375	1,254,375
2027	360,000	871,250	1,231,250
2028	485,000	850,125	1,335,125
2029 - 2033	2,530,000	3,872,000	6,402,000
2034 - 2038	1,790,000	3,327,750	5,117,750
2039 - 2043	12,440,000	2,115,250	14,555,250
Total	<u>\$ 18,675,000</u>	<u>\$ 13,758,850</u>	<u>\$ 32,433,850</u>

Series C, which was issued on August 14, 2019 for \$62,500,000 with interest rates ranging from 2.00% to 4.00%. The issuance consisted of current interest serial bonds. The bonds mature through August 2042 as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 1,315,000	\$ 1,904,050	\$ 3,219,050
2025	1,670,000	1,861,050	3,531,050
2026	1,570,000	1,812,950	3,382,950
2027	1,610,000	1,749,350	3,359,350
2028	2,050,000	1,676,150	3,726,150
2029 - 2033	11,855,000	7,022,450	18,877,450
2034 - 2038	12,605,000	4,702,125	17,307,125
2039 - 2043	24,500,000	2,130,450	26,630,450
Total	<u>\$ 57,175,000</u>	<u>\$ 22,858,575</u>	<u>\$ 80,033,575</u>

#### **2015 Refunding**

The 2015 Refunding Bonds, which was issued on June 5, 2015 for \$3,405,000 with interest rates ranging from 2.00% to 5.00%. The issuance consisted of current interest serial bonds. These bonds were issued to refund the Election 2004, Series B current interest bond maturities August 1, 2016 – August 1, 2027.

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 305,000	\$ 63,163	\$ 368,163
2025	335,000	51,768	386,768
2026	350,000	39,250	389,250
2027	390,000	25,625	415,625
2028	415,000	10,375	425,375
Total	<u>\$ 1,795,000</u>	<u>\$ 190,181</u>	<u>\$ 1,985,181</u>



# Alameda Unified School District

## Notes to Financial Statements

### **Election 2022**

In the election held on June 7, 2022, the voter authorized the District to issue and sale \$298,000,000 of principal amount of general obligation bonds. The Series A Bonds are being issued to finance the acquisition, construction, modernization, and equipping of District sites and facilities.

Series A, which was issued on May 9, 2023 for \$38,000,000 with interest rates ranging from 4.00% to 5.00%. The issuance consisted of current interest serial bonds. The bonds mature through August 2048 as follows:

<b><u>Years Ending June 30,</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2024	\$ -	\$ 1,241,371	\$ 1,241,371
2025	2,000,000	1,665,700	3,665,700
2026	2,000,000	1,575,700	3,575,700
2027	-	1,525,700	1,525,700
2028	-	1,525,700	1,525,700
2029 - 2033	3,840,000	7,345,500	11,185,500
2034 - 2038	7,480,000	5,763,000	13,243,000
2039 - 2043	9,105,000	3,734,050	12,839,050
2044 - 2048	11,085,000	1,641,300	12,726,300
2049	2,490,000	49,800	2,539,800
Total	<u><u>\$ 38,000,000</u></u>	<u><u>\$ 26,067,821</u></u>	<u><u>\$ 64,067,821</u></u>

### **B. Lease Purchase Agreement**

In order to finance costs associated with the acquisition of the District Office located at 2060 Challenger Drive, the District entered into a lease with the Public Property Financing Corporation of California (Lessor) on December 1, 2017. The Lessor has agreed to sublease the property back to the District and the District will be obligated to make lease payments as follows:

<b><u>Years Ending June 30,</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2024	\$ 256,000	\$ 147,179	\$ 403,179
2025	264,000	138,643	402,643
2026	273,000	130,231	403,231
2027	281,000	121,553	402,553
2028	290,000	112,905	402,905
2029 - 2033	1,591,000	418,988	2,009,988
2034 - 2038	1,858,000	149,273	2,007,273
Total	<u><u>\$ 4,813,000</u></u>	<u><u>\$ 1,218,772</u></u>	<u><u>\$ 6,031,772</u></u>

### **C. Compensated Absences**

Total unpaid employee compensated absences as of June 30, 2023 amounted to \$243,969. This amount is included as part of long-term liabilities in the government-wide financial statements.

# Alameda Unified School District

## Notes to Financial Statements

### D. Other Postemployment Benefits

The District's beginning total OPEB liability was \$15,379,851 and increased by \$5,307,686 during the year ended June 30, 2023. The ending total OPEB liability at June 30, 2023 was \$20,687,537. See Note 8 for additional information regarding the total OPEB liability.

### E. Net Pension Liability

The District's beginning net pension liability was \$75,401,813 and increased by \$38,636,416 during the year ended June 30, 2023. The ending net pension liability at June 30, 2023 was \$114,038,229. See Note 9 for additional information regarding the net pension liability.

## NOTE 7 – FUND BALANCES

Fund balances were composed of the following elements at June 30, 2023:

	General Fund	Building Fund	County School Facilities Fund	Non-Major Governmental Funds	Total Governmental Funds
Non-spendable					
Revolving cash	\$ 50,000	\$ -	\$ -	\$ 1,008	\$ 51,008
Prepaid expenditures	4,840	-	-	-	4,840
Stores inventory	-	-	-	108,011	108,011
Total non-spendable	54,840	-	-	109,019	163,859
Restricted					
Educational programs	21,842,268	-	-	-	21,842,268
Capital projects	-	56,880,744	222,737	20,050,829	77,154,310
Debt service	-	-	-	15,885,181	15,885,181
All others	-	-	-	5,693,295	5,693,295
Total restricted	21,842,268	56,880,744	222,737	41,629,305	120,575,054
Committed					
Measure A litigation	375,000	-	-	-	375,000
LCFF Supplemental Carryover funds	1,912,334	-	-	-	1,912,334
Proxy ADA carryover	500,000	-	-	-	500,000
Rolled over Pos	585,130	-	-	-	585,130
Long-term commitments	11,414,546	-	-	-	11,414,546
Deficit spending mitigation measures	9,689,479	-	-	-	9,689,479
To cover 3 weeks payroll	6,746,214	-	-	-	6,746,214
Total committed	31,222,703	-	-	-	31,222,703
Assigned					
Deferred maintenance	1,296,309	-	-	-	1,296,309
Total assigned	1,296,309	-	-	-	1,296,309
Unassigned					
Reserve for economic uncertainties	4,427,629	-	-	-	4,427,629
Remaining unassigned	9,592,069	-	-	-	9,592,069
Total unassigned	14,019,698	-	-	-	14,019,698
Total	<u>\$ 68,435,818</u>	<u>\$ 56,880,744</u>	<u>\$ 222,737</u>	<u>\$ 41,738,324</u>	<u>\$ 167,277,623</u>

The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The District's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, sufficient to cover any deficit plus the required 3% reserve.

**NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

**A. Plan Description**

In addition to the pension benefits described in Note 9, the District provides postemployment health care benefits to eligible employees, Alameda Unified School District Retiree Benefit Plan (the Plan) is described below. The Plan is a single-employer defined benefit plan administered by the District. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

The plan does not issue separate financial statements.

**B. Benefits Provided**

The District provides postemployment benefits for eligible participants enrolled in the District-sponsored plans. The benefits are provided in the form of:

- An implicit rate subsidy where retirees pay combined active/retiree rates for health coverage.
- An explicit subsidy where the District contributes towards the retiree health expenses.

The eligibility requirements and benefits provided by the Plan are as follows:

- ACSA (Management) – Employees must be between the ages 55 and 65 with 10 or more years of service to be eligible for retiree benefits.
- AEA (Teachers) – Employees must be between the ages 52 and 65 to be eligible for retiree benefits.
- CSEA 27 (Clerical) – Employees must be between the ages 52 and 65 with 15 or more years of service to be eligible for retiree benefits.
- CSEA 27 (Paraprofessional) – Employees must be age 50 with 12 or more years of service to be eligible for retiree benefits.
- CSEA 860 – Employees must be age 50 with 15 or more years of service to be eligible for retiree benefits.

**C. Contributions**

The contribution requirements of Plan members and the Alameda Unified School District are established and may be amended by the Alameda Unified School District and the Alameda Teachers' Association and the local California Service Employees Association. For fiscal year 2022-23, the District contributed \$1,230,930 to the Plan, all of which was used for current premiums. Employees are not required to contribute to the OPEB plan.

# Alameda Unified School District

## Notes to Financial Statements

D. Employees Covered by Benefit Terms:

	Number of participants
Inactive employees receiving benefits	357
Inactive employees entitled to but not receiving benefits*	-
Participating active employees	997
Total number of participants**	1,354

\*Information not provided

\*\*As of the June 30, 2023 valuation date

E. Total OPEB Liability

The Alameda Unified School District’s total OPEB liability of \$20,687,537 was measured as of June 30, 2023 and was determined by an actuarial valuation as of that date.

F. Actuarial Assumptions

The total OPEB liability as of June 30, 2023 was determined by an actuarial valuation as of June 30, 2023, using the following actuarial assumptions and other inputs:

Inflation	3.50%
Salary increases	3.00%
Discount rate	3.65%

Expense Type	Select	Ultimate
Pre-Medicare and Rx benefits	6.5%	4.0%
Medicare benefits	5.5%	4.0%
Stop loss fees	6.5%	4.0%
Administrative fees	4.0%	4.0%

**Census data** – The census was provided by the District as of June 30, 2023.

**Marriage rate** – it is assumed that 25% of future eligible retirees will cover a spouse on the District-sponsored medical plan at retirement.

**Spouse age** – Spouse dates of birth were not provided by the District. Male spouses are assumed to be three years older than female spouses. Medicare Eligibility – All current and future retirees are assumed to be eligible for Medicare at age 65.

**Actuarial cost method** – Entry Age Normal based on level percentage of projected salary.

**Amortization method** – Experience gains and losses are amortized over a closed period of 12 years starting on June 30, 2023, equal to the average remaining service of active and inactive plan members who are receiving pre-Medicare health benefits. Assumption gains and losses are amortized over a closed period of 12 years starting on June 30, 2023, equal to the average remaining service of active and inactive plan members (who have no future service).

# Alameda Unified School District

## Notes to Financial Statements

**Mortality rates** – Pub-2010 mortality table with generational scale MP-2021.

The discount rate was based on the Bond Buyer 20 Bond Index. The actuary assumed contributions would be sufficient to fully fund the obligation over a period not to exceed thirty years.

**G. Changes in Total OPEB Liability**

	<u>June 30, 2023</u>
<b><u>Total OPEB Liability</u></b>	
Service Cost	\$ 728,319
Interest Cost	548,442
Changes of benefit terms	-
Changes of assumptions	2,176,710
Differences between expected and actual experience	3,085,145
Benefits payments	<u>(1,230,930)</u>
Net change in total OPEB liability	5,307,686
Total OPEB liability - beginning	<u>15,379,851</u>
Total OPEB liability - ending	<u><u>\$ 20,687,537</u></u>
Covered-employee payroll	\$ 80,735,029
District's total OPEB liability as a percentage of covered-employee payroll	25.6%

**H. Sensitivity of the Total OPEB Liability to Changes in the Discount Rate**

The following presents the total OPEB liability of the Alameda Unified School District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.65 percent) or one percentage point higher (4.65 percent) than the current discount rate:

	1% Decrease 2.65%	Valuation Discount rate 3.65%	1% increase 4.65%
Total OPEB liability	\$ 23,329,000	\$ 20,687,537	\$ 18,503,000

# Alameda Unified School District

## Notes to Financial Statements

### I. Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate

The following presents the total OPEB liability of the Alameda Unified School District, as well as what the District's total OPEB liability would be if it were calculated using a healthcare cost trend rate that is one percentage point lower or one percentage point higher than the current healthcare cost trend rate:

	1% Decrease	Valuation Health Care Trend Rate	1% increase
Total OPEB liability	\$ 18,150,000	\$ 20,687,537	\$ 23,869,000

### J. OPEB Expense, Deferred Outflow of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the District recognized OPEB expense of \$1,268,147. At June 30, 2023, the District reported deferred outflows of resources related to OPEB and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,827,996	\$ 1,475,742
Changes in assumptions	4,720,228	3,795,171
	<u>\$ 7,548,224</u>	<u>\$ 5,270,913</u>

Amounts reported as deferred outflows and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

#### Years Ended June 30,

2024	\$ (8,613)
2025	(245,630)
2026	(401,368)
2027	270,977
2028	60,519
Thereafter	2,601,426

## NOTE 9 – PENSION PLANS

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and classified employees are members of the California Public Employees' Retirement System (CalPERS).

A. California State Teachers' Retirement System (CalSTRS)

**Plan description** – The District contributes to the California State Teachers' Retirement System (CalSTRS); a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. The Teacher's Retirement Law (California Education Code Section 22000 et seq.), as enacted and amended by California Legislature, established this plan and CalSTRS as the administrator. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained at <http://www.calstrs.com>.

**Benefits provided** – The CalSTRS defined benefit plan has two benefit formulas:

1. CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform service that could be creditable to CalSTRS. CalSTRS 2% at 60 members are eligible for normal retirement at age 60, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. Early retirement options are available at age 55 with five years of credited service or as early as age 50 with 30 years of credited service. The age factor for retirements after age 60 increases with each quarter year of age to 2.4 percent at age 63 or older. Members who have 30 years or more of credited service receive an additional increase of up to 0.2 percent to the age factor, known as the career factor. The maximum benefit with the career factor is 2.4 percent of final compensation.
2. CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform service that could be creditable to CalSTRS. CalSTRS 2% at 62 members are eligible for normal retirement at age 62, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. An early retirement option is available at age 55. The age factor for retirement after age 62 increases with each quarter year of age to 2.4 percent at age 65 or older.

In June 2019, California Senate Bill 90 (SB90) was signed into law and appropriated approximately \$2.2 billion in fiscal year 2018-19 from the State's General Fund as contributions to CalSTRS on behalf of employers. The bill requires portion of the contribution to supplant the amounts remitted by employers such that the amount remitted will be 1.03 and 0.70 percentage points less than the statutorily required amounts due for fiscal years 2019-20 and 2020-21, respectively. The remaining portion of the contribution, approximately \$1.6 billion, was allocated to reduce the employers' share of the unfunded actuarial obligation to the DB program.

**Contributions** – Active plan CalSTRS 2% at 60 and 2% at 62 members are required to contribute 10.25% and 10.205% of applicable member earnings for fiscal year 2022, respectively, and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by CalSTRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2023 was 19.10% of member earnings. The contribution requirements of the plan members are established by state statute. Contributions to the plan from the District were \$10,254,216 for the year ended June 30, 2023.

In general, member contributions cannot increase unless members are provided with some type of "comparable advantage" in exchange for such increases. Under previous law, the Legislature could reduce or eliminate the 2 percent annual increase to retirement benefits. As a result of AB 1469, effective July 1, 2014, the Legislature cannot reduce the 2 percent annual benefit adjustment for members who retire on or after January 1, 2014, and in exchange for this "comparable advantage", the member contribution rates have been increased by an amount that covers a portion of the cost of the 2 percent annual benefit adjustment.

## Alameda Unified School District

### Notes to Financial Statements

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Pursuant to AB 1469, employer contributions will increase from a prior rate of 8.25 percent to a total of 19.1 percent of applicable member earnings phased in over seven years starting in 2014. The legislation also gives CalSTRS board limited authority to adjust employer contribution rates from July 1, 2021 through June 2046 in order to eliminate the remaining unfunded actuarial obligation related to service credited to members prior to July 1, 2014. The CalSTRS board cannot adjust the rate by more than 1 percent in a fiscal year, and the total contribution rate in addition to the 8.25 percent cannot exceed 12 percent.

California Assembly Bill 84, Chapter 16, Statutes of 2020, (AB 84) was signed into law in June 2020 and revised certain provisions of Teachers' Retirement Law enacted by SB 90. Specifically, AB 84 repurposed the aforementioned \$1.6 billion contribution originally intended to reduce employers' long-term liabilities, to further supplant employer contributions through fiscal year 2021–22. Pursuant to AB 84, employers will remit contributions to CalSTRS based on a rate that is 2.95% less than the statutory rate for fiscal year 2020–21 and 2.18% less than the rate set by the board for fiscal year 2021–22. Any remaining amounts must be allocated to reduce the employers' share of the unfunded actuarial obligation of the DB Program. The rate reduction for fiscal year 2019-20 under SB 90 was not changed by AB 84. However, for the purpose of discussion, reference to AB 84 will also include the rate reduction for fiscal year 2019-20. The employer contribution rates set in statute and the board's authority to adjust those rates starting in fiscal year 2021–22 under the CalSTRS Funding Plan were not changed by the passage of SB 90 or AB 84.

In addition, the board's rate-setting authority for the state contribution rate will be suspended for fiscal year 2020–21 by AB 84. Although the board exercised its authority in May 2020 to increase the state contribution rate by 0.5% effective July 1, 2020, the rate increase will not go into effect. Instead, the state rate will remain at the 2019–20 level of 7.828% (which excludes the portion related to Supplemental Benefits Maintenance Account ("SBMA") funding).

**State** – The state is required to contribute a base contribution rate set in statute at 2.017%. Pursuant to the CalSTRS Funding Plan, the state also has a supplemental contribution rate, which the board can increase by up to 0.5% each fiscal year to help eliminate the state's share of the CalSTRS unfunded actuarial obligation by 2046. In May 2022, the board voted to keep the state supplemental contribution at 6.311% for fiscal year 2022-23 for a total contribution rate of 10.828%.

Special legislation appropriated supplemental state contributions to reduce the state's portion of the unfunded actuarial obligation of the DB Program in fiscal years 2019-20 through 2021-22. These contributions are funded from excess General Fund revenues, pursuant to the requirements of California Proposition 2, Rainy-Day Budget Stabilization Fund Act, which passed in 2014. Accordingly, the contribution amounts are subject to change each year based on the availability of funding. For fiscal year 2021-22 CalSTRS received \$410.0 million in supplemental state contributions from Proposition 2 funds. Additionally, CalSTRS received a one-time supplemental payment of \$173.7 million from the General Fund in fiscal year 2021-22 to offset forgone contributions from the suspension of the 0.5% increase to the state supplemental contribution rate in fiscal year 2020-21.



# Alameda Unified School District

## Notes to Financial Statements

**Pension liabilities, pension expense, and deferred outflows of resources and deferred inflows of resources related to pensions** – At June 30, 2023, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

District's proportionate share of the net pension liability	\$ 61,864,910
State's proportionate share of the net pension liability associated with the District	<u>66,811,818</u>
Total	<u>\$ 128,676,728</u>

The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2021 and rolling forward the total pension liability to June 30, 2022. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2022, the District's proportion was 0.089 percent, which was a decrease of 0.005 percent its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the District recognized pension expense of \$15,222,190. In addition, the District recognized pension expense and revenue of \$4,970,104 for support provided by the State. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between projected and actual earnings on plan investments	\$ 2,601,520	\$ 26,513,609
Differences between expected and actual experience	50,749	4,804,685
Changes in assumptions	3,068,050	-
Changes in proportion and differences between District contributions and proportionate share of contributions	11,048,421	491,025
District contributions subsequent to the measurement date	<u>10,254,216</u>	<u>-</u>
	<u>\$ 27,022,956</u>	<u>\$ 31,809,319</u>

## Alameda Unified School District

### Notes to Financial Statements

The \$10,254,216 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Years Ending June 30,</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2024	\$ 6,990,362	\$ 10,339,538
2025	4,210,599	9,848,510
2026	2,943,361	9,836,556
2027	2,422,036	763,772
2028	202,382	641,286
Thereafter	-	379,657
	<u>\$ 16,768,740</u>	<u>\$ 31,809,319</u>

Differences between expected and actual experience and changes in assumptions are amortized over a closed period equal to the average remaining service life of plan members, which is 7 years as of the June 30, 2022 measurement date. Deferred outflows and inflows of resources related to differences between projected and actual earning on plan investments are amortized over a closed period of 5 years.

#### Actuarial Methods and Assumptions

The total pension liability for the STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2021, and rolling forward the total pension liability to June 30, 2022. The financial reporting actuarial as of June 30, 2021, used the following actuarial methods and assumptions, applied to all prior periods included in the measurement.

Valuation Date	June 30, 2021
Experience Study	June 1, 2015 through June 30, 2018
Consumer Price Inflation	2.75%
Investment Rate of Return*	7.10%
Wage Inflation	3.50%
Post-retirement Benefit Increases	2.00% simple for DB (annually)
	Maintain 85% purchasing power
	level for DB
	Not applicable for DBS/CBB

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set to equal 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2019) series table.

## Alameda Unified School District Notes to Financial Statements

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best-estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance-PCA) as an input to the process. The actuarial investment rate of return assumption was adopted by the board in February 2017 in conjunction with the most recent experience study. For each future valuation, CalSTRS consulting actuary (Milliman) reviews the return assumption for reasonableness based on the most current capital market assumptions. Best estimates of 20-year geometrically-linked real rates of return and the assumed asset allocation for each major asset class for the year ended June 30, 2022, are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return*
Public Equity	42%	4.80%
Real Estate	15%	3.60%
Private Equity	13%	6.30%
Fixed Income	12%	1.30%
Risk Mitigating Strategies	10%	1.80%
Inflation Sensitive	6%	3.30%
Cash/Liquidity	2%	-0.40%
	<u>100%</u>	

\*20-year geometric average

**Discount rate** – The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increases per AB 1469. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments, and administrative expense occur midyear. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

### **Sensitivity of the district's proportionate share of the net pension liability to changes in the discount rate**

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.10 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.10 percent) or 1-percentage-point higher (8.10 percent) than the current rate:

	1% Decrease 6.10%	Current Discount Rate 7.10%	1% increase 8.10%
District's proportionate share of the net pension liability	\$ 105,031,570	\$ 61,864,910	\$ 25,982,660

## Alameda Unified School District

### Notes to Financial Statements

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**Pension plan fiduciary net position** – Detailed information about the pension plan's fiduciary net position is available in the separately issued CalSTRS financial report.

#### B. California Public Employees' Retirement System (CalPERS)

**Plan description** – The District contributes to the Public Employer's Retirement Fund B (PERF B) under the California Public Employees' Retirement System (CalPERS); a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Laws. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained at <https://www.calpers.ca.gov>.

**Benefits provided** – The benefits for the defined benefit plan are based on members' years of service, age, final compensation, and benefit formula. Benefits are provided for disability, death, and survivors of eligible members or beneficiaries. Members become fully vested in their retirement benefits earned to date after five years of credited service.

**Contributions** – Active plan members who entered into the plan prior to January 1, 2013, are required to contribute 7.0% of their salary. The California Public Employees' Pension Reform Act (PEPRA) specifies that new members entering into the plan on or after January 1, 2013, shall pay the higher of fifty percent of normal costs or 7.0% of their salary. Additionally, for new members entering the plan on or after January 1, 2013, the employer is prohibited from paying any of the employee contribution to CalPERS unless the employer payment of the member's contribution is specified in an employment agreement or collective bargaining agreement that expires after January 1, 2013.

The District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2023 was 26.30% of annual payroll. Contributions to the plan from the District were \$6,501,948 for the year ended June 30, 2023.

**Pension liabilities, pension expense, and deferred outflows of resources and deferred inflows of resources related to pensions** – At June 30, 2023, the District reported a liability of \$52,183,319 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2021 and rolling forward the total pension liability to June 30, 2022. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2022, the District's proportion was 0.152 percent, which was a decrease of 0.007 percent from its proportion measured as of June 30, 2021.

# Alameda Unified School District

## Notes to Financial Statements

For the year ended June 30, 2023, the District recognized pension expense of \$18,173,885. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between projected and actual earnings on plan investments	\$ 1,004,067	\$ 9,874,487
Differences between expected and actual experience	235,838	-
Changes in assumptions	-	-
Changes in proportion and differences between District contributions and proportionate share of contributions	14,168,024	125,385
District contributions subsequent to the measurement date	6,501,948	-
	<u>\$ 21,909,877</u>	<u>\$ 9,999,872</u>

The \$6,501,948 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Years Ending June 30,</u>	Deferred Outflows of Resources	Deferred Inflows of Resources
2024	\$ 9,514,254	\$ 3,416,881
2025	3,317,482	3,291,496
2026	2,576,193	3,291,495
	<u>\$ 15,407,929</u>	<u>\$ 9,999,872</u>

### Actuarial methods and assumptions

The total pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2021, and rolling forward the total pension liability to June 30, 2022 using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	June 30, 2021
Experience Study	2021
Inflation	2.30%
Discount Rate	6.90%
Salary Increases	Varies by Entry Age and Service
Post-retirement Benefit Increases	2.00% until Purchasing Power 2.0% until Protection Allowance Floor on Purchasing Power applies; 2.75% thereafter

The mortality table used was developed based on CalPERS specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale BB.

## Alameda Unified School District

### Notes to Financial Statements

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All other actuarial assumptions used in the June 30, 2021 valuation were based on results of an actuarial experience study in 2021, including updates to salary increase, mortality and retirement rates. Experience Study can be found at CalPERS' website.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, both short-term and long-term market return expectations as well as the expected pension fund cash flows were taken into account. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the first 10 years using a building block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Asset Class	Assumed Asset Allocation	Real Return Years 1 - 10
Global Equity - cap weighted	30.0%	4.45%
Global Equity non-cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed securities	5.0%	0.50%
Investment grade corporates	10.0%	1.56%
High yield	5.0%	2.27%
Emerging market debt	5.0%	2.48%
Private debt	5.0%	3.57%
Real assets	15.0%	3.21%
Leverage	-5.0%	-0.59%

**Discount rate** – The discount rate used to measure the total pension liability was 6.90 percent. A projection of the expected benefit payments and contributions was performed to determine if assets would run out. The test revealed the assets would not run out. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability for the PERF B Plan. The results of the crossover testing for the PERF B Plan are presented in a detailed report that can be obtained at CalPERS' website.

## Alameda Unified School District Notes to Financial Statements

### **Sensitivity of the district's proportionate share of the net pension liability to changes in the discount rate –**

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.15 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.9 percent) or 1-percentage-point higher (7.9 percent) than the current rate:

	1% Decrease 5.90%	Current Discount Rate 6.90%	1% increase 7.90%
District's proportionate share of the net pension liability	\$ 75,552,612	\$ 52,183,319	\$ 33,085,875

**Pension plan fiduciary net position** – Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial report.

### **NOTE 10 – PARCEL TAXES**

In an election held on November 8, 2016, the voters approved, by 74.25%, the Measure B1 parcel tax. The parcel tax replaces the existing school parcel tax (Measure A). Residential and commercial property owners will pay \$0.32 per square foot on buildings, with a maximum tax of \$7,999 per parcel. Properties with no buildings on them will pay \$299. Revenues raised by Measure B1 are authorized to be used only for those educational programs and activities set forth in the eleven specific categories set forth in the Measure B1 ballot language. Revenue of \$12,959,328 and expenditures of \$12,959,328 for the Measure B1 parcel tax for the year ended June 30, 2023 are included in these audited financial statements.

In an election held on March 3, 2020, the voters approved, by 67.10%, the Measure A parcel tax. Under Measure A, property owners will be levied \$0.265 per building area square foot annually for seven years. The tax goes into effect July 1, 2020 and sunsets June 30, 2027. There is an annual cap of \$7,999 per parcel; vacant parcels will be charged \$299, annually. Seniors and community members who receive Social Security Disability payments can apply to be except from the parcel tax. Revenue from the Measure A parcel tax will be used for the specific purpose of attracting, recruiting, and retaining teachers and school employees, such as counselors, as set forth in the full text of the Measure A ballot. Revenue of \$10,982,465 and expenditures of \$10,982,465 for the Measure A parcel tax for the year ended June 30, 2023 are included in these audited financial statements.

**Alameda Unified School District**  
**Notes to Financial Statements**

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**NOTE 11 – COMMITMENTS AND CONTINGENCIES**

Contingent Liabilities:

The District is subject to legal proceedings and claims which arise in the ordinary course of business. In the opinion of management, the amount of ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the District. The District's exposure to losses are managed by the District's participation in joint powers authorities, see Note 12.

Also, the District has received federal and state funds for specific purposes that are subject to review or audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

Construction Commitments:

As of June 30, 2023, the District had approximately \$11.7 million in outstanding commitments with respect to unfinished capital projects.

**NOTE 12 – PARTICIPATION IN JOINT POWERS AUTHORITIES**

The District is a member of two joint powers authorities (JPAs). The first is the Alameda County Schools Insurance Group (ACSIG) to provide workers' compensation insurance coverage and the second is the East Bay School Insurance Group (EBSIG) to provide liability and property insurance. The relationship between Alameda Unified School District and the JPAs are such that the JPAs are not component units of the District for financial reporting purposes.

These entities have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, fund transactions between the entities and the District are included in these financial statements. Audited financial statements are available from the respective entities.

The following is a summary of financial information of ACSIG (unaudited) as of June 30, 2023 (the most recent information available):

Total assets	\$	73,938,267
Total deferred outflows of resources	\$	555,879
Total liabilities	\$	17,247,028
Total deferred intflows of resources	\$	202,611
Total net position	\$	57,044,507
Total revenues	\$	177,882,790
Total expenses	\$	173,310,429
Change in net position	\$	4,572,361



## Alameda Unified School District

### Notes to Financial Statements

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The following is a summary of financial information of EBSIG (unaudited) as of June 30, 2022 (the most recent information available):

Total assets	\$	4,156,564
Total liabilities	\$	2,103,509
Total net position	\$	2,053,055
Total revenues	\$	7,505,475
Total expenses	\$	8,142,003
Change in net position	\$	(636,528)

## **Required Supplementary Information**

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**Alameda Unified School District**  
**General Fund – Budgetary Comparison Schedule (unaudited)**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Over/(Under) Budget
	Original	Final		
<b>REVENUES</b>				
LCFF sources	\$ 91,464,212	\$ 99,393,991	\$ 99,681,191	\$ 287,200
Federal sources	7,027,452	12,046,997	8,825,432	(3,221,565)
Other state sources	11,399,225	26,528,404	25,906,179	(622,225)
Decrease in fair value of investments	-	(1,255,746)	(1,255,746)	-
Other local sources	32,104,143	34,848,450	34,953,410	104,960
<b>Total revenues</b>	<b>141,995,032</b>	<b>171,562,096</b>	<b>168,110,466</b>	<b>(3,451,630)</b>
<b>EXPENDITURES</b>				
Current				
Certificated salaries	57,537,509	58,442,564	58,389,490	53,074
Classified salaries	21,284,280	21,312,284	21,295,701	16,583
Employee benefits	32,112,903	30,306,884	30,280,589	26,295
Books and supplies	4,189,342	4,680,026	3,941,897	738,129
Contract services and operating expenditures	25,640,513	29,804,715	28,913,308	891,407
Other outgo	1,551,498	2,137,991	2,103,292	34,699
Capital outlay	1,508,524	1,732,504	1,695,120	37,384
Debt service				
Principal	-	-	82,552	(82,552)
<b>Total expenditures</b>	<b>143,824,569</b>	<b>148,416,968</b>	<b>146,701,949</b>	<b>1,797,571</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(1,829,537)</b>	<b>23,145,128</b>	<b>21,408,517</b>	<b>(5,249,201)</b>
<b>Other Financing Sources (Uses)</b>				
Subscription IT arrangements	-	-	681,254	681,254
Transfers in	281,787	334,150	351,432	17,282
Transfers out	(381,803)	(381,803)	(381,803)	-
<b>Net Financing Sources (Uses)</b>	<b>(100,016)</b>	<b>(47,653)</b>	<b>650,883</b>	<b>17,282</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>(1,929,553)</b>	<b>23,097,475</b>	<b>22,059,400</b>	<b>(5,231,919)</b>
<b>Fund Balance, June 30, 2022</b>	<b>46,376,418</b>	<b>46,376,418</b>	<b>46,376,418</b>	<b>46,376,418</b>
<b>Fund Balance, June 30, 2023</b>	<b>\$ 44,446,865</b>	<b>\$ 69,473,893</b>	<b>\$ 68,435,818</b>	<b>\$ 41,144,499</b>

**Alameda Unified School District**  
**Schedule of Changes in Total OPEB Liability and Related Ratios (unaudited)**  
**For the Year Ended June 30, 2023**

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	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
<b>Total OPEB Liability</b>						
Service Cost	\$ 728,319	\$ 694,043	\$ 575,384	\$ 1,277,436	\$ 1,234,238	\$ 1,485,059
Interest Cost	548,442	392,354	367,157	539,300	271,683	866,074
Difference between expected and actual experience	3,085,145	-	(432,835)	-	(3,260,747)	-
Changes in benefit terms	-	(2,747,458)	360,091	-	-	-
Changes of assumptions	2,176,710	-	1,410,318	986,164	(4,667,651)	(681,776)
Benefits payments	(1,230,930)	(859,088)	(836,115)	(966,222)	(953,960)	(1,135,477)
Net change in total OPEB liability	5,307,686	(2,520,149)	1,444,000	1,836,678	(7,376,437)	533,880
Total OPEB liability - beginning	15,379,851	17,900,000	16,456,000	14,619,322	21,995,759	21,461,879
Total OPEB liability - ending	<u>\$ 20,687,537</u>	<u>\$ 15,379,851</u>	<u>\$ 17,900,000</u>	<u>\$ 16,456,000</u>	<u>\$ 14,619,322</u>	<u>\$ 21,995,759</u>
Covered-employee payroll	\$ 80,735,029	\$ 77,989,130	\$ 75,717,602	\$ 63,886,000	\$ 61,725,312	\$ 61,698,000
District's total OPEB liability as a percentage of covered-employee payroll covered-employee payroll	25.6%	19.7%	23.6%	25.8%	23.7%	35.7%

**Alameda Unified School District**  
**Schedule of the District's Proportionate Share of the Net Pension Liability – CALSTRS (unaudited)**  
**For the Year Ended June 30, 2023**

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
District's proportion of the net pension liability	0.089%	0.094%	0.085%	0.086%	0.085%	0.085%	0.089%	0.094%	0.093%
District's proportionate share of the net pension liability	\$ 61,864,910	\$ 43,000,768	\$ 82,657,614	\$ 81,284,457	\$ 78,341,696	\$ 78,476,732	\$ 72,263,400	\$ 63,430,668	\$ 54,194,713
State's proportionate share of the net pension liability associated with the District	66,811,818	93,564,857	40,616,442	48,791,116	44,854,504	46,426,550	41,144,321	33,547,741	32,968,406
Total	<u>\$ 128,676,728</u>	<u>\$ 136,565,625</u>	<u>\$ 123,274,056</u>	<u>\$ 130,075,573</u>	<u>\$ 123,196,200</u>	<u>\$ 124,903,282</u>	<u>\$ 113,407,721</u>	<u>\$ 96,978,409</u>	<u>\$ 87,163,119</u>
District's covered payroll	\$ 52,743,357	\$ 51,127,331	\$ 47,339,819	\$ 46,438,512	\$ 45,992,753	\$ 45,539,759	\$ 45,142,412	\$ 43,121,140	\$ 41,306,836
District's proportionate share of the net pension liability as a percentage of its covered payroll	117.3%	84.1%	174.6%	175.0%	170.3%	172.3%	160.1%	147.1%	131.2%
Plan fiduciary net position as a percentage of the total pension liability	74.4%	87.2%	71.8%	72.6%	71.0%	69.5%	70.0%	74.0%	76.5%

All years prior to 2015 are not available.

**Alameda Unified School District**  
**Schedule of the District's Proportionate Share of the Net Pension Liability – CALPERS (unaudited)**  
**For the Year Ended June 30, 2023**

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	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
District's proportion of the net pension liability	0.152%	0.159%	0.150%	0.149%	0.150%	0.155%	0.156%	0.156%	0.152%
District's proportionate share of the net pension liability	\$ 52,183,319	\$ 32,401,045	\$ 45,944,227	\$ 43,566,644	\$ 40,029,697	\$ 36,895,743	\$ 30,813,595	\$ 22,928,188	\$ 17,200,972
District's covered payroll	\$ 23,076,774	\$ 22,888,560	\$ 21,731,638	\$ 21,088,478	\$ 20,007,554	\$ 19,856,336	\$ 18,949,502	\$ 17,735,189	\$ 15,905,602
District's proportionate share of the net pension liability as a percentage of its covered payroll	153.6%	141.6%	211.4%	206.6%	200.1%	185.8%	162.6%	129.3%	108.1%
Plan fiduciary net position as a percentage of the total pension liability	69.8%	81.0%	70.0%	70.1%	70.8%	71.9%	73.9%	79.4%	83.4%

All years prior to 2015 are not available.

**Alameda Unified School District**  
**Schedule of the District's Contributions – CALSTRS (unaudited)**  
**For the Year Ended June 30, 2023**

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Contractually required contribution	\$ 10,254,216	\$ 8,924,176	\$ 8,257,064	\$ 8,095,109	\$ 7,410,952	\$ 6,641,030	\$ 5,636,468	\$ 4,879,157	\$ 3,829,293
Contributions in relation to the contractually required contribution*	<u>(10,254,216)</u>	<u>(8,924,176)</u>	<u>(8,257,064)</u>	<u>(8,095,109)</u>	<u>(7,410,952)</u>	<u>(6,641,030)</u>	<u>(5,636,468)</u>	<u>(4,879,157)</u>	<u>(3,829,293)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 53,686,995	\$ 52,743,357	\$ 51,127,331	\$ 47,339,819	\$ 46,438,512	\$ 45,992,753	\$ 45,539,759	\$ 45,142,412	\$ 43,121,140
Contributions as a percentage of of covered payroll	19.10%	16.92% ***	16.15% **	17.10% *	15.96%	14.44%	12.38%	10.81%	8.88%

\*\*\*The June 30, 2022 rate reflects the original employer contribution rate of 19.10 percent under AB 1469, reduced for the 2.18 percent to be paid on behalf of employers pursuant to SB 90.

\*\*The June 30, 2021 rate reflects the original employer contribution rate of 19.10 percent under AB 1469, reduced for the 2.95 percent to be paid on behalf of employers pursuant to SB 90.

\*The June 30, 2020 rate reflects the original employer contribution rate of 18.13 percent under AB 1469, reduced for the 1.03 percent to be paid on behalf of employers pursuant to SB 90.

All years prior to 2015 are not available.

**Alameda Unified School District**  
**Schedule of the District's Contributions – CALPERS (unaudited)**  
**For the Year Ended June 30, 2023**

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Contractually required contribution	\$ 6,501,948	\$ 5,307,658	\$ 4,737,932	\$ 4,285,479	\$ 4,010,915	\$ 3,085,590	\$ 2,696,864	\$ 2,292,259	\$ 2,057,335
Contributions in relation to the contractually required contribution	<u>(6,501,948)</u>	<u>(5,307,658)</u>	<u>(4,737,932)</u>	<u>(4,285,479)</u>	<u>(4,010,915)</u>	<u>(3,085,590)</u>	<u>(2,696,864)</u>	<u>(2,292,259)</u>	<u>(2,057,335)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Districts covered payroll	\$ 24,722,236	\$ 23,076,774	\$ 22,888,560	\$ 21,731,638	\$ 21,088,478	\$ 20,007,554	\$ 19,856,336	\$ 18,949,502	\$ 17,735,189
Contributions as a percentage of covered payroll	26.30%	23.00%	20.70%	19.72%	19.02%	15.42%	14.23%	12.92%	12.93%

All years prior to 2015 are not available.



# Alameda Unified School District

## Notes to Required Supplementary Information

### For the Year Ended June 30, 2023

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#### NOTE 1 – PURPOSE OF SCHEDULES

##### A – Budgetary comparison schedule

The District employs budget control by object codes and by individual appropriation accounts. Budgets are prepared on the modified accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (“GAAP”) as prescribed by the Governmental Accounting Standards Board. The budgets are revised during the year by the Board of Education to provide for revised priorities. Expenditures cannot legally exceed appropriations by major object code. The originally adopted and final revised budgets for the General Fund are presented as Required Supplementary Information. The basis of budgeting is the same as GAAP.

##### B – Schedule of changes in total OPEB liability and related ratios

This 10-year schedule is required by GASB Statement No. 75 for all sole and agent employers that provide other postemployment benefits (OPEB). Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 75 was applicable. The schedule presents the sources of change in the total OPEB liability, and the components of the total OPEB liability and related ratios, including the total OPEB liability as a percentage of covered-employee payroll.

##### Contributions

No assets were accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75. For the year ended June 30, 2023, the District contributed \$1,230,930 to the Plan, all of which was used for premiums.

##### Changes in benefit terms

There were no changes in benefit terms since the previous valuations for OPEB.

##### Changes in assumptions

- The discount rate used in the actuarial valuation for OPEB was as follows:

<u>Measurement Period</u>	<u>Discount Rate</u>
June 30, 2017	3.58%
June 30, 2018	3.87%
June 30, 2019	3.50%
June 30, 2020	2.21%
June 30, 2021	2.16%
June 30, 2022	3.54%
June 30, 2023	3.65%

**Alameda Unified School District**  
**Notes to Required Supplementary Information**  
**For the Year Ended June 30, 2023**

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**C – Schedule of the district’s proportionate share of the net pension liability**

This 10-year schedule is required by GASB Statement No. 68 for each cost-sharing pension plan. Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 68 was applicable. The schedule presents the District's proportion of the collective net pension liability, the District's proportionate share of the collective net pension liability, the District's covered payroll, the District's proportionate share of the collective net pension liability as a percentage of the employer's covered payroll, and the pension plan's fiduciary net position as a percentage of the total pension liability.

**Changes in benefit terms**

There were no changes in benefit terms since the previous valuations for CalSTRS and CalPERS.

**Changes in assumptions**

The discount rate used in the actuarial valuation for Public Employer's Retirement Fund B was as follows:

<u>Measurement Period</u>	<u>Discount Rate</u>
June 30, 2013	7.50%
June 30, 2014	7.65%
June 30, 2015	7.65%
June 30, 2016	7.15%
June 30, 2017	7.15%
June 30, 2018	7.15%
June 30, 2019	7.15%
June 30, 2020	7.15%
June 30, 2021	6.90%

The following are the assumptions for State Teachers' Retirement Plan:

<u>Assumption</u>	<u>Measurement Period</u>							
	<u>June 30, 2022</u>	<u>June 30, 2021</u>	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Inflation	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%	3.00%	3.00%
Investment rate of return	7.10%	7.10%	7.10%	7.10%	7.10%	7.10%	7.60%	7.60%
Wage growth	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.75%	3.75%

**D – Schedule of the District’s contributions**

This 10-year schedule is required by GASB Statement No. 68 for each cost-sharing pension plan. Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 68 was applicable. The schedule presents the District's statutorily or contractually required employer contribution, the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution, the difference between the statutorily or contractually required employer contribution and the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution, the District's covered payroll, and the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution as a percentage of the District's covered payroll.

## **Supplementary Information**

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# Alameda Unified School District

## Schedule of Expenditures of Federal Awards

### For the Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures
<b>U. S. DEPARTMENT OF EDUCATION:</b>			
<i>Passed through California Department of Education:</i>			
Title I, Part A			
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14329	\$ 916,398
ESSA: School Improvement Funding for LEAs	84.010	15438	228,530
Subtotal Title I, Part A			<u>1,144,928</u>
Adult Education Programs:			
Adult Education: Adult Basic Education & ESL	84.002A	14508	202,420
Adult Education: Adult Secondary Education	84.002	13978	31,330
Adult Education: English Literacy and Civics Education	84.002A	14109	49,380
Subtotal Adult Education Programs			<u>283,130</u>
Title II, Part A, Supporting Effective Instruction Local Grants	84.367	14341	265,587
Title III Programs:			
Title III, English Learner Student Program	84.365	14346	99,351
Special Education Cluster:			
COVID 19 - IDEA Basic Local Assistance Entitlement, Part B, Sec 611	84.027	10170	59,707
COVID 19 - IDEA Preschool Grants, Part B, Section 619 (Age 3-4-5)	84.173	10171	8,288
IDEA Basic Local Assistance Entitlement, Part B, Sec 611	84.027	13379	1,642,455
IDEA Basic Local Assistance Private, Part B, Sec 611	84.027	10115	22,792
IDEA Basic Local Assistance Entitlement, Part B, Sec 611, Coordinated Early Intervening Services	84.027	10119	276,313
IDEA Preschool Grants, Part B, Section 619 (Age 3-4-5)	84.173	13430	54,587
IDEA Preschool Grants, Part B, Section 619 (Age 3-4-5), Coordinated Early Intervening Services	84.173	10131	1,873
IDEA Mental Health Average Daily Attendance (ADA) Allocation, Part B, Sec 611	84.027A	15197	105,390
Subtotal Special Education Cluster			<u>2,171,405</u>
COVID-19 - Education Stabilization Fund			
COVID 19 - Elementary and Secondary School Emergency Relief II Fund	84.425	15547	719,699
COVID 19 -Elementary and Secondary School Emergency Relief III Fund	84.425	15559	1,611,006
COVID 19 -Elementary and Secondary School Emergency Relief III Fund: Learning Loss	84.425U	10155	1,215,747
COVID 19 -Governor's Emergency Education Relief Fund: Learning Loss Mitigation	84.425C	15517	153,370
COVID 19 -Expanded Learning Opportunities (ELO) Grant ESSER II State Reserve	84.425	15618	454,542
COVID 19 -Expanded Learning Opportunities (ELO) Grant GEER II	84.425	15619	96,344
COVID 19 -Expanded Learning Opportunities (ELO) Grant ESSER III State Reserve, Emergency Needs	84.425	15620	164,270
COVID 19 -Expanded Learning Opportunities (ELO) Grant ESSER II State Reserve, Learning Loss	84.425	15621	604,644
Subtotal COVID-19 - Education Stabilization Fund			<u>5,019,622</u>
IDEA Early Intervention Grants, Part C	84.181	23761	17,769
Vocational Programs: Voc & Appl Tech Secondary II C, Sec 131 (Carl Perkins Act)	84.048	14894	60,554
State Vocational Rehabilitation Services Program - We Can Work	84.126A	*	46,217
Total U. S. Department of Education			<u>9,108,563</u>
<b>U. S. DEPARTMENT OF AGRICULTURE:</b>			
<i>Passed through California Department of Education:</i>			
Child Nutrition Cluster			
School Breakfast Program	10.553	13525	1,706,414
Subtotal Child Nutrition Cluster			<u>1,706,414</u>
CACFP Claims - Centers and Family Day Care	10.558	13393	604,221
Subtotal CACFP Programs			<u>604,221</u>
Total U. S. Department of Agriculture			<u>2,310,635</u>
<b>U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES:</b>			
Child Care Development Fund Program Cluster			
<i>Passed through California Department of Education:</i>			
Federal Child Care, Center-based, (CCTR) and (CFCC) - CCDF Cluster	93.596	13609	186,582
COVID 19 -Child Development: Coronavirus Response and Relief Supplemental Appropriations Act One-time	93.575	15555	21,411
<i>Passed through California Department of Social Services:</i>			
Child Care and Development Programs Administered by California Department of Social Services	93.575	10163	131,611
Subtotal Child Care Development Fund Program Cluster			339,604
Total U. S. Department of Health & Human Services			<u>339,604</u>
Total Federal Expenditures			<u>\$ 11,758,802</u>

\* Pass through identifier is not available or not applicable.

**Alameda Unified School District**  
**Schedule of Average Daily Attendance (ADA)**  
**For the Year Ended June 30, 2023**

	Second Period Report	Annual Report
	Data ID: FB2BC3C6	Data ID: 538A5506
SCHOOL DISTRICT		
TK/K through Third		
Regular ADA	2,469.76	2,478.24
Extended Year Special Education	3.53	3.53
Special Education - Nonpublic Schools	-	-
Extended Year Special Education - Nonpublic Schools	-	-
Total TK/K through Third	2,473.29	2,481.77
Fourth through Sixth		
Regular ADA	1,878.57	1,884.09
Extended Year Special Education	4.27	4.27
Special Education - Nonpublic Schools	1.71	1.71
Extended Year Special Education - Nonpublic Schools	0.52	0.52
Total Fourth through Sixth	1,885.07	1,890.59
Seventh through Eighth		
Regular ADA	1,133.57	1,131.12
Extended Year Special Education	1.02	1.02
Special Education - Nonpublic Schools	7.07	7.07
Extended Year Special Education - Nonpublic Schools	0.39	0.39
Total Seventh through Eighth	1,142.05	1,139.60
Ninth through Twelfth		
Regular ADA	2,783.02	2,779.81
Extended Year Special Education	1.03	1.03
Special Education - Nonpublic Schools	15.92	15.92
Extended Year Special Education - Nonpublic Schools	1.61	1.61
Total Ninth through Twelfth	2,801.58	2,798.37
TOTAL SCHOOL DISTRICT	8,301.99	8,310.33

**Alameda Unified School District**  
**Schedule of Instructional Time**  
**For the Year Ended June 30, 2023**

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Grade Level	Minutes Requirement	2022-23 Actual Minutes	Number of Days	Status
Kindergarten	36,000	37,120	180	Complied
Grade 1	50,400	52,600	180	Complied
Grade 2	50,400	52,600	180	Complied
Grade 3	50,400	52,600	180	Complied
Grade 4	54,000	54,000	180	Complied
Grade 5	54,000	54,000	180	Complied
Grade 6	54,000	54,000	180	Complied
Grade 7	54,000	54,000	180	Complied
Grade 8	54,000	54,000	180	Complied
Grade 9	64,800	64,806	180	Complied
Grade 10	64,800	64,806	180	Complied
Grade 11	64,800	64,806	180	Complied
Grade 12	64,800	64,806	180	Complied

**Alameda Unified School District**  
**Schedule of Financial Trends and Analysis (unaudited)**  
**For the Year Ended June 30, 2023**

	(Adopted Budget) 2024	2023	2022	2021
<u>General Fund</u>				
Revenues And Other Financing Sources	\$ 154,261,758	\$ 168,461,898	\$ 148,789,209	\$ 137,508,095
Expenditures And Other Financing Uses	154,541,531	147,083,752	142,702,511	126,509,175
Net change in Fund Balance	<u>\$ (279,773)</u>	<u>\$ 21,378,146</u>	<u>\$ 6,086,698</u>	<u>\$ 10,998,920</u>
Ending Fund Balance	<u>\$ 68,156,046</u>	<u>\$ 68,435,818</u>	<u>\$ 46,376,418</u>	<u>\$ 40,289,716</u>
Available Reserves*	<u>\$ 15,454,153</u>	<u>\$ 14,019,698</u>	<u>\$ 17,094,769</u>	<u>\$ 19,159,991</u>
Available Reserves As A Percentage Of Outgo	10.00%	9.53%	11.98%	15.15%
Long-term Liabilities	<u>\$ 424,942,142</u>	<u>\$ 431,789,045</u>	<u>\$ 352,997,733</u>	<u>\$ 415,014,867</u>
Average Daily Attendance At P-2	8,219	8,302	8,299	8,979

The General Fund balance has increased by \$28,146,102 over the past two years. The fiscal year 2023-24 budget projects a decrease of \$279,773. For a District this size, the State recommends available reserves of at least 3% of General Fund expenditures, transfers out, and other uses (total outgo).

The District has incurred operating surpluses in the past three years and anticipates incurring an operating deficit during the 2023-24 fiscal year. Total long-term obligations have increased by \$16,774,178 over the past two years.

Average daily attendance has decreased by 677 ADA over the past two years. A decrease of 83 ADA is anticipated during the 2023-24 fiscal year.

\*Available reserves consist of all unassigned fund balance within the General Fund.

**Alameda Unified School District**  
**Reconciliation of Annual Financial and Budget Report with Audited Financial**  
**Statements**  
**For the Year Ended June 30, 2023**

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There were no audit adjustments made to any of the funds of the District.



**Alameda Unified School District**  
**Schedule of Charter Schools**  
**For the Year Ended June 30, 2023**

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<u>Charter #</u>	<u>Charter School</u>	<u>Status</u>	<u>Included in Audit Report</u>
1181	Academy of Alameda	Active	No
1066	Community Learning Center Inc., (NEA)	Active	No
0352	Alameda Community Learning Center (ACLC)	Active	No

**Alameda Unified School District**  
**Combining Balance Sheet – All Non-Major Funds**  
**June 30, 2023**

	Student Activity Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Capital Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Bond Interest and Redemption Fund	Non-Major Governmental Funds
<b>ASSETS</b>								
Cash in County Treasury	\$ -	\$ 353,369	\$ 1,146,079	\$ 3,183,488	\$ 14,712,851	\$ 6,129,270	\$ 15,804,185	\$ 41,329,242
Cash on hand and in banks	276,701	4,968	-	18,025	-	-	-	299,694
Cash in revolving fund	-	-	-	1,008	-	-	-	1,008
Cash collections awaiting deposit	-	-	-	-	-	-	-	-
Receivables	-	180,662	114,784	889,145	144,366	515,148	80,996	1,925,101
Lease receivable	-	-	-	-	-	635,559	-	635,559
Due from other funds	-	-	-	100,492	-	-	-	100,492
Stores inventory	-	-	-	108,011	-	-	-	108,011
Total assets	<u>\$ 276,701</u>	<u>\$ 538,999</u>	<u>\$ 1,260,863</u>	<u>\$ 4,300,169</u>	<u>\$ 14,857,217</u>	<u>\$ 7,279,977</u>	<u>\$ 15,885,181</u>	<u>\$ 44,399,107</u>
<b>LIABILITIES</b>								
Accounts payable	\$ -	\$ 7,450	\$ 34,969	\$ 133,170	\$ 1,480,017	\$ 5,156	\$ -	\$ 1,660,762
Due to other funds	-	43,160	44,323	311,346	-	-	-	398,829
Total liabilities	<u>-</u>	<u>50,610</u>	<u>79,292</u>	<u>444,516</u>	<u>1,480,017</u>	<u>5,156</u>	<u>-</u>	<u>2,059,591</u>
<b>DEFERRED INFLOW OF RESOURCES</b>								
Leases	-	-	-	-	-	601,192	-	601,192
<b>FUND BALANCES</b>								
Nonspendable	-	-	-	109,019	-	-	-	109,019
Restricted	276,701	488,389	1,181,571	3,746,634	13,377,200	6,673,629	15,885,181	41,629,305
Total Fund Balances	<u>276,701</u>	<u>488,389</u>	<u>1,181,571</u>	<u>3,855,653</u>	<u>13,377,200</u>	<u>6,673,629</u>	<u>15,885,181</u>	<u>41,738,324</u>
Total Liabilities, Deferred Inflow of Resources and Fund Balance	<u>\$ 276,701</u>	<u>\$ 538,999</u>	<u>\$ 1,260,863</u>	<u>\$ 4,300,169</u>	<u>\$ 14,857,217</u>	<u>\$ 7,279,977</u>	<u>\$ 15,885,181</u>	<u>\$ 44,399,107</u>

**Alameda Unified School District**

**Combining Statement of Revenues, Expenditures, And Changes in Fund Balances – All Non-Major Funds**  
**For the Year Ended June 30, 2023**

	Student Activity Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Capital Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Bond Interest and Redemption Fund	Non-Major Governmental Funds
<b>REVENUES</b>								
Federal sources	\$ -	\$ 283,130	\$ 571,079	\$ 2,310,636	\$ -	\$ -	\$ -	\$ 3,164,845
Other state sources	-	1,012,983	2,239,687	2,895,998	-	-	73,041	6,221,709
Net decrease in fair value of investments	-	(8,692)	(28,191)	(78,308)	(361,909)	(150,769)	(388,754)	(1,016,623)
Other local sources	658,037	3,851	58,347	298,895	3,209,748	2,798,067	15,436,516	22,463,461
Total revenues	658,037	1,291,272	2,840,922	5,427,221	2,847,839	2,647,298	15,120,803	30,833,392
<b>EXPENDITURES</b>								
Current								
Certificated salaries	-	658,368	901,605	-	-	-	-	1,559,973
Classified salaries	-	234,514	728,090	1,790,638	-	69,704	-	2,822,946
Employee benefits	-	318,798	638,131	652,253	-	27,047	-	1,636,229
Books and supplies	625,241	36,600	56,584	2,072,215	34,233	-	-	2,824,873
Contract services and operating expenditures	-	52,740	10,442	168,584	226,095	45,690	-	503,551
Other outgo	-	-	-	-	-	1,474,053	-	1,474,053
Capital outlay	-	-	-	6,027	5,213,587	129,366	-	5,348,980
Debt service								
Principal	-	-	-	-	-	249,000	5,836,399	6,085,399
Interest	-	-	-	-	-	154,848	10,696,374	10,851,222
Total expenditures	625,241	1,301,020	2,334,852	4,689,717	5,473,915	2,149,708	16,532,773	33,107,226
Excess (Deficiency) of Revenues Over Expenditures	32,796	(9,748)	506,070	737,504	(2,626,076)	497,590	(1,411,970)	(2,273,834)
<b>Other Financing Sources (Uses)</b>								
Proceeds from issuance of general obligation bonds	-	-	-	-	-	-	3,317,062	3,317,062
Transfers in	-	95,557.00	134,774	144,629	-	6,843	-	381,803
Transfers out	-	(43,154)	(165,570)	(142,708)	-	-	-	(351,432)
Total other financing sources (uses)	-	52,403	(30,796)	1,921	-	6,843	3,317,062	3,347,433
<b>NET CHANGE IN FUND BALANCE</b>	32,796	42,655	475,274	739,425	(2,626,076)	504,433	1,905,092	1,073,599
Fund Balance, June 30, 2022	243,905	445,734	706,297	3,116,228	16,003,276	6,169,196	13,980,089	40,664,725
Fund Balance, June 30, 2023	\$ 276,701	\$ 488,389	\$ 1,181,571	\$ 3,855,653	\$ 13,377,200	\$ 6,673,629	\$ 15,885,181	\$ 41,738,324

# Alameda Unified School District

## Organization (unaudited)

### June 30, 2023

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The District was established in 1936. The District boundaries encompass the City of Alameda. There were no boundary changes during the year. The District provides education for grades K-12 and is currently operating ten elementary schools, two middle schools, two high schools, one continuation school, one early college high school, one adult school and one child development center. Three charter schools also operate within the District boundaries.

GOVERNING BOARD		
Member	Office	Term Expires
Heather Little	President	December 2024
Megan Sweet, Ed.D	Vice President	December 2024
Gary Lym	Board Clerk	December 2026
Ryan LaLonde	Trustee	December 2026
Jennifer Williams	Trustee	December 2024

DISTRICT ADMINISTRATORS  
Pasquale Scuderi  
*Superintendent*  
  
Shariq Khan  
*Assistant Superintendent, Business Services*

**NOTE 1 – PURPOSE OF SCHEDULES**

**Schedule of Expenditures of Federal Awards**

**Basis of presentation** – The accompanying Schedule of Expenditures of Federal Awards (“Schedule”) includes the Federal grant activity of the Alameda Unified School District (the “District”) and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the net position, changes in net position, or cash flows of the District.

The following schedule provides reconciliation between revenues reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance, and the related expenditures reported on the Schedule of Expenditures of Federal Awards. The reconciling amounts represent Federal funds that have been recorded as revenues in a prior year that have been expended by June 30, 2023 or Federal funds that have been recorded as revenues in the current year and were not expended by June 30, 2023.

	<u>Federal Assistance Listing Number</u>	<u>Amount</u>
Total federal revenues reported in the statement of revenues, expenditures, and changes in fund balance		\$ 11,990,277
COVID-19 - Child Development: California State Preschool Program One-time Stipend - received not spent	93.575	(252,886)
COVID-19 - Child Development: Coronavirus Response and Relief Supplemental Appropriations Act One-time Stipend - expenditures in excess of revenue	93.575	<u>21,411</u>
Total expenditures reported in the schedule of expenditures of federal awards		<u>\$ 11,758,802</u>

The District has elected not to use the 10 percent de minimis indirect cost rate allowed in the Uniform Guidance.

**Summary of Significant Accounting Policies** – Expenditures reported on the Schedule are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Schedule of Average Daily Attendance (ADA)**

This schedule presents information on the ADA data for both the second period and annual period of attendance, by grade span and programs, as appropriate.

# **Alameda Unified School District**

## **Notes to Supplementary Information**

### **June 30, 2023**

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#### **Schedule of Instructional Time**

This schedule presents information on the amount of instructional day offered by the District and whether the District complied with the provisions of Education Code Sections 46201 through 46206. During the year ended June 30, 2023, the District participated in the Longer Day incentive funding program. As of June 30, 2023, the District had met its target funding.

#### **Schedule of Financial Trends and Analysis (unaudited)**

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

#### **Reconciliation of Annual Financial and Budget Report with Audited Financial Statements**

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Annual Financial and Budget Report Unaudited Actuals to the audited financial statements.

#### **Schedule of Charter Schools**

This schedule lists all Charter Schools chartered by the District and displays information for each Charter School on whether or not the Charter School is included in the District audit.

#### **Combining Statements – Non-Major Funds**

These statements provide information on the District's non-major funds.

#### **Organization (unaudited)**

This schedule provides information about the District's boundaries and schools operated, members of the governing board, and members of the administration.

## **Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Governing Board  
Alameda Unified School District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Alameda Unified School District (the "District") as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 15, 2023.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Moss Adams LLP".

Sacramento, California  
December 15, 2023



## **Report of Independent Auditors on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance**

Governing Board  
Alameda Unified School District

### **Report on Compliance for Each Major Federal Program**

#### ***Opinion on Each Major Federal Program***

We have audited Alameda Unified School District's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Alameda Unified School District's (the "District") major federal programs for the year ended June 30, 2023. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

#### ***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

#### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Moss Adams LLP".

Sacramento, California  
December 15, 2023

## **Report of Independent Auditors on State Compliance**

Governing Board  
Alameda Unified School District

### **Report on Compliance with State Laws and Regulations**

#### ***Opinion on Compliance with State Laws and Regulations***

We have audited Alameda Unified School District's (the "District") compliance with the types of compliance requirements described in the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (the Audit Guide) applicable to the District's state program for the year ended June 30, 2023, listed below:

<u>Procedures</u>	<u>Description</u>	<u>Performed</u>
Local Education Agencies other than Charter Schools:		
	A. Attendance and Distance Learning	Yes
	B. Teacher Certification and Misassignments	Yes
	C. Kindergarten Continuance	Yes
	D. Independent Study	No, see below
	E. Continuation Education	Yes
	F. Instruction Time	Yes
	G. Instructional Materials	Yes
	H. Ratio of Administrative Employees to Teachers	Yes
	I. Classroom Teacher Salaries	Yes
	J. Early Retirement Incentive	No, see below
	K. Gann Limit Calculation	Yes
	L. School Accountability Report Card	Yes
	M. Juvenile Court Schools	No, see below
	N. Middle or Early College High School	Yes
	O. K-3 Grade Span Adjustment	Yes
	P. Transportation Maintenance of Effort	Yes
	Q. Apprenticeship: Related and Supplemental Instruction	No, see below
	R. Comprehensive School Safety Plan	Yes
	S. District of Choice	No, see below
	TT. Home to School Transportation Reimbursement	Yes
	UU. Independent Study Certification for ADA Loss Mitigation	Yes
School Districts, County Offices of Education, and Charter Schools:		
	T. California Clean Energy Jobs Act	No, see below
	U. After/Before School Education and Safety Program	Yes
	V. Proper Expenditure of Education Protection Account Funds	Yes
	W. Unduplicated Local Control Funding Formula Pupil Counts	Yes
	X. Local Control and Accountability Plan	Yes
	Y. Independent Study – Course Based	No, see below
	Z. Immunizations	No, see below
	AZ. Educator Effectiveness	Yes
	BZ. Expanded Learning Opportunities Grant (ELO-G)	Yes
	CZ. Career Technical Education Incentive Grant	Yes
	EZ. Transitional Kindergarten	Yes
Charter Schools:		
	AA. Attendance	No, see below
	BB. Mode of Instruction	No, see below
	CC. Nonclassroom-Based Instruction/Independent Study	No, see below
	DD. Determination of Funding for Nonclassroom-based Instruction	No, see below
	EE. Annual Instructional Minutes – classroom based	No, see below
	FF. Charter School Facility Grant Program	No, see below

We did not perform testing procedures related to Independent Study because the ADA claimed was not material.

We did not perform any procedures related to Early Retirement Incentive because the District did not offer this program in the current year.

We did not perform any procedures related to Juvenile Court Schools because the District did not offer this program in the current year.

We did not perform any procedures related to Apprenticeship: Related and Supplemental Information because the District does not have any programs that meet this requirement.

We did not perform any procedures related to District of Choice because the District was not reported as a District of Choice, per the California Department of Education.

We did not perform any procedures related to Independent Study-Course Based because the ADA claimed was not material.

The District submitted the immunization assessment report to the California Department of Public Health and did not have reported combined conditional admission and overdue rates greater than 10 percent in kindergarten, therefore, we did not perform any related procedures.

We did not perform any procedures related to the Charter Schools because the District did not include any charter schools in the current year.

In our opinion, the District complied, in all material respects, with the state compliance requirements referred to above that are applicable to state laws and regulations for the year ended June 30, 2023.

### ***Basis for Opinion***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Our responsibilities under those standards and the Audit Guide are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the District's compliance with state compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to below and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's state programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Audit Guide will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with state laws and regulations as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Audit Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Report on Internal Control over Compliance***

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the requirements of the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Moss Adams LLP".

Sacramento, California  
December 15, 2023



## **Schedule of Findings and Questioned Costs**

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**Alameda Unified School District**  
**Section I – Summary of Auditors’ Results**  
**For the Year Ended June 30, 2023**

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**Section I – Summary of Auditor’s Results**

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**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

*Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

**Federal Awards**

Internal control over the major federal program:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☐ Yes ☒ No

Identification of major federal program and type of auditor’s report issued on compliance for the major federal program:

<i>Federal Assistance Listing Number</i>	<i>Name of Major Federal Program</i>	<i>Type of Auditor’s Report Issued in Compliance for Each Major Federal Program</i>
10.553	School Breakfast Program, part of the Child Nutrition Cluster	<i>Unmodified</i>
84.425, 84.425C, 84.425U	COVID-19 - Education Stabilization Fund	<i>Unmodified</i>

Dollar threshold used to distinguish between type A and type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

☒ Yes ☐ No

**State Awards**

Type of auditor’s report issued on compliance for state programs:

*Unmodified*

**Alameda Unified School District**  
**Section II – Financial Statement Findings**  
**For the Year Ended June 30, 2023**

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None reported.

**Alameda Unified School District**  
**Section III – Federal Award Findings and Questioned Costs**  
**For the Year Ended June 30, 2023**

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None reported.

**Alameda Unified School District**  
**Section IV – State Award Findings and Questioned Costs**  
**For the Year Ended June 30, 2023**

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None reported.

**Alameda Unified School District**  
**Summary Schedule of Prior Audit Findings**  
**For the Year Ended June 30, 2023**

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There were no findings noted in the prior year.





*Communication with Those  
Charged with Governance*

**Alameda Unified School District**

*June 30, 2023*



MOSSADAMS



## Communication with Those Charged with Governance

Governing Board  
Alameda Unified School District

We have audited the financial statements of Alameda Unified School District (the “District”) as of and for the year ended June 30, 2023, and have issued our report thereon dated December 15, 2023. Professional standards require that we provide you with the following information related to our audit.

### **Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards***

As stated in our engagement letter dated February 27, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (*Government Auditing Standards*), issued by the Comptroller General of the United States of America. As part of an audit conducted in accordance with U.S. GAAS and *Government Auditing Standards*, we exercise professional judgement and maintain professional skepticism throughout the audit.

An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control over financial reporting. Accordingly, we considered the District’s internal control solely for the purposes of determining our audit procedures and not to provide assurance concerning such internal control.

We are also responsible for communicating significant matters related to the financial statement audit that, in our professional judgment, are relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

The supplementary information was subject to certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated February 27, 2023.

## **Significant Audit Findings and Issues**

### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Alameda Unified School District are described in Note 1 to the financial statements. As of July 1, 2022, the District adopted GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*, using a modified-retrospective approach.

There were no other accounting policies adopted during the year and there were no changes in the application of existing policies during 2023. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

### ***Significant Accounting Estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements were the useful lives of capital assets, and the actuarial determination of the net pension and other postemployment benefits ("OPEB") liabilities.

For management's estimate of the useful lives of capital assets, net pension and OPEB liabilities, we evaluated the key factors and assumptions used and determined that they were reasonable in relation to the financial statements as a whole.

### ***Financial Statement Disclosures***

The disclosures in the financial statements are consistent, clear, and understandable. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements were:

- ***Long term liabilities*** – Information regarding the District's long term liabilities is provided in Note 6 to the financial statements.
- ***Other postemployment benefits*** – Information regarding the District's other postemployment benefits is provided in Note 8 to the financial statements.
- ***Pension plans*** – Information regarding the District's pension plans, including the net pension liability is provided in Note 9 to the financial statements.

### ***Significant Unusual Transactions***

We encountered no significant unusual transactions during our audit of the District's financial statements.

### ***Significant Difficulties Encountered in Performing the Audit***

Professional standards require us to inform you of any significant difficulties encountered in performing the audit. No significant difficulties were encountered during our audit of the District's financial statements.

### ***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

### ***Circumstances that Affect the Form and Content of the Auditor's Report***

There may be circumstances in which we would consider it necessary to include additional information in the auditor's report in accordance with *Government Auditing Standards*. An emphasis of matter paragraph is included for the adoption of GASB Statement No. 96, *SBITAs*. There were no other circumstances that affected the form and content of the auditor's report.

### ***Uncorrected Misstatements***

Professional standards require us to accumulate all factual and judgmental misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

There were no misstatements identified by us as a result of our audit and uncorrected by management that are material, either individually or in the aggregate, to the financial statements as a whole.

### ***Management Representations***

We have requested certain representations from management that are included in the attached management representation letter dated December 15, 2023.

### ***Management Consultation with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Significant Audit Findings or Issues***

We are required to communicate to you other findings or issues arising from the audit that are, in our professional judgment, significant and relevant to your oversight of the financial reporting process. There were no such items identified.

This information is intended solely for the use of the Governing Board and management of Alameda Unified School District, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Moss Adams LLP". The signature is written in a cursive, flowing style.

San Francisco, California  
December 15, 2023





# 2023 Audit Results

## Better Together: Moss Adams & Alameda Unified School District

[illegible]

# Alameda Unified School District

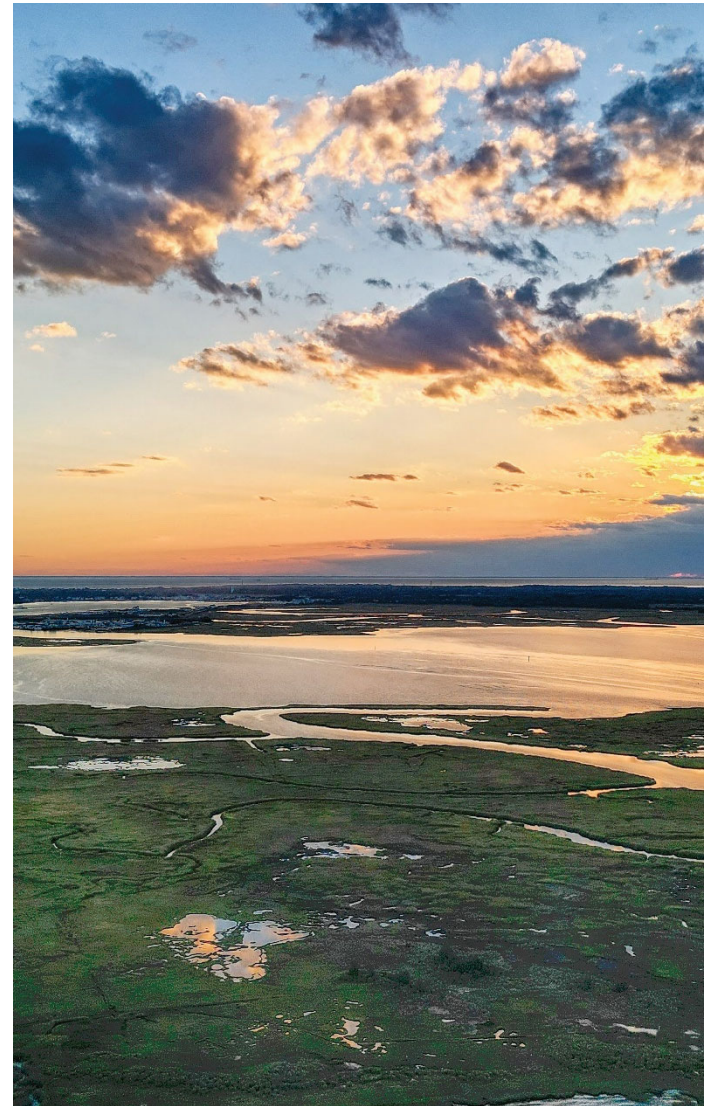
Dear Governing Board:

Thank you for your continued engagement of Moss Adams LLP. We are pleased to have the opportunity to meet with you to discuss the results of our audit of the financial statements and federal program compliance of Alameda Unified School District (the “District”) as of and for the year ended June 30, 2023.

The accompanying report, which is intended solely for the use of the Governing Board and management, and is not intended to be and should not be, used by anyone other than these specified parties, presents important information regarding the District's financial statements and our audit that we believe will be of interest to you.

We conducted our audit with the objectivity and independence that you expect. We received the full support and assistance of the District's personnel. We are pleased to serve and be associated with the District as its independent public accountants and look forward to our continued relationship.

We look forward to discussing our report or any other matters of interest with you during this meeting.





## Agenda

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1. Auditor Opinions and Reports
2. Communication with Those Charged with Governance
3. About Moss Adams





# Auditor Opinions and Reports – District FS

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# Auditor Report on the Financial Statements – District

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Unmodified Opinion – Basic financial statements are presented fairly and in accordance with U.S. Generally Accepted Accounting Principles (GAAP)

Emphasis of Matter – The District implemented Government Accounting Standards Board (GASB) Statement No. 89, *Subscription-Based Information Technology Arrangements (SBITAs)*.



# Other Auditor Reports

## GAGAS Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

- No financial findings reported
- No compliance findings reported

## Report on Compliance with Requirements that could have a Direct and Material Effect on the Major Federal Programs and on Internal Control Over Compliance in accordance with the Uniform Guidance for Federal Awards (2 CFR Part 200)

- No control findings
- No compliance findings
- Unmodified opinion on compliance



# Other Auditor Reports

## Report on State Compliance

- No control findings
- No compliance findings
- Unmodified opinion on compliance



# Communication with Those Charged with Governance

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# Our Responsibility Under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

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1

To express our opinion on whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, and in accordance with U.S. GAAP. However, our audit does not relieve you or management of your responsibilities.

2

To perform an audit in accordance with generally accepted auditing standards issued by the AICPA and *Government Auditing Standards* issued by the Comptroller General of the United States, and design the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement.

3

To consider internal control over financial reporting and internal control over compliance as a basis for designing audit procedures but not for the purpose of expressing an opinion on its effectiveness or to provide assurance concerning such internal control.

4

To communicate findings that, in our judgment, are relevant to your responsibilities in overseeing the financial reporting process and administering federal and state awards. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.



## Planned Scope & Timing of the Audit

It is the auditor's responsibility to determine the overall audit strategy and the audit plan, including the nature, timing and extent of procedures necessary to obtain sufficient appropriate audit evidence and to communicate with those charged with governance an overview of the planned scope and timing of the audit.

### OUR COMMENTS

The planned scope and timing of the audit was communicated to you in our engagement letter dated February 27, 2023.



# Significant Accounting Policies & Unusual Transactions

The auditor should determine that the Board of Education is informed about the initial selection of and changes in significant accounting policies or their application. The auditor should also determine that the Board of Education is informed about the methods used to account for significant unusual transactions and the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

## OUR COMMENTS

Management has the responsibility for selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the footnotes to the financial statements. During the year ended June 30, 2023, the District adopted GASB Statement No. 89, *SBITAs*. There were no other accounting policies adopted and there were no changes in the application of existing policies during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

We believe management has selected and applied significant accounting policies appropriately and consistent with those of the prior year.





# Management Judgments & Accounting Estimates

The Board of Education should be informed about the process used by management in formulating particularly sensitive accounting estimates and about the basis for the auditor's conclusions regarding the reasonableness of those estimates.

## OUR COMMENTS

Management's judgments and accounting estimates are based on knowledge and experience about past and current events and assumptions about future events. We apply audit procedures to management's estimates to ascertain whether the estimates are reasonable under the circumstances and do not materially misstate the financial statements.

Significant management estimates impacting the financial statements include the following: useful lives of capital assets, net pension liability and other postemployment benefits liability.

We deemed them to be reasonable.



# Management Judgments & Accounting Estimates

Our views about qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures.

## OUR COMMENTS

The disclosures in the financial statements are clear and consistent. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users, however we do not believe any of the footnotes are particularly sensitive. We call your attention to: long term liabilities in Note 6, other postemployment benefits in Notes 8, and pension plans in Note 9.



## Difficulties Encountered in Performing the Audit

The Board of Education should be informed of any significant difficulties encountered in dealing with management related to the performance of the audit.

### OUR COMMENTS

There were no other significant difficulties in dealing with management in performing and completing our audit.



# Significant Audit Adjustments & Unadjusted Differences Considered by Management To Be Immaterial

The Board of Education should be informed of all significant audit adjustments arising from the audit. Consideration should be given to whether an adjustment is indicative of a significant deficiency or a material weakness in the District's internal control over financial reporting, or in its process for reporting annual financial information, that could cause future financial statements to be materially misstated.

The Board of Education should also be informed of uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements as a whole.

## OUR COMMENTS

There were no misstatements identified by us as a result of audit procedures, and uncorrected by management that are material, either individually or in the aggregate, to the financial statements taken as a whole.



# Potential Effect on the Financial Statements of Significant Risks, Exposures & Uncertainties

---

The Board of Education should be adequately informed of the potential effect on the financial statements of significant risks, exposures, and uncertainties that are disclosed in the financial statements.

## OUR COMMENTS

The District is subject to potential legal proceedings and claims that arise in the ordinary course of business, which are disclosed in the notes to the financial statements.



# Disagreements with Management

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Disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the District's financial statements, or the auditor's report.

## OUR COMMENTS

We are pleased to report that there were no disagreements with management.



# Deficiencies in Internal Control

Any material weaknesses and significant deficiencies in the design or operation of internal control that came to the auditor's attention during the audit must be reported to the Board of Education.

## OUR COMMENTS

- Material weakness:
  - None noted.
- Significant deficiencies and noncompliance:
  - Nothing to communicate.



## Management's Consultation with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. If management has consulted with other accountants about an auditing and accounting matter that involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts.

### OUR COMMENTS

We are not aware of any significant accounting or auditing matters for which management consulted with other accountants.





## Other Material Written Communications

Report to the Board of Education significant written communications between the auditor and client management.

### OUR COMMENTS

Other than the engagement letter, management representation letter, and communication with those charged with governance, there have been no significant communications.



## Management's Uncertainties Related to Events & Conditions

Any doubt regarding the entity's ability to continue, **as a going concern**, should be communicated to the Board of Education.

### OUR COMMENTS

No such matters came to our attention.



# Fraud & Noncompliance with Laws and Regulations

Fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements should be communicated. We are also required to communicate any noncompliance with laws and regulations involving senior management that come to our attention, unless clearly inconsequential.

## OUR COMMENTS

We have not become aware of any instances of fraud or noncompliance with laws and regulations.



# ► About Moss Adams



# Our Services to Tax-Exempt and Governmental Entities

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## ASSURANCE

- Agreed-upon procedures
- Audits and reviews
- Federal awards audits
- Compliance examinations pursuant to federal reporting requirements
- Employee benefit plan services
- Written acknowledgments and agreed-upon procedure engagements in connection with tax-exempt bond offerings

## CONSULTING

- Endowment management and investment consulting
- Fraud investigation and forensic accounting
- IT consulting
- Strategic business planning
- Sustainability services
- Systems Control & Operations Risk Evaluation (SCORE!)
- Wealth services

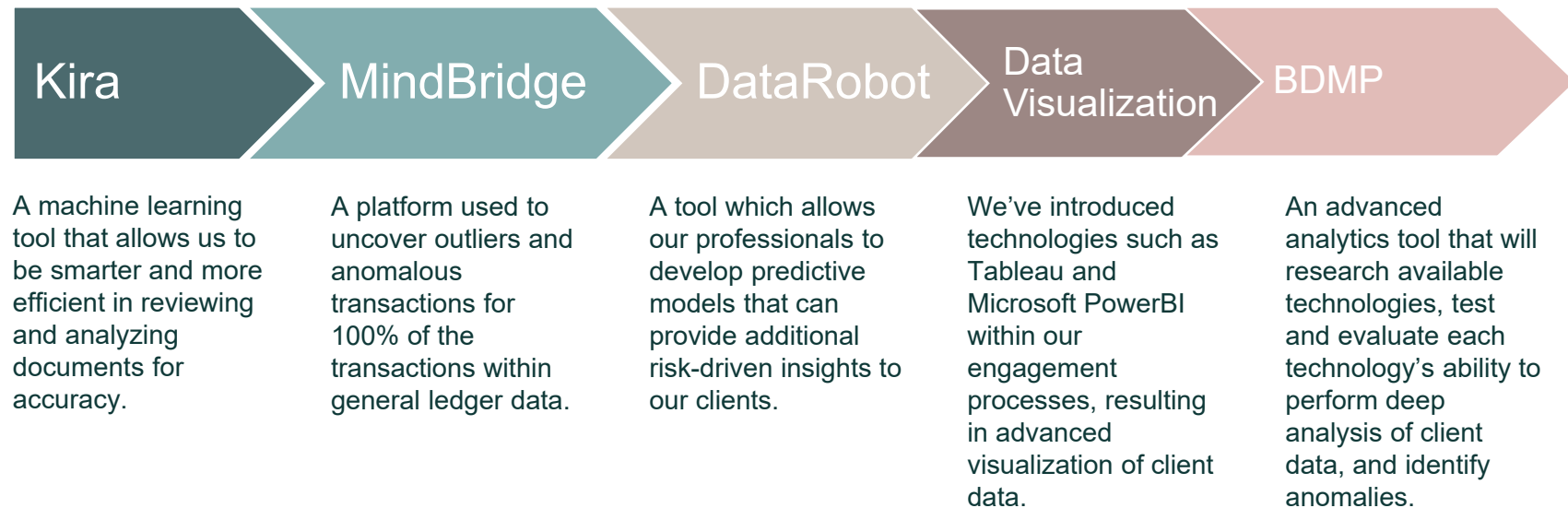
## TAX

- Alternative investment issues
- Compensation, payroll, and employment tax issues, including fringe benefits, deferred compensation, and policy setting to meet the rebuttable presumption process
- Complex group structures, including non-501(c)(3) exempt organizations
- Donor-advised fund planning and reporting
- Estate planning for donors and development department marketing
- For-profit organization formation and operations
- Formation of new entities, including preparation of Forms 1023 and 1024 and associated state filings
- Independent contractor versus employee determinations
- IRS and state audit representation
- Joint venture formation and operation
- Lobbying and political expenditure classification and reporting
- Maintaining tax-exempt status and public charity status
- Member versus nonmember activity issues
- Preparation of Form 990, 990-T, 990-PF, and relevant state forms
- Private foundation planning analysis
- Public support test planning
- Sales and use tax exemptions
- State and local tax services, including credits and incentives
- State solicitation registration and annual filings
- Tax-exempt bond consultation, including private business use and post-issuance bond compliance procedures
- Third-party management agreements and sponsorship planning
- Transfer pricing and expense allocation methodology
- Unrelated business taxable income



# Advanced Technologies and Audit Innovation

We leverage advanced technologies to deliver increased effectiveness and efficiencies across our various practices.



# Contact Us

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+ Arthur Ngo

[Arthur.Ngo@  
mossadams.com](mailto:Arthur.Ngo@mossadams.com)

(916) 503-8104





THANK  
YOU



ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

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**Item Title:** Measures I and B Bond Audit Report for Fiscal Year Ended June 30, 2023 (5 Mins/Action)

**Item Type:** Action

**Background:** Each year, the law requires school districts to review the annual audit of the school district's financial records for the prior fiscal year at a public meeting.

The Measure I and Measure B Bond audit examines the District's compliance with state and federal standards and procedures for the Measures, facilities bonds, which the citizens of Alameda approved in November 2014 and November 2022. Measure I authorized the District to issue General Obligation Bonds (GO Bonds) up to \$179.5 million, and Measure B authorized the District to issue GO Bonds up to \$298 million.

Attached is the District's Measure I and B Bond Performance Audit and Financial Statements for 2022-2023 performed by audit firm Moss Adams, LLP. Tonight, a representative from Moss Adams will remotely present the audit and answer questions.

**AUSD LCAP Goals:** 4. Ensure that all students have access to basic services.

**Fund Codes:** 21 Building – Bond Fund

**Fiscal Analysis**

**Amount (Savings) (Cost):**

**Recommendation:** Approve as submitted.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization. | #6 - Allocation of funds must support our vision, mission, and guiding principles.

**Submitted By:** Shariq Khan, Assistant Superintendent of Business Services

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**ATTACHMENTS:**

Description	Upload Date	Type
❑ Measure I - Audit Performance Report	1/3/2024	Backup Material
❑ Measure I - Audit Financial Statements	1/3/2024	Backup Material
❑ Measure I - Audit Communication	1/3/2024	Backup Material
❑ Measure B - Audit Performance Report	1/3/2024	Backup Material
❑ Measure B - Audit Financial Statements	1/3/2024	Backup Material
❑ Measure B - Audit Communication	1/3/2024	Backup Material
❑ Presentation	1/3/2024	Presentation



*Report of Independent Auditors  
Performance Audit*

**Measure I Bond Building Fund of  
Alameda Unified School District**

*For the Year Ended June 30, 2023*



MOSSADAMS

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**REPORT ON INDEPENDENT AUDITORS .....1**

    Objectives, Scope, Methodology and Conclusions.....2

## Report on Independent Auditors

Governing Board and Measure I Citizens' Bond Oversight Committee  
Alameda, California

We have conducted a performance audit of Alameda Unified School District (the "District") Measure I General Obligation Bonds fund for the year ended June 30, 2023.

We conducted our performance audit in accordance with generally accepted *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to objectives listed on pages 2 to 3 of this report which includes determining compliance with the performance requirements of Measure I General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and the requirements Proposition 39 as they apply to the bonds and net proceeds thereof. Management of the District is responsible for Alameda Unified School District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of Alameda Unified School District to determine the audit procedures that are appropriate for the purpose of providing a conclusion on the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express any assurance on the internal control.

The results of our tests indicate that, in all significant respects, Alameda Unified School District expended Measure I General Obligation Bonds funds for the year ended June 30, 2023 only for the specific projects developed by the District's governing board and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.



San Francisco, California  
December 15, 2023

# **Measure I Bond Building Fund of Alameda Unified School District Objectives, Scope, Methodology and Conclusions For the Year Ended June 30, 2023**

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## **1. COMPLIANCE WITH CERTAIN APPLICABLE LAWS AND REGULATIONS**

### **OBJECTIVES**

The objective of our performance audit was to determine whether the District expended Measure I General Bond funds for the period July 1, 2022 to June 30, 2023 only for the purposes approved by the voters and only on the specific projects developed by the District's Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

### **SCOPE**

The District provided to us a list of all Measure I General Bond project expenditures for the period from July 1, 2022 to June 30, 2023 (the "List").

### **METHODOLOGY**

We performed the following procedures related to the List of Measure I General Bond project expenditures for the period July 1, 2022 to June 30, 2023:

#### ***Facility Project Expenditures***

We selected a representative sample of expenditures charged to the Measure I Bond Building Fund and reviewed supporting documentation to ensure funds were properly expended on specific project(s) listed in the text of the Measure I ballot.

We tested approximately \$6.88 million of expenditures or 93% of total 2022-23 Measure I Bond Building Fund expenditures for validity, allowability, and accuracy and that the sampled expenditures were in compliance with the terms of Measure I ballot language, the District approved facilities plan, and applicable state laws and regulations.

#### ***Personnel Expenditures***

We selected a sample of salaries and benefits charged to the Measure I Bond Building Fund to verify that the personnel expenditures were allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General, which concluded that "a school district may use Proposition 39 school bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on construction projects authorized by a voter approved bond measure."

We tested approximately \$106,679 of personnel costs charged to Measure I funds. We reviewed personnel files and personnel action reports for proper allocation of salaries and benefits. Based on our testing, salary transactions were not used for general administration operations.

### **CONCLUSION**

The results of our tests indicate that in all significant respects the expenditures were properly expended on specific projects listed in the text of the ballot language for Measure I General Bond Funds. In addition, funds that were used to pay salaries of district employees were allowable per Opinion 04-110.

# **Measure I Bond Building Fund of Alameda Unified School District Objectives, Scope, Methodology and Conclusions For the Year Ended June 30, 2023**

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## **2. COMPLIANCE WITH DISTRICT POLICY FOR BID PROCEDURES AND CHANGE ORDERS**

### **OBJECTIVES**

Determine that the bid procedures change order procedures are in compliance with applicable Board of Trustee policy.

### **SCOPE**

The District provided to us a list of all Measure I General Bond contracts awarded and change orders for the period from July 1, 2022 to June 30, 2023 (the "List").

### **METHODOLOGY**

We performed the following procedures related to the List of Measure I General Bond contracts awarded and change orders for the period July 1, 2022 to June 30, 2023:

#### ***Contract and Bid Procedures***

We reviewed a listing of contracts awarded during the fiscal year ended June 30, 2023 and selected a sample to ensure that contracts for public projects followed appropriate bidding procedures per applicable Public Contract Code. Additionally, we reviewed overall expenditures by vendor in order to determine if multiple projects under the applicable bidding threshold were identified to suggest any possible bid-splitting.

There were no bids performed in 2023 for projects related to Measure I.

#### ***Contracts and Change Orders***

We reviewed a listing of contracts and change orders during the fiscal year ended June 30, 2023 and selected a sample to ensure that change orders were properly approved and in accordance with District's policies. Additionally, cumulative change orders for any given contract were reviewed to ensure that total change orders did not exceed ten percent of the total original contract.

We reviewed 3 of 8 change orders. Listed below are the change orders selected for review:

- District lock project phase 4 amendment
- Earhart modernization CO #1
- Alameda High School boiler CO #2

We verified that the total aggregate amount of the change orders did not exceed ten percent of the total original contract.

### **CONCLUSIONS:**

The objectives were met in all significant respects.





*Report of Independent Auditors and  
Financial Statements*

**Measure I Bond Building Fund of  
Alameda Unified School District**

*For the Year Ended June 30, 2023*



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# **Measure I Bond Building Fund of Alameda Unified School District Introduction and Citizens' Oversight Committee Member Listing – Unaudited June 30, 2023**

---

Alameda Unified School District boundaries encompass the City of Alameda. The District provides education for grades K-12 and is currently operating ten elementary schools, two middle schools, two high schools, one continuation school, one early college high school, one adult school, and one child development center. Three charter schools also operate within the District boundaries.

On November 4, 2014, voters passed ballot Measure I, authorizing the issuance of \$179,500,000 of general obligation bonds. The issue of the general obligation bonds (Series A) occurred on June 5, 2015, for a principal amount of \$90,000,000. The issue of the general obligation bonds (Series B) occurred on April 6, 2018, for a principal amount of \$27,000,000. The issue of general obligation bonds (Series C) occurred on August 14, 2019, for a principal amount of \$62,500,000. The funds were deposited into the Alameda County Treasury. All warrants are pre-audited and processed by the Alameda County Office of Education. All Measure I building funds are accounted for in Fund 21 of the District's general ledger.

Measure I is a Proposition 39 bond. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 (Chapter 44, Statutes of 2000), was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Measure I including formation, composition and purpose of the Citizens' Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

As of June 30, 2023, the Citizens' Oversight Committee was comprised of the following members:

Name	Title	Representation
Don Sherratt	Chair	Senior Citizen
Sarah Olaes	Vice-Chair	Member-at-Large
Liana Hans	Member	Business Representative
John Baum	Member	Parent
Neil Dandavti	Member	Parent Active in PTA
Rohit Reddy	Member	Member of Taxpayer Organization
Caroline Brossard	Member	Member-at-Large
Mike McMahon	Member	Member-at-Large
Jennifer Bullock	Member	Member-at-Large

## **Report of Independent Auditors**

Governing Board Members and Measure I Citizens' Oversight Committee  
Alameda Unified School District

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of Alameda Unified School District (the "District") Measure I General Obligation Bonds (the "Bonds") Building Fund activity, as of and for the year ended June 30, 2023, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the Alameda Unified School District Measure I General Obligation Bonds Building Fund activity as of June 30, 2023, and the respective changes in financial position thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Emphasis of Matter***

As discussed in Note 1, the financial statements present the financial activity and balances of the Measure I General Obligation Bonds Building Fund activity only, and do not purport to, and do not, present fairly the financial position of Alameda Unified School District, as of June 30, 2023, or the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although is not part of the financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Moss Adams LLP". The signature is written in a cursive, flowing style.

San Francisco, California  
December 15, 2023

## **Financial Statements**

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**Measure I Bond Building Fund of  
Alameda Unified School District  
Balance Sheet  
June 30, 2023**

---

**ASSETS**

Cash in County Treasury	\$ 20,673,611
Receivables	239,909
Due from other funds	<u>2,595,994</u>
Total Assets	<u>\$ 23,509,514</u>

**LIABILITIES AND FUND BALANCE**

Liabilities	
Accounts payable	<u>\$ 2,435,634</u>
Total liabilities	<u>2,435,634</u>
Fund Balance	
Restricted for Measure I projects	<u>21,073,880</u>
Total Liabilities and Fund Balance	<u>\$ 23,509,514</u>

**Measure I Bond Building Fund of  
Alameda Unified School District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Year Ended June 30, 2023**

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REVENUES

Decrease in fair value of investments	\$ (508,533)
Local revenues - interest	<u>513,559</u>
Total Revenues	<u>5,026</u>

EXPENDITURES

Current	
Classified salaries	515,613
Employee benefits	206,584
Books and supplies	5,819
Contract services and operating expenditures	100,707
Capital outlay	<u>7,253,257</u>
Total Expenditures	<u>8,081,980</u>
Deficiency of Revenues Under Expenditures	<u>(8,076,954)</u>

Net Change in Fund Balance	(8,076,954)
Fund Balance, beginning of year	<u>29,150,834</u>
Fund Balance, end of year	<u><u>\$ 21,073,880</u></u>



# **Measure I Bond Building Fund of Alameda Unified School District Notes to Financial Statements**

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## **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES**

### **A. Reporting Entity**

The financial statements include the activities and balances of Measure I General Obligation Bonds (the “Bond”), only. These financial statements are not intended to present the financial position and results of operations of Alameda Unified School District (the “District”).

The first issue of the general obligation bonds (Series A) occurred on June 5, 2014, for a principal amount of \$90,000,000. The second issue of the general obligation bonds (Series B) occurred on April 6, 2018 for a principal amount of \$27,000,000. The third issue of general obligation bonds (Series C) occurred on August 14, 2019 for a principal amount of \$62,500,000. These funds were deposited into the Alameda County Treasury. All warrants are pre-audited and processed by the Alameda County Office of Education. All Measure I building funds are accounted for in Fund 21 of the District’s general ledger.

Because the Bond required only 55% of the vote in accordance with Proposition 39 (Article XIII of the California State Constitution), the District was required to establish a citizens’ bond oversight committee and to conduct an annual performance and financial audits of the Bond.

The District’s citizens’ bond oversight committee’s (the “Committee”) oversight goals include ensuring expenditures are within the language of the ballot measure and advising the District’s Governing Board on various projects. The Committee must include, among others, representation of a bona fide taxpayers association, a business organization, and a senior citizens organization. No District employees or vendors are allowed to serve on the District’s Committee.

An advisory committee to the District’s Governing Board and Superintendent, the Measure I Citizens’ Oversight Committee (the “COC”) was established pursuant to the requirements of state law and the provisions of Measure I. The purpose of the COC is to inform the public concerning the use of bond proceeds. The COC is required by state law to actively review and report on the proper expenditure of taxpayers’ money for school construction. The COC provides oversight and advises the public as to whether the District is spending the Measure I Bond Building funds for school capital improvements within the scope of projects outlined in the Measure I Project List. In fulfilling its duties, the COC reviews, among other things, the District’s annual performance and financial audits of Measure I activity.

The financial statements presented are for the individual Measure I Bond Building Fund of the District as issued by the District, through the County of Alameda, and are not intended to be a complete presentation of the District’s financial position or results of operations.

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. The District’s resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

# Measure I Bond Building Fund of Alameda Unified School District Notes to Financial Statements

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## B. Accounting Policies

The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments and to general practices within California school districts. The District accounts for its financial transactions in accordance with policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Government Accounting Standards Board (GASB).

## C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

## D. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid.

## E. Deposits and Investments

In accordance with California Education Code Sections 15357 and 41001, the Measure I Bond Building Fund maintains its cash in the Alameda County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

## F. Receivables

Receivables include interest earned but not received. At June 30, 2023, there was no allowance for doubtful accounts.

## G. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

# Measure I Bond Building Fund of Alameda Unified School District Notes to Financial Statements

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## H. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government funds. By state law, the District's Governing Board must adopt a budget no later than July 1, annually. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

## I. Fund Balance

Under GASB Statement No. 54, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The fund balance in Measure I Bond Building Fund is considered restricted.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

## NOTE 2 – CASH AND INVESTMENTS

Cash and investment at June 30, 2023 consisted of \$20,673,611 held in the Alameda County Treasury investment pool.

*Pooled Funds:* In accordance with California Education Code Section 41001, the District maintains substantially all of its cash in the interest bearing Alameda County Treasurer's Pooled Investment Fund. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment pool is reported in the financial statements at amounts based upon the District's pro-rata share of the fair value provided by the Alameda County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the Alameda County Treasurer, which is recorded on the amortized cost basis.

Because the District's deposits are maintained in a recognized pooled investment fund under the care of a third party and the District's share of the pool does not consist of specific, identifiable investment securities owned by the District, no disclosure of the individual deposits and investments or related custodial credit risk classifications is required.

In accordance with applicable state laws, the Alameda County Treasurer may invest in derivative securities with the State of California. However, at June 30, 2023, the Alameda County Treasurer has represented that the Pooled Investment Fund contained no derivatives or other investments with similar risk profiles.

# Measure I Bond Building Fund of Alameda Unified School District Notes to Financial Statements

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*Interest rate risk:* The District does not have a formal investment policy that limits the cash and investment maturities as a means of managing their exposure to fair value arising from increasing interest rates. At June 30, 2023, the District had no significant interest rate risk related to investments held.

*Credit risk:* Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investments in the Alameda County Treasury are not required to be rated. The District does not have a formal investment policy that limits its investment choices other than the limitations of state law.

*Custodial Credit Risk:* This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2023, the District's bank balance was not exposed to custodial credit risk.

## NOTE 3 – RECEIVABLES

Receivables at June 30, 2023 consisted of the following:

Due from the District's County School Facilities Fund	\$ 2,595,994
Interest receivable	<u>239,909</u>
Total receivables	<u><u>\$ 2,835,903</u></u>

## NOTE 4 – ACCOUNTS PAYABLE

Accounts payable at June 30, 2023 consisted of the following:

Construction payable	<u>\$ 2,435,634</u>
Total accounts payable	<u><u>\$ 2,435,634</u></u>

## NOTE 5 – MEASURE I GENERAL OBLIGATION BONDS

In the election held November 4, 2014, the voters authorized the District to issue and sale \$179,500,000 of principal amount of general obligation bonds. The general obligation bonds are issued under this authorization will be used to finance the repair, upgrading, acquisition, construction, and equipping of District sites and facilities.

# Measure I Bond Building Fund of Alameda Unified School District Notes to Financial Statements

The official question on the ballot was as follows:

“To improve schools to provide high quality education by renovating neighborhood schools, improving earthquake safety and student security, upgrading science and computer labs, improving heating, cooling, plumbing, and electrical systems, replacing leaky roofs, windows, and doors, installing solar systems, and renovating, constructing, and acquiring classrooms, sites, facilities, and equipment, shall Alameda Unified School District issue \$179,500,000 in bonds at legal rates, with annual audits and citizen oversight, no funds for administrator salaries and all funds benefiting neighborhood schools?”

Series A was issued on June 5, 2015 for \$90,000,000 with interest rates ranging from 2.00% to 5.00%. The issuance consisted of current interest serial bonds. The principal balance outstanding on June 30, 2023 amounted to \$78,210,000.

Series B was issued on April 6, 2018 for \$27,000,000 with interest rates ranging from 3.00% to 5.00%. The issuance consisted of current interest serial bonds. The principal balance outstanding on June 30, 2023 amounted to \$18,890,000.

Series C was issued on August 14, 2019 for \$62,500,000 with interest rates ranging from 2.00% to 4.00%. The issuance consisted of current interest serial bonds. The principal balance outstanding on June 30, 2023 amounted to \$59,805,000.

The bonded debt is paid through the ad valorem property taxes through the Alameda County and the debt liability is carried on the Alameda Unified School District’s government-wide financial statements.

The District’s General Obligation Bonds represent general obligations payable solely from ad valorem property taxes. The general obligation bonds issued and outstanding at June 30, 2023, are as follows:

Series	Issue Date	Bonds Maturity Date	Interest Rate	Original Issue	Bonds Outstanding July 1, 2022	Additions	Deductions	Bonds Outstanding June 30, 2023	Due In One Year
Election 2014 Series A	June 5, 2015	August 1, 2039	2.00% - 5.00%	\$ 90,000,000	\$ 78,210,000	\$ -	\$ -	\$ 78,210,000	\$ -
Election 2014 Series B	April 8, 2018	August 1, 2042	3.00% - 5.00%	\$ 27,000,000	18,890,000	-	215,000	18,675,000	305,000
Election 2014 Series C	August 14, 2019	August 1, 2042	2.00% - 4.00%	\$ 62,500,000	59,805,000	-	2,630,000	57,175,000	1,315,000
					<u>\$ 156,905,000</u>	<u>\$ -</u>	<u>\$ 2,845,000</u>	<u>\$ 154,060,000</u>	<u>\$ 1,620,000</u>

**Measure I Bond Building Fund of  
Alameda Unified School District  
Notes to Financial Statements**

The 2014 Series A general obligation bonds mature through August 2039 as follows:

<u>Years Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ -	\$ 3,832,375	\$ 3,832,375
2025	-	3,832,375	3,832,375
2026	605,000	3,817,250	4,422,250
2027	1,115,000	3,774,250	4,889,250
2028	1,120,000	3,718,375	4,838,375
2029 - 2033	14,485,000	17,021,063	31,506,063
2034 - 2038	38,110,000	10,673,500	48,783,500
2039 - 2040	<u>22,775,000</u>	<u>1,163,625</u>	<u>23,938,625</u>
Total	<u>\$ 78,210,000</u>	<u>\$ 47,832,813</u>	<u>\$ 126,042,813</u>

The 2014 Series B general obligation bonds mature through August 2042 as follows:

<u>Years Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 305,000	\$ 924,600	\$ 1,229,600
2025	400,000	908,500	1,308,500
2026	365,000	889,375	1,254,375
2027	360,000	871,250	1,231,250
2028	485,000	850,125	1,335,125
2029 - 2033	2,530,000	3,872,000	6,402,000
2034 - 2038	1,790,000	3,327,750	5,117,750
2039 - 2043	<u>12,440,000</u>	<u>2,115,250</u>	<u>14,555,250</u>
Total	<u>\$ 18,675,000</u>	<u>\$ 13,758,850</u>	<u>\$ 32,433,850</u>

**Measure I Bond Building Fund of  
Alameda Unified School District  
Notes to Financial Statements**

The 2014 Series C general obligation bonds mature through August 2042 as follows:

<u>Years Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 1,315,000	\$ 1,904,050	\$ 3,219,050
2025	1,670,000	1,861,050	3,531,050
2026	1,570,000	1,812,950	3,382,950
2027	1,610,000	1,749,350	3,359,350
2028	2,050,000	1,676,150	3,726,150
2029 - 2033	11,855,000	7,022,450	18,877,450
2034 - 2038	12,605,000	4,702,125	17,307,125
2039 - 2043	24,500,000	2,130,450	26,630,450
Total	<u>\$ 57,175,000</u>	<u>\$ 22,858,575</u>	<u>\$ 80,033,575</u>

**NOTE 6 – CONSTRUCTION COMMITMENTS**

As of June 30, 2023, the District had approximately \$5.4 million in outstanding commitments with respect to unfinished projects.

**NOTE 7 – EXPENDITURES BY SITE**

The total expenditures by site for the year ended June 30, 2023 are as follows:

<u>Site</u>	<u>Amount</u>
Bay Farm School	\$ 4,468,105
District Wide	1,460,489
Woodstock Elementary School	916,727
Wood Middle School	766,177
Encinal High School	396,818
Longfellow Elementary School	73,664
Total	<u>\$ 8,081,980</u>

## **Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Governing Board and Measure I Citizens' Bond Oversight Committee  
Alameda Unified School District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Alameda Unified School District (the "District") Measure I General Obligation Bond (the "Bond") Building Fund activity, as of and for the year ended June 30, 2023, and the related notes to the financial statements and have issued our report thereon dated December 15, 2023.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Alameda Unified School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alameda Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Alameda Unified School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Alameda Unified School District's Measure I General Obligation Bond Building Fund activity financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Moss Adams LLP".

San Francisco, California  
December 15, 2023





*Communication with Those  
Charged with Governance*

**Measure I Bond Building Fund of  
Alameda Unified School District**

*June 30, 2023*



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## **Communication with Those Charged with Governance**

To the Governing Board and Measure I Citizens' Oversight Committee  
Alameda Unified School District

We have audited the financial statements of Alameda Unified School District (the "District") Measure I General Obligation Bonds (the "Bonds") Building Fund activity as of and for the year ended June 30, 2023, and have issued our report thereon dated December 15, 2023. Professional standards require that we provide you with the following information related to our audit.

### **Our Responsibility Under *Government Auditing Standards* and Auditing Standards Generally Accepted in the United States of America**

As stated in our engagement letter dated February 27, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities. We conducted our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America. As part of an audit conducted in accordance with U.S. GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we considered the District's internal control solely for the purposes of determining our audit procedures and not to provide assurance concerning such internal control.

We are also responsible for communicating significant matters related to the financial statement audit that, in our professional judgment, are relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated February 27, 2023.

## **Significant Audit Findings and Issues**

### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted during the year and there were no changes in the application of existing policies during 2023.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

### ***Significant Accounting Estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no significant accounting estimates in the financial statements as of and for the year ended June 30, 2023.

### ***Financial Statement Disclosures***

The disclosures in the financial statements are consistent, clear, and understandable. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

- ***Measure I General Obligation Bonds*** – Information regarding the District's Measure I Bonds, including the amount authorized and outstanding is provided in Note 5 to the financial statements.

### ***Significant Unusual Transactions***

We encountered no significant unusual transactions during our audit of the District's financial statements.

### ***Significant Difficulties Encountered in Performing the Audit***

Professional standards require us to inform you of any significant difficulties encountered in performing the audit. No significant difficulties were encountered during our audit of the District's financial statements.

### ***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

### ***Circumstances that Affect the Form and Content of the Auditor's Report***

There may be circumstances in which we would consider it necessary to include additional information in the auditor's report in accordance with U.S GAAS. There were no circumstances that affected the form and content of the auditor's report.

### ***Uncorrected Misstatements***

Professional standards require us to accumulate all factual and judgmental misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

There were no misstatements identified by us as a result of our audit and uncorrected by management that are material, either individually or in the aggregate, to the financial statements as a whole.

### ***Management Representations***

We have requested certain representations from management that are included in the attached management representation letter dated December 15, 2023.

### ***Management Consultation with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's Measure I General Obligation Bonds Building Fund activity or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Significant Audit Findings or Issues***

We are required to communicate to you other findings or issues arising from the audit that are, in our professional judgment, significant and relevant to your oversight of the financial reporting process. There were no such items identified.

This information is intended solely for the use of the Governing Board, Measure I Citizens' Oversight Committee and management of Alameda Unified School District, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Moss Adams LLP".

San Francisco, California  
December 15, 2023





*Report of Independent Auditors  
Performance Audit*

**Measure B Bond Building Fund of  
Alameda Unified School District**

*For the Year Ended June 30, 2023*



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## Report on Independent Auditors

Governing Board and Measure B Citizens' Bond Oversight Committee  
Alameda, California

We have conducted a performance audit of Alameda Unified School District (the "District") Measure B General Obligation Bonds fund for the year ended June 30, 2023.

We conducted our performance audit in accordance with generally accepted *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to objectives listed on pages 2 to 3 of this report which includes determining compliance with the performance requirements of Measure B General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and the requirements Proposition 39 as they apply to the bonds and net proceeds thereof. Management of the District is responsible for Alameda Unified School District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of Alameda Unified School District to determine the audit procedures that are appropriate for the purpose of providing a conclusion on the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express any assurance on the internal control.

The results of our tests indicate that, in all significant respects, Alameda Unified School District expended Measure B General Obligation Bonds funds for the year ended June 30, 2023 only for the specific projects developed by the District's governing board and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.



San Francisco, California  
December 15, 2023

# **Measure B Bond Building Fund of Alameda Unified School District Objectives, Scope, Methodology and Conclusions For the Year Ended June 30, 2023**

---

## **1. COMPLIANCE WITH CERTAIN APPLICABLE LAWS AND REGULATIONS**

### **OBJECTIVES**

The objective of our performance audit was to determine whether the District expended Measure B General Bond funds for the period July 1, 2022 to June 30, 2023 only for the purposes approved by the voters and only on the specific projects developed by the District's Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

### **SCOPE**

The District provided to us a list of all Measure B General Bond project expenditures for the period from July 1, 2022 to June 30, 2023 (the "List").

### **METHODOLOGY**

We performed the following procedures related to the List of Measure B General Bond project expenditures for the period July 1, 2022 to June 30, 2023:

#### ***Facility Project Expenditures***

We selected a representative sample of expenditures charged to the Measure B Bond Building Fund and reviewed supporting documentation to ensure funds were properly expended on specific project(s) listed in the text of the Measure B ballot.

We tested approximately \$491,000 of expenditures or 38% of total 2022-23 Measure B Bond Building Fund expenditures for validity, allowability, and accuracy and that the sampled expenditures were in compliance with the terms of Measure B ballot language, the District approved facilities plan, and applicable state laws and regulations.

#### ***Personnel Expenditures***

There were no personnel expenditures charged to Measure B Building Fund for the year ended June 30, 2023.

### **CONCLUSION**

The results of our tests indicate that in all significant respects the expenditures were properly expended on specific projects listed in the text of the ballot language for Measure B General Bond Funds.

## **2. COMPLIANCE WITH DISTRICT POLICY FOR BID PROCEDURES AND CHANGE ORDERS**

### **OBJECTIVES**

Determine that the bid procedures change order procedures are in compliance with applicable Board of Trustee policy.

# **Measure B Bond Building Fund of Alameda Unified School District Objectives, Scope, Methodology and Conclusions For the Year Ended June 30, 2023**

---

## **SCOPE**

The District provided to us a list of all Measure B General Bond contracts awarded and change orders for the period from July 1, 2022 to June 30, 2023 (the "List").

## **METHODOLOGY**

We performed the following procedures related to the List of Measure B General Bond contracts awarded and change orders for the period July 1, 2022 to June 30, 2023:

### ***Contract and Bid Procedures***

We reviewed a listing of contracts awarded during the fiscal year ended June 30, 2023 and selected a sample to ensure that contracts for public projects followed appropriate bidding procedures per applicable Public Contract Code. Additionally, we reviewed overall expenditures by vendor in order to determine if multiple projects under the applicable bidding threshold were identified to suggest any possible bid-splitting.

The following contracts were tested:

- Project: Measure B Architectural Services, Quattrocchi Kwok Architects

### ***Contracts and Change Orders***

There were no change orders for the year ended June 30, 2023.

## **CONCLUSIONS:**

The objectives were met in all significant respects.





*Report of Independent Auditors and  
Financial Statements*

**Measure B Bond Building Fund of  
Alameda Unified School District**

*For the Year Ended June 30, 2023*



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# **Measure B Bond Building Fund of Alameda Unified School District Introduction and Citizens' Oversight Committee Member Listing – Unaudited June 30, 2023**

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Alameda Unified School District boundaries encompass the City of Alameda. The District provides education for grades K-12 and is currently operating ten elementary schools, two middle schools, two high schools, one continuation school, one early college high school, one adult school, and one child development center. Three charter schools also operate within the District boundaries.

On June 7, 2022, voters passed ballot Measure B, authorizing the issuance of \$298,000,000 of general obligation bonds. The issue of the general obligation bonds (Series A) occurred on May 9, 2023, for a principal amount of \$38,000,000. The funds were deposited into the Alameda County Treasury. All warrants are pre-audited and processed by the Alameda County Office of Education. All Measure B building funds are accounted for in Fund 21 of the District's general ledger.

Measure B is a Proposition 39 bond. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 (Chapter 44, Statutes of 2000), was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Measure B including formation, composition and purpose of the Citizens' Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

As of June 30, 2023, the Citizens' Oversight Committee was comprised of the following members:

Name	Title	Representation
Don Sherratt	Chair	Senior Citizen
Sarah Olaes	Vice-Chair	Member-at-Large
Liana Hans	Member	Business Representative
John Baum	Member	Parent
Neil Dandavti	Member	Parent Active in PTA
Rohit Reddy	Member	Member of Taxpayer Organization
Caroline Brossard	Member	Member-at-Large
Mike McMahon	Member	Member-at-Large
Jennifer Bullock	Member	Member-at-Large



## **Report of Independent Auditors**

Governing Board Members and Measure B Citizens' Oversight Committee  
Alameda Unified School District

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of Alameda Unified School District (the "District") Measure B General Obligation Bonds (the "Bonds") Building Fund activity, as of and for the year ended June 30, 2023, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the Alameda Unified School District Measure B General Obligation Bonds Building Fund activity as of June 30, 2023, and the respective changes in financial position thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Emphasis of Matter***

As discussed in Note 1, the financial statements present the financial activity and balances of the Measure B General Obligation Bonds Building Fund activity only, and do not purport to, and do not, present fairly the financial position of Alameda Unified School District, as of June 30, 2023, or the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although is not part of the financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Moss Adams LLP". The signature is written in a cursive, flowing style.

San Francisco, California  
December 15, 2023

## **Financial Statements**

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**Measure B Bond Building Fund of  
Alameda Unified School District  
Balance Sheet  
June 30, 2023**

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<b>ASSETS</b>	
Cash in County Treasury	<u>\$ 36,569,449</u>
Total Assets	<u><u>\$ 36,569,449</u></u>
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities	
Accounts payable	<u>\$ 762,585</u>
Total liabilities	<u>762,585</u>
Fund Balance	
Restricted for Measure I projects	<u>35,806,864</u>
Total Liabilities and Fund Balance	<u><u>\$ 36,569,449</u></u>

**Measure B Bond Building Fund of  
Alameda Unified School District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Year Ended June 30, 2023**

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REVENUES

Decrease in fair value of investments	\$ (899,541)
Proceeds from bond issuance	<u>38,000,000</u>
Total Revenues	<u>37,100,459</u>

EXPENDITURES

Current	
Contract services and operating expenditures	625,345
Capital outlay	<u>668,250</u>
Total Expenditures	<u>1,293,595</u>
Deficiency of Revenues over Expenditures	<u>35,806,864</u>

Net Change in Fund Balance	35,806,864
Fund Balance, beginning of year	<u>-</u>
Fund Balance, end of year	<u><u>\$ 35,806,864</u></u>

# **Measure I Bond Building Fund of Alameda Unified School District Notes to Financial Statements**

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## **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES**

### **A. Reporting Entity**

The financial statements include the activities and balances of Measure B General Obligation Bonds (the “Bond”), only. These financial statements are not intended to present the financial position and results of operations of Alameda Unified School District (the “District”).

The first issue of the general obligation bonds (Series A) occurred on May 9, 2023, for a principal amount of \$38,000,000. These funds were deposited into the Alameda County Treasury. All warrants are pre-audited and processed by the Alameda County Office of Education. All Measure B building funds are accounted for in Fund 21 of the District’s general ledger.

Because the Bond required only 55% of the vote in accordance with Proposition 39 (Article XIII of the California State Constitution), the District was required to establish a citizens’ bond oversight committee and to conduct an annual performance and financial audits of the Bond.

The District’s citizens’ bond oversight committee’s (the “Committee”) oversight goals include ensuring expenditures are within the language of the ballot measure and advising the District’s Governing Board on various projects. The Committee must include, among others, representation of a bona fide taxpayers association, a business organization, and a senior citizens organization. No District employees or vendors are allowed to serve on the District’s Committee.

An advisory committee to the District’s Governing Board and Superintendent, the Measure B Citizens’ Oversight Committee (the “COC”) was established pursuant to the requirements of state law and the provisions of Measure B. The purpose of the COC is to inform the public concerning the use of bond proceeds. The COC is required by state law to actively review and report on the proper expenditure of taxpayers’ money for school construction. The COC provides oversight and advises the public as to whether the District is spending the Measure B Bond Building funds for school capital improvements within the scope of projects outlined in the Measure B Project List. In fulfilling its duties, the COC reviews, among other things, the District’s annual performance and financial audits of Measure B activity.

The financial statements presented are for the individual Measure B Bond Building Fund of the District as issued by the District, through the County of Alameda, and are not intended to be a complete presentation of the District’s financial position or results of operations.

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. The District’s resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

## Measure B Bond Building Fund of Alameda Unified School District Notes to Financial Statements

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### B. Accounting Policies

The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments and to general practices within California school districts. The District accounts for its financial transactions in accordance with policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Government Accounting Standards Board (GASB).

### C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

### D. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid.

### E. Deposits and Investments

In accordance with California Education Code Sections 15357 and 41001, the Measure B Bond Building Fund maintains its cash in the Alameda County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

### F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.



## Measure B Bond Building Fund of Alameda Unified School District Notes to Financial Statements

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### G. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government funds. By state law, the District's Governing Board must adopt a budget no later than July 1, annually. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

### H. Fund Balance

Under GASB Statement No. 54, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The fund balance in Measure B Bond Building Fund is considered restricted.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

## NOTE 2 – CASH IN COUNTY TREASURY

Cash in County Treasury at June 30, 2023 consisted of \$36,569,449 held in the Alameda County Treasury investment pool.

*Pooled Funds:* In accordance with California Education Code Section 41001, the District maintains substantially all of its cash in the interest bearing Alameda County Treasurer's Pooled Investment Fund. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment pool is reported in the financial statements at amounts based upon the District's pro-rata share of the fair value provided by the Alameda County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the Alameda County Treasurer, which is recorded on the amortized cost basis.

Because the District's deposits are maintained in a recognized pooled investment fund under the care of a third party and the District's share of the pool does not consist of specific, identifiable investment securities owned by the District, no disclosure of the individual deposits and investments or related custodial credit risk classifications is required.

In accordance with applicable state laws, the Alameda County Treasurer may invest in derivative securities with the State of California. However, at June 30, 2023, the Alameda County Treasurer has represented that the Pooled Investment Fund contained no derivatives or other investments with similar risk profiles.

## Measure B Bond Building Fund of Alameda Unified School District Notes to Financial Statements

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*Interest rate risk:* The District does not have a formal investment policy that limits the cash and investment maturities as a means of managing their exposure to fair value arising from increasing interest rates. At June 30, 2023, the District had no significant interest rate risk related to investments held.

*Credit risk:* Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investments in the Alameda County Treasury are not required to be rated. The District does not have a formal investment policy that limits its investment choices other than the limitations of state law.

*Custodial Credit Risk:* This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2023, the District's bank balance was not exposed to custodial credit risk.

### NOTE 3 – ACCOUNTS PAYABLE

Accounts payable at June 30, 2023 consisted of the following:

Construction payable	\$ 762,585
Total accounts payable	<u>\$ 762,585</u>

### NOTE 4 – MEASURE B GENERAL OBLIGATION BONDS

In the election held on June 7, 2022, the voters authorized the District to issue and sale \$298,000,000 of principal amount of general obligation bonds. The general obligation bonds issued under this authorization will be used to finance the acquisition, construction, modernization, and equipping of District sites and facilities and pay the costs of issuance of the Bonds.

The official question on the ballot was as follows:

“To upgrade local classrooms, math/science labs, technology, college/career training facilities for high quality academic education; improve accessibility, earthquake safety, school security, water quality/ plumbing systems; renovate, acquire, construct, classrooms, sites, facilities/ equipment; shall Alameda Unified School District's measure authorizing \$298,000,000 in bonds at legal rates, raising approximately \$14.7 million annually by levying, on average, \$45/\$100,000 assessed value while bonds are outstanding, be adopted, with audits, independent oversight, no money for administrators, and all funds used locally?”

Series A was issued on May 9, 2023 for \$38,000,000 with interest rates ranging from 4.00% to 5.00%. The issuance consisted of \$20,570,000 of current interest serial bonds and \$17,430,000 term bonds. The principal balance outstanding on June 30, 2023 amounted to \$38,000,000.

# Measure B Bond Building Fund of Alameda Unified School District Notes to Financial Statements

The bonded debt is paid through the ad valorem property taxes through the Alameda County and the debt liability is carried on the Alameda Unified School District's government-wide financial statements.

The District's General Obligation Bonds represent general obligations payable solely from ad valorem property taxes. The general obligation bonds issued and outstanding at June 30, 2023, are as follows:

Series	Issue Date	Bonds Maturity Date	Interest Rate	Original Issue	Bonds Outstanding July 1, 2022	Additions	Deductions	Bonds Outstanding June 30, 2023	Due In One Year
Election 2022 Series A	May 9, 2023	August 1, 2048	4.00% - 5.00%	\$ 38,000,000	\$ -	\$ 38,000,000	\$ -	\$ 38,000,000	\$ -
					<u>\$ -</u>	<u>\$ 38,000,000</u>	<u>\$ -</u>	<u>\$ 38,000,000</u>	<u>\$ -</u>

The 2022 Series A general obligation bonds mature through August 2048 as follows:

Years Ended June 30,	Principal	Interest	Total
2024	\$ -	\$ 1,241,371	\$ 1,241,371
2025	2,000,000	1,665,700	3,665,700
2026	2,000,000	1,575,700	3,575,700
2027	-	1,525,700	1,525,700
2028	-	1,525,700	1,525,700
2029 - 2033	3,840,000	7,345,500	11,185,500
2034 - 2038	7,480,000	5,763,000	13,243,000
2039 - 2043	9,105,000	3,734,050	12,839,050
2044 - 2048	11,085,000	1,641,300	12,726,300
2049	<u>2,490,000</u>	<u>49,800</u>	<u>2,539,800</u>
Total	<u>\$ 38,000,000</u>	<u>\$ 26,067,821</u>	<u>\$ 64,067,821</u>

## NOTE 5 – CONSTRUCTION COMMITMENTS

As of June 30, 2023, the District had approximately \$6.3 million in outstanding commitments with respect to unfinished projects.

**Measure B Bond Building Fund of  
Alameda Unified School District  
Notes to Financial Statements**

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**NOTE 6 – EXPENDITURES BY SITE**

The total expenditures by site for the year ended June 30, 2023 are as follows:

<u>Site</u>	<u>Amount</u>
Alameda High School	\$ 170,522
Encinal High School	325,919
Otis Elementary School	171,809
District Wide	<u>625,345</u>
Total	<u><u>\$ 1,293,595</u></u>

## **Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Governing Board and Measure B Citizens' Bond Oversight Committee  
Alameda Unified School District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Alameda Unified School District (the "District") Measure B General Obligation Bond (the "Bond") Building Fund activity, as of and for the year ended June 30, 2023, and the related notes to the financial statements and have issued our report thereon dated December 15, 2023.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Alameda Unified School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alameda Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Alameda Unified School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Alameda Unified School District's Measure B General Obligation Bond Building Fund activity financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Moss Adams LLP".

San Francisco, California  
December 15, 2023





*Communication with Those  
Charged with Governance*

**Measure B Bond Building Fund of  
Alameda Unified School District**

*June 30, 2023*



MOSSADAMS



## **Communication with Those Charged with Governance**

To the Governing Board and Measure B Citizens' Oversight Committee  
Alameda Unified School District

We have audited the financial statements of Alameda Unified School District (the "District") Measure B General Obligation Bonds (the "Bonds") Building Fund activity as of and for the year ended June 30, 2023, and have issued our report thereon dated December 15, 2023. Professional standards require that we provide you with the following information related to our audit.

### **Our Responsibility Under *Government Auditing Standards* and Auditing Standards Generally Accepted in the United States of America**

As stated in our engagement letter dated March 13, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities. We conducted our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America. As part of an audit conducted in accordance with U.S. GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we considered the District's internal control solely for the purposes of determining our audit procedures and not to provide assurance concerning such internal control.

We are also responsible for communicating significant matters related to the financial statement audit that, in our professional judgment, are relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated March 13, 2023.

## **Significant Audit Findings and Issues**

### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted during the year and there were no changes in the application of existing policies during 2023.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

### ***Significant Accounting Estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no significant accounting estimates in the financial statements as of and for the year ended June 30, 2023.

### ***Financial Statement Disclosures***

The disclosures in the financial statements are consistent, clear, and understandable. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

- ***Measure B General Obligation Bonds*** – Information regarding the District's Measure B Bonds, including the amount authorized and outstanding is provided in Note 4 to the financial statements.

### ***Significant Unusual Transactions***

We encountered no significant unusual transactions during our audit of the District's financial statements.

### ***Significant Difficulties Encountered in Performing the Audit***

Professional standards require us to inform you of any significant difficulties encountered in performing the audit. No significant difficulties were encountered during our audit of the District's financial statements.

### ***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

### ***Circumstances that Affect the Form and Content of the Auditor's Report***

There may be circumstances in which we would consider it necessary to include additional information in the auditor's report in accordance with U.S GAAS. There were no circumstances that affected the form and content of the auditor's report.

### ***Uncorrected Misstatements***

Professional standards require us to accumulate all factual and judgmental misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

There were no misstatements identified by us as a result of our audit and uncorrected by management that are material, either individually or in the aggregate, to the financial statements as a whole.

### ***Management Representations***

We have requested certain representations from management that are included in the attached management representation letter dated December 15, 2023.

### ***Management Consultation with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's Measure B General Obligation Bonds Building Fund activity or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Significant Audit Findings or Issues***

We are required to communicate to you other findings or issues arising from the audit that are, in our professional judgment, significant and relevant to your oversight of the financial reporting process. There were no such items identified.

This information is intended solely for the use of the Governing Board, Measure B Citizens' Oversight Committee and management of Alameda Unified School District, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Moss Adams LLP".

San Francisco, California  
December 15, 2023





# 2023 Audit Results

## Better Together: Moss Adams & Alameda Unified School District

[illegible]

# Alameda Unified School District

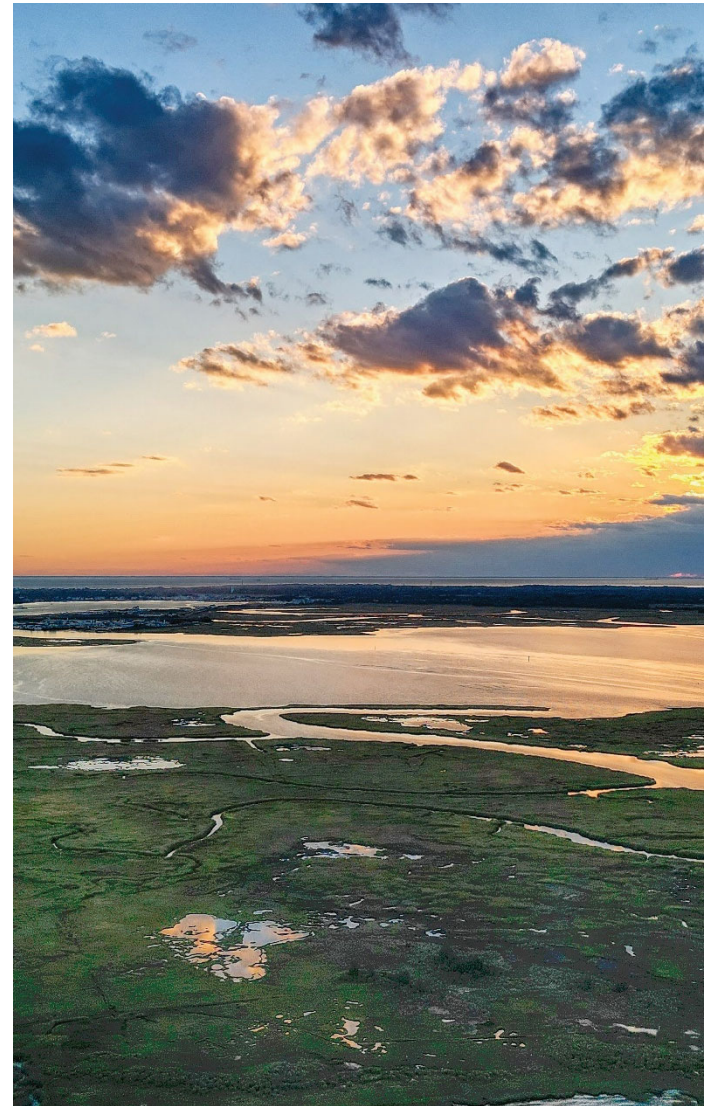
Dear Governing Board:

Thank you for your continued engagement of Moss Adams LLP. We are pleased to have the opportunity to meet with you to discuss the results of our audit of the financial statements and federal program compliance of Alameda Unified School District (the “District”) as of and for the year ended June 30, 2023.

The accompanying report, which is intended solely for the use of the Governing Board and management, and is not intended to be and should not be, used by anyone other than these specified parties, presents important information regarding the District's financial statements and our audit that we believe will be of interest to you.

We conducted our audit with the objectivity and independence that you expect. We received the full support and assistance of the District's personnel. We are pleased to serve and be associated with the District as its independent public accountants and look forward to our continued relationship.

We look forward to discussing our report or any other matters of interest with you during this meeting.





## Agenda

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1. Auditor Opinions and Reports
2. Communication with Those Charged with Governance
3. About Moss Adams



# Auditor Opinions and Reports – Bond FS and Performance Audit

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# Auditor Report on the Financial Statements – Bond Financial Statements – Measures B and I

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Unmodified Opinion – Basic financial statements are presented fairly and in accordance with U.S. Generally Accepted Accounting Principles (GAAP)



# Other Auditor Reports

## GAGAS Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

- No financial findings reported
- No compliance findings reported

## Performance Audit Report – Measures B and I

- The results of our tests indicate that in all significant respects the expenditures were properly expended on specific projects listed in the text of the ballot language for Measures B and I General Bond Funds. In addition, funds that were used to pay salaries of district employees were allowable per Opinion 04-110.



# Communication with Those Charged with Governance

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# Our Responsibility Under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

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1

To express our opinion on whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, and in accordance with U.S. GAAP. However, our audit does not relieve you or management of your responsibilities.

2

To perform an audit in accordance with generally accepted auditing standards issued by the AICPA and *Government Auditing Standards* issued by the Comptroller General of the United States, and design the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement.

3

To consider internal control over financial reporting and internal control over compliance as a basis for designing audit procedures but not for the purpose of expressing an opinion on its effectiveness or to provide assurance concerning such internal control.

4

To communicate findings that, in our judgment, are relevant to your responsibilities in overseeing the financial reporting process and administering federal and state awards. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.



## Planned Scope & Timing of the Audit

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It is the auditor's responsibility to determine the overall audit strategy and the audit plan, including the nature, timing and extent of procedures necessary to obtain sufficient appropriate audit evidence and to communicate with those charged with governance an overview of the planned scope and timing of the audit.

### OUR COMMENTS

The planned scope and timing of the audit was communicated to you in our engagement letter dated February 27, 2023.



## Significant Accounting Policies & Unusual Transactions

The auditor should determine that the Board of Education is informed about the initial selection of and changes in significant accounting policies or their application. The auditor should also determine that the Board of Education is informed about the methods used to account for significant unusual transactions and the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### OUR COMMENTS

Management has the responsibility for selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the footnotes to the financial statements. During the year ended June 30, 2023, the District adopted GASB Statement No. 89, *SBITAs*. There were no other accounting policies adopted and there were no changes in the application of existing policies during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

We believe management has selected and applied significant accounting policies appropriately and consistent with those of the prior year.



# Management Judgments & Accounting Estimates

The Board of Education should be informed about the process used by management in formulating particularly sensitive accounting estimates and about the basis for the auditor's conclusions regarding the reasonableness of those estimates.

## OUR COMMENTS

Management's judgments and accounting estimates are based on knowledge and experience about past and current events and assumptions about future events. We apply audit procedures to management's estimates to ascertain whether the estimates are reasonable under the circumstances and do not materially misstate the financial statements.

Significant management estimates impacting the financial statements include the following: useful lives of capital assets, net pension liability and other postemployment benefits liability.

We deemed them to be reasonable.



# Management Judgments & Accounting Estimates

Our views about qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures.

## OUR COMMENTS

The disclosures in the financial statements are clear and consistent. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users, however we do not believe any of the footnotes are particularly sensitive. We call your attention to: long term liabilities in Note 6, other postemployment benefits in Notes 8, and pension plans in Note 9.





## Difficulties Encountered in Performing the Audit

The Board of Education should be informed of any significant difficulties encountered in dealing with management related to the performance of the audit.

### OUR COMMENTS

There were no other significant difficulties in dealing with management in performing and completing our audit.



# Significant Audit Adjustments & Unadjusted Differences Considered by Management To Be Immaterial

The Board of Education should be informed of all significant audit adjustments arising from the audit. Consideration should be given to whether an adjustment is indicative of a significant deficiency or a material weakness in the District's internal control over financial reporting, or in its process for reporting annual financial information, that could cause future financial statements to be materially misstated.

The Board of Education should also be informed of uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements as a whole.

## OUR COMMENTS

There were no misstatements identified by us as a result of audit procedures, and uncorrected by management that are material, either individually or in the aggregate, to the financial statements taken as a whole.



# Potential Effect on the Financial Statements of Significant Risks, Exposures & Uncertainties

The Board of Education should be adequately informed of the potential effect on the financial statements of significant risks, exposures, and uncertainties that are disclosed in the financial statements.

## OUR COMMENTS

The District is subject to potential legal proceedings and claims that arise in the ordinary course of business, which are disclosed in the notes to the financial statements.



# Disagreements with Management

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Disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the District's financial statements, or the auditor's report.

## OUR COMMENTS

We are pleased to report that there were no disagreements with management.



# Deficiencies in Internal Control

Any material weaknesses and significant deficiencies in the design or operation of internal control that came to the auditor's attention during the audit must be reported to the Board of Education.

## OUR COMMENTS

- Material weakness:
  - None noted.
- Significant deficiencies and noncompliance:
  - Nothing to communicate.



## Management's Consultation with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. If management has consulted with other accountants about an auditing and accounting matter that involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts.

### OUR COMMENTS

We are not aware of any significant accounting or auditing matters for which management consulted with other accountants.



## Other Material Written Communications

Report to the Board of Education significant written communications between the auditor and client management.

### OUR COMMENTS

Other than the engagement letter, management representation letter, and communication with those charged with governance, there have been no significant communications.



## Management's Uncertainties Related to Events & Conditions

Any doubt regarding the entity's ability to continue, **as a going concern**, should be communicated to the Board of Education.

### OUR COMMENTS

No such matters came to our attention.





# Fraud & Noncompliance with Laws and Regulations

Fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements should be communicated. We are also required to communicate any noncompliance with laws and regulations involving senior management that come to our attention, unless clearly inconsequential.

## OUR COMMENTS

We have not become aware of any instances of fraud or noncompliance with laws and regulations.



► About  
Moss Adams



# Our Services to Tax-Exempt and Governmental Entities

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## ASSURANCE

- Agreed-upon procedures
- Audits and reviews
- Federal awards audits
- Compliance examinations pursuant to federal reporting requirements
- Employee benefit plan services
- Written acknowledgments and agreed-upon procedure engagements in connection with tax-exempt bond offerings

## CONSULTING

- Endowment management and investment consulting
- Fraud investigation and forensic accounting
- IT consulting
- Strategic business planning
- Sustainability services
- Systems Control & Operations Risk Evaluation (SCORE!)
- Wealth services

## TAX

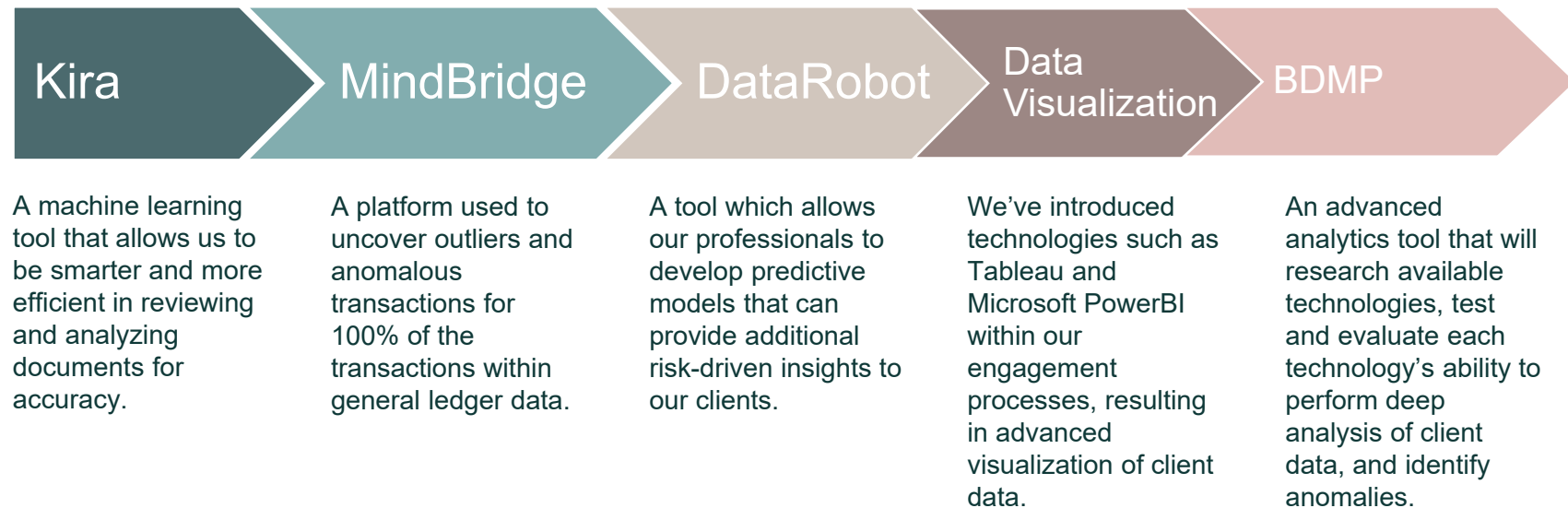
- Alternative investment issues
- Compensation, payroll, and employment tax issues, including fringe benefits, deferred compensation, and policy setting to meet the rebuttable presumption process
- Complex group structures, including non-501(c)(3) exempt organizations
- Donor-advised fund planning and reporting
- Estate planning for donors and development department marketing
- For-profit organization formation and operations
- Formation of new entities, including preparation of Forms 1023 and 1024 and associated state filings
- Independent contractor versus employee determinations
- IRS and state audit representation
- Joint venture formation and operation
- Lobbying and political expenditure classification and reporting
- Maintaining tax-exempt status and public charity status
- Member versus nonmember activity issues
- Preparation of Form 990, 990-T, 990-PF, and relevant state forms
- Private foundation planning analysis
- Public support test planning
- Sales and use tax exemptions
- State and local tax services, including credits and incentives
- State solicitation registration and annual filings
- Tax-exempt bond consultation, including private business use and post-issuance bond compliance procedures
- Third-party management agreements and sponsorship planning
- Transfer pricing and expense allocation methodology
- Unrelated business taxable income



# Advanced Technologies and Audit Innovation

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We leverage advanced technologies to deliver increased effectiveness and efficiencies across our various practices.



## Contact Us

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<sup>+</sup> Arthur Ngo

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(916) 503-8104





THANK  
YOU

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

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**Item Title:** Report on Budget Priorities, Challenges, and Constraints for 2024 and Beyond (15 Mins/Information)

**Item Type:** Information

**Background:** Back in September, AUSD published its first Budget Summary for community members. The summary provided basic information about the cycle and elements of a school district's budget, as well as specifics about the 2023-24 budget.

As we start the New Year, we want to provide an update to that budget, which we published just a few months after the Board adopted it. Our intention in providing this update is threefold:

- To raise community awareness of changing conditions in the budgetary landscape
- To be transparent about some of the decisions our staff, in partnership with school communities, may need to make over the coming months
- To help the community the process by which we will make those decisions

Changing Budget Conditions

When the Board of Education adopted the 2023-24 budget last June, the state was projecting fairly high revenues for last year (2022). Typically, a prior year's taxes don't affect the current year's budget very much. However, the extension of the deadline to submit 2022 taxes (from April 2023 to November 2023) created a unique challenge, and the complete revenue picture for 2022 is just now emerging.

To be specific, taxes collected for 2022 are significantly below the state's expectations and, per the Legislative Analyst's Report issued on December 7, 2023, the State of California is facing a \$68 billion deficit for next year starting on July 1, 2024. To put that in perspective, the state's entire budget is about \$300 billion.

Since K-12 education is approximately 40% of the state budget, this reduction means that school districts across the state will face a significant budget challenge in 2024-25.

Specifically, while the projected Cost of Living Adjustment (COLA) for this year remains at 8.22%, the COLA for next year has dropped from 3.94% to 1.00%. And while the state projected a 3.29% COLA for 2025-26, we now don't know what it will be.

How does that affect AUSD's bottom line? The reduction of COLA from 3.94% to 1% in 2024-25 wipes away approximately \$5 million from the school district's revenue over the next three years (2023-24 through 2025-26). That is significant.



## Parcel Tax Uncertainty

In addition, a measure to combine and renew our parcel taxes – Measure B1 and Measure A – is now on the March 2024 ballot. If that measure fails, we will have one more year of Measure B1 parcel tax revenue, but will need to identify \$12.5 million in budget reductions by June 2024 for the 2025-2026 school year. While those cuts have not yet been specified, we do know that they would likely include a combination of reduced programs and services, layoffs, salary rollbacks or freezes, and school consolidations or closures.

## Moving Forward

School districts need to submit a three-year budget to the county by June 30 of each year. Given the condensed timeline between the March 5 election and the budget deadline, we are planning on initiating public dialogues about educational and financial priorities after Winter Break in order to identify what cuts could or should be made in the event the parcel tax does not pass. We understand that talking about cuts can be painful. But we think the best approach is to be transparent and proactive about some of the challenges we are currently facing.

As a first step, we presented the Board with the First Interim Budget Report publicly at the December 12 Board of Education meeting. To see this presentation or the video of the agenda item, please click on the following link for the December 12 Board Meeting agenda.

We'll have further details when the governor releases his proposed budget on January 10. Over the next several months, however, we are committed to providing public updates on AUSD's budget situation and projections on a regular basis, as well as providing opportunities for public engagement.

The first of these updates will come to the Board and public tonight in a presentation that outlines what will happen next for AUSD in the coming months and year.

<b>AUSD LCAP Goals:</b>	2a. Support all students in becoming college and career ready.  3. Support parent/guardian development as knowledgeable partners and effective advocates for student success.  4. Ensure that all students have access to basic services.
<b>Fund Codes:</b>	
<b>Fiscal Analysis</b>	
<b>Amount (Savings) (Cost):</b>	n/a
<b>Recommendation:</b>	This item is presented for information only.
<b>AUSD Guiding Principle:</b>	#1 - All students have the ability to achieve academic and personal success.  #2 - Teachers must challenge and support all students to reach their highest academic and personal potential.  #3 - Administrators must have the knowledge, leadership skills and ability to ensure student success.  #4 -



Parental involvement and community engagement are integral to student success.| #5 - Accountability, transparency, and trust are necessary at all levels of the organization.| #6 - Allocation of funds must support our vision, mission, and guiding principles.| #7 - All employees must receive respectful treatment and professional support to achieve district goals.

**Submitted By:** Pasquale Scuderi, Superintendent

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**ATTACHMENTS:**

Description	Upload Date	Type
▣ Presentation for Budget Priorities, Challenges, and Constraints for 2024 and Beyond	1/8/2024	Presentation

# Report on Budget Priorities, Challenges, and Constraints for 2024 and Beyond

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Pasquale Scuderi, Superintendent  
January 9, 2023



# Governor's Budget Expected January 10

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Areas we will be watching:

- Projected Cost of Living Adjustment FY 24-25
- Projected Cost of Living Adjustment FY 25-26
- Any new restricted or categorical money (block grants, 1x allocations, etc.) for education



# Multiple Budget Components to Manage in 2024

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- California State Revenue is down \$68 billion for Fiscal Year 24-25.
- Reduction in projected Cost of Living Adjustment\* from 3.94% to 1% means about \$5 million less for Alameda Schools in 24-25.
- Currently in negotiations with employee groups for compensation
- If local parcel tax measures are not renewed in March of 2024\*\*, District will need to present \$12 million in proposed cuts to the county office by June of 2024 (to be in effect for 25-26 school year).

\* Governor's budget expected January 10, 2024

\*\* Additional details presented on January 9 and January 24 to Board of Education



# Contingency Timeline: April 2024 - Nov. 2024

	April '24	May '24	June '24	July '24	Aug. '24	Sept. '24	Oct. '24	Nov. '24
If parcel tax <u>IS</u> approved in March 2024	Budget stabilized and new annual state revenue becomes focus.							
If parcel tax is <u>NOT</u> approved in March 2024	Develop list of reductions = to \$12 million begins and ongoing							Second attempt at renewal of parcel tax
	Planning begins for second election in Nov. '24							
		List of reductions is further analyzed and discussed						

# Contingency Timeline: Dec. 2024 - July 2025

	Dec. '24	Jan. '25	Feb. '25	March '25	April '25	May '25	June '25	July '25
If parcel tax <u>IS</u> approved in March '24	Budget stabilized and new annual state revenue becomes focus.							
If parcel tax is <u>NOT</u> approved in March 2024	Planning for implementation of cuts begins							\$12 million in reductions <u>IN EFFECT</u> for August 2025
	Discussion of third attempt to pass parcel tax begins and ongoing							
	Layoff notices related to reductions generated							
	Layoff notices to Board							
	Layoff notices issued to employees							



# Second Stream of Local Revenue Expires in June 2027

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- Measure A (passed in March 2020) provides an additional \$10 million dollars annually.
- Revenue is exclusively used to support salaries.



# IF Closing a \$12 Million Dollar Shortfall Becomes Necessary (Expiration of Measure B1 in June 2025)



District Office and Service Cuts



Position and Program Cuts at Schools



School Closures or Consolidations



Increased Class Sizes K-3

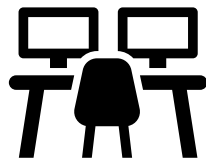


Salary Rollbacks or Multi-Year Salary Freezes



# If Closing a \$12 Million Dollar Shortfall Becomes Necessary

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## District Office and Service Cuts

- Reductions in District staff will have impact on school support or services at school sites.
- AUSD runs proportionately smaller district office than county average.
- Proportionately much leaner than SFUSD and other larger districts.



# If Closing a \$12 Million Dollar Shortfall Becomes Necessary

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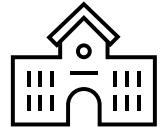


## Position and Program Cuts at Schools

- Reductions in positions that support literacy, teacher practice, counseling services, mental health services
- Some support/service/enrichment dollars may need to absorb some general operating costs if a revenue loss this large materializes.



# If Closing a \$12 Million Dollar Shortfall Becomes Necessary



## School closures or consolidations

- Preliminary analysis would begin February of 2024.
- Initial process would begin IF local tax revenue was not extended in March election.
- Criteria to be used in deciding which schools to consolidate or close would include: enrollment, condition of school facility, operating cost of school, capacity of school to accommodate additional students, demographic balance, and other factors.



# If Closing a \$12 Million Dollar Shortfall Becomes Necessary



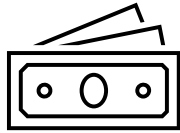
## Increased Class Sizes in Grades K-3\*

- Current class sizes of 25:1 in grades K-3 would increase to 30:1 or 32:1.
- This would result in \$1.8 million to \$2.5 million in reduced costs.

*\* Must be negotiated with AEA*



# If Closing a \$12 Million Dollar Shortfall Becomes Necessary



## Salary Rollbacks or Multi-Year Salary Freezes\*

- Freezes would mean utilizing all or at least a significant portion of any new annual revenue from the state to backfill the lost local revenue.
- The length and impact of this remedy would also depend on projected new revenue from the state over-time.

*\* Must be negotiated with all bargaining groups*



# Significant One-Time Monies

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Dollars that can supported limited term projects but will not provide relief for ongoing expenses and staffing costs

- LCFF Supplemental Carryover
  - Possible investments at Ruby Bridges
  - Possible investments to boost UC/CSU Eligibility Rates for African-American High School Students
  - Continued support of AVID program
- Arts, Music, and Block Grant (currently held in reserve)



# Local Control Accountability Planning Continues Despite Variables

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- Planning and process for a new 3-year Local Control Accountability Plan (LCAP) will continue
- Obviously, significant adjustments may be necessary given the fiscal variables at hand
- LCAP summary process shared on September 26, 2023

ALAMEDA UNIFIED SCHOOL DISTRICT  
BOARD AGENDA ITEM

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**Item Title:** Approval of 2024 Board Committee Assignments and Appointment of Board Representatives to Non-AUSD Committees (10 Mins/Action)

**Item Type:** Action

**Background:** Each year during the Board's annual organization meeting and in accordance with *Board Bylaw 9130: Board Committees* and *Board Bylaw 9140: Board Representatives*, the Board assigns members to its standing committees and assigns representatives to other public agencies or organizations.

At its organizational meeting on December 12, 2023, the Board appointed Margie Sherratt to fill a vacancy caused when former Board Vice President, Megan Sweet, resigned in October. Due to the timing of the appointment, the Board decided to select Subcommittee and Committee assignments at the first meeting where Margie Sherratt would be in attendance. This meeting occurs on January 9, 2024.

**AUSD LCAP Goals:** 3. Support parent/guardian development as knowledgeable partners and effective advocates for student success.

**Fund Codes:**

**Fiscal Analysis**

**Amount (Savings) (Cost):** n/a

**Recommendation:** Other

Discuss and assign Board committee members.

**AUSD Guiding Principle:** #5 - Accountability, transparency, and trust are necessary at all levels of the organization.

**Submitted By:** Kerri Lonergan, Senior Executive Assistant

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**ATTACHMENTS:**

	Description	Upload Date	Type
▣	Board Committee and Subcommittee Blank List for 2024	1/3/2024	Backup Material
▣	Board Committee and Subcommittee List for 2023	1/3/2024	Backup Material



## Board Committees and Appointments 2024

<b>Board Committee</b>	<b>Purpose</b>	<b>Board Members for 2024</b>
<i>City/School Joint Subcommittee</i>	Informational discussions facilitated by the Mayor/City Manager and Board President/Superintendent on areas of mutual interest	
<i>Wellness Advisory Council</i>	Responsible for implementation of Wellness Policy through outreach to sites and eventual development of Wellness site councils	
<i>Board Policy Subcommittee</i>	Reviews recommended changes to Board Policies	
<i>AUSD/Peralta Joint Subcommittee</i>	Informational discussions facilitated by AUSD Superintendent and Board and Peralta Community College Trustee(s) on areas of mutual interest	
<i>Diversity, Equity, and Inclusion Workgroup</i>	Informal discussions on the topics of Diversity, Equity, and Inclusion.	

<b>Non-AUSD Committee</b>	<b>Purpose</b>	<b>Board Members for 2024</b>
<i>Alameda County School Boards Association</i>	Alameda County School Board members' networking and information sharing	
<i>Alameda Collaborative for Children, Youth, and Families</i>	Joint committee of the City, County, and District focused on improving opportunities for Alameda youth	
<i>Redevelopment Successor Agency Oversight Board</i>	The Redevelopment Oversight Board shall meet with the City of Alameda in its capacity as Successor Agency of the City.	

## Board Committees and Appointments 2023

<b>Board Committee</b>	<b>Purpose</b>	<b>Board Members for 2023</b>
<i>City/School Joint Subcommittee</i>	Informational discussions facilitated by the Mayor/City Manager and Board President/Superintendent on areas of mutual interest	Heather Little Jennifer Williams Vinny Camarillo
<i>Wellness Advisory Council</i>	Responsible for implementation of Wellness Policy through outreach to sites and eventual development of Wellness site councils	Megan Sweet Ryan LaLonde Evan Lu* Talia Kotovsky* Vinny Camarillo*
<i>Board Policy Subcommittee</i>	Reviews recommended changes to Board Policies	Megan Sweet Ryan LaLonde Talia Kotovsky Evan Lu
<i>AUSD/Peralta Joint Subcommittee</i>	Informational discussions facilitated by AUSD Superintendent and Board and Peralta Community College Trustee(s) on areas of mutual interest	Gary K. Lym Jennifer Williams Evan Lu*
<i>Diversity, Equity, and Inclusion Workgroup</i>	Informal discussions on the topics of Diversity, Equity, and Inclusion.	Megan Sweet Gary K. Lym Vinny Camarillo

<b>Non-AUSD Committee</b>	<b>Purpose</b>	<b>Board Members for 2023</b>
<i>Alameda County School Boards Association</i>	Alameda County School Board members' networking and information sharing	Ryan LaLonde
<i>Alameda Collaborative for Children, Youth, and Families</i>	Joint committee of the City, County, and District focused on improving opportunities for Alameda youth	Heather Little Vinny Camarillo* Talia Kotovsky Evan Lu
<i>Redevelopment Successor Agency Oversight Board</i>	The Redevelopment Oversight Board shall meet with the City of Alameda in its capacity as Successor Agency of the City.	Gary K. Lym