

REGULAR MEETING OF THE JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES

464-555 Main Street, Janesville School Library, Janesville, CA 96114

Tuesday, August 19, 2025 at 5:30 p.m.

Agenda

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Jamie Lewis, Superintendent/Principal, 464-555 Main St, Janesville, CA, at (530) 253-3660, between the hours of 8:00 a.m. and 4:00 p.m. at least forty-eight (48) hours before the meeting. (Government Code 54954.2). Any writing that is a public record and relates to an agenda item for open session of a regular meeting of the Board of Trustees, and is distributed fewer than 72 hours prior to the regular meeting shall be available for public inspection at the Janesville Union Elementary School District Office located at 464-555 Main Street, Janesville, CA.

- I. CALL TO ORDER, 5:30 p.m. (Procedural)
- II. ROLL CALL & ESTABLISHMENT OF QUORUM (Procedural)
- III. PLEDGE OF ALLEGIANCE (Procedural)
- IV. APPROVAL OF AGENDA (Action)
- V. PUBLIC COMMENTS ON CLOSED SESSION AGENDA (Procedural)
During this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to items on the closed session agendas. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
- VI. ADJOURNMENT TO CLOSED SESSION (Procedural)
A Closed or Executive Session of the Board of Trustees may be held when legal and the need requires. Items to be discussed will be announced before the Board moves to Closed Session. Items can include personnel matters, student personnel matters, negotiations, security matters, matters of real property negotiations, legal counsel regarding pending litigation and protection of records exempt from public disclosure.
 - A. Certain Personnel Matters (Pursuant to Government Code § 54957 (a) to consider assignment, appointment, employment, dismissal, release, and evaluation of performance public employees).
 - B. Public Employee Performance Evaluation – Superintendent/Principal (Pursuant to Government Code §54957).
- VII. RECONVENE IN REGULAR SESSION (6:30 p.m.) (Procedural)
- VIII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)
- IX. PUBLIC INPUT (Procedural)
During this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
- X. REPORTS (Informational):
 - A. Janesville Teachers Association (JTA) Report
 - B. California School Employees Association (CSEA) Report
 - C. Maintenance/School Facilities Report
 - D. Superintendent Report
 - i. Back-to-School Night
 - E. Board Report

XI. CORRESPONDENCE (Informational)

- A. Letter from the Lassen County Office of Education (LCOE) Regarding a Review of the Collective Bargaining Agreement Between the JTA and the Janesville Union School District (JUSD).
- B. Letter from the LCOE Regarding a Review of the 2025-26 Adopted Budget and the Local Control Accountability Plan for the JUSD.

XII. CONSENT AGENDA (Action)

Items listed under the consent Agenda and their corresponding attachments are considered to be routine and are acted on by the Board of Trustees in one motion. A member of the Board may request that specific items be discussed and/or removed from the Consent Agenda. It is understood that the administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

A. Routine Business:

- 1. Approval of Minutes: Regular Meeting, June 17, 2025
Special Meeting, June 18, 2025
- 2. July 2025 Warrants
- 3. July Cash Flow/Payroll
- 4. Updated Teacher Assignments for the 2025-26 School Year
- 5. Advisor/Coach Extra-Curricular Activity Assignments for 2025-26
- 6. Fundraiser Request from the Class of '30/'31
- 7. Fundraiser Request from Athletics - Wrestling
- 8. 2025-26 Master Agreement-Lassen County Superintendent of Schools
- 9. Williams Complaint Report (Pursuant to AR 1312.4)

B. Certificated Personnel Items:

- 1. Employment:
 - a) Calliope Rose – Effective 8/14/25

C. Classified Personnel Items:

- 1. Employment
 - a) Jessica DeRose – Paraeducator I with Emphasis on Arts & Music: 5.95 hours per day Effective 8/14/25
 - b) Willow Hassell – Paraeducator I: 5.95 hours per day Effective 8/14/25

XIII. DISCUSSION/ACTION ITEMS:

- A. 45-Day Budget Update for 2025-26 (Informational)
- B. Approve the Declaration of Need for Fully Qualified Educators (Action)
- C. Approve the Annual Statement of Need 30-Day Substitute and Designated Subjects Career Technical Education 30-Day Substitute Teaching Permits (Action)
- D. Approve Resolution #26-01 CalPERS 457 Plan (Action)
- E. Discuss/Approve Contract for Superintendent/Principal (Action)
- F. Accept Letter of Resignation from Paul Hinkson (Action)
- G. Consideration to Call for Either a Special Election or Provisional Appointment to Fill the Vacancy on the JUSD Board of Trustees (Procedural)

H. First Reading to Review/Revise/Adopt Board Policies, Administrative Regulations,
Board Bylaws and Exhibits: (Procedural)

- Board Policy 0410: Nondiscrimination in District Programs and Activities
- Board Policy 0420.4: Charter School Authorization
- Administrative Regulation 0420.4: Charter School Authorization
- Board Policy 0420.41: Charter School Oversight
- Exhibit (1) 0420.41: Charter School Oversight
- Board Policy 0440: District Technology Plan
- Board Policy 0441: Artificial Intelligence
- Board Policy 0450: Comprehensive Safety Plan
- Administrative Regulation 0450: Comprehensive Safety Plan
- Board Policy 1113: District and School Websites
- Administrative Regulation 1113: District and School Websites
- Exhibit (1) 1113: District and School Websites
- Board Policy 1312.3: Uniform Complaint Procedures
- Administrative Regulation 1312.3: Uniform Complaint Procedures
- Exhibit (1) 1312.3: Uniform Complaint Procedures
- Exhibit (2) 1312.3: Uniform Complaint Procedures
- Administrative Regulation 3512: Equipment
- Exhibit (1) 3512: Equipment
- Administrative Regulation 3542: School Bus Drivers
- Board Policy 4030: Nondiscrimination in Employment
- Administrative Regulation 4030: Nondiscrimination in Employment
- Board Policy 4033: Lactation Accommodation
- Board Policy 4112.9/4212.9/4312.9: Employee Notifications
- Exhibit (1) 4112.9/4212.9/4312.9: Employee Notifications
- Board Policy 4119.11/4219.11/4319.11: Sexual Harassment
- Administrative Regulation 4119.11/4219.11/4319.11: Sexual Harassment
- Administrative Regulation 4119.12/4219.12/4319.12: Title IX Sexual Harassment Complaint Procedures
- Exhibit (1) 4119.12/4219.12/4319.12: Title IX Sexual Harassment Complaint Procedures
- Board Policy 5125.1: Release of Directory Information
- Administrative Regulation 5125.1: Release of Directory Information
- Exhibit (1) 5125.1: Release of Directory Information
- Administrative Regulation 5131.41: Use of Seclusion and Restraint
- Board Policy 5145.3: Nondiscrimination/Harassment
- Administrative Regulation 5145.3: Nondiscrimination/Harassment
- Board Policy 5145.6: Parent/Guardian Notifications
- Exhibit (1) 5145.6: Parent/Guardian Notifications
- Board Policy 5145.7: Sexual Harassment
- Administrative Regulation 5145.7: Sexual Harassment
- Administrative Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures
- Exhibit (1) 5145.71: Title IX Sexual Harassment Complaint Procedures
- Board Policy 5146: Married/Pregnant/Parenting Students
- Board Policy 6142.91: Reading/Language Arts Instruction
- Board Policy 6145.2: Athletic Competition
- Administrative Regulation 6145.2: Athletic Competition

- Administrative Regulation 6159.4: Behavioral Interventions for Special Education Students
- Board Bylaw 9011: Disclosure of Confidential/Privileged Information

XIV. FUTURE AGENDA ITEMS (Informational)

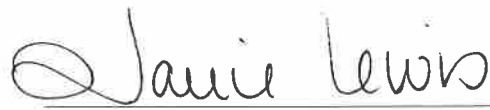
XV. RECONVENE INTO CLOSED SESSION (Procedural) *(if necessary)*

XVI. RECONVENE IN REGULAR SESSION (Procedural)

XVII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)

XVIII. ADJOURNMENT (Procedural) Time: _____ pm

Date: 15 August 2025

A handwritten signature in black ink that reads "Jamie Lewis". The signature is written in a cursive style with a large, stylized "J" and "L".

Jamie Lewis, Superintendent/Principal and
Secretary to the Board of Trustees

Posted: August 15, 2025 @ 4:00 p.m.



Lassen County Office of Education

472-013 Johnstonville Road North · Susanville, CA 96130-8752

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

For the Future

June 12, 2025

Jamie Huber, Superintendent
and
Members of the Board of Trustees
Janesville Union School District
P.O. Box 280
Janesville, CA 96114

Dear Jamie and Members of the Board:

The Lassen County Office of Education has concluded its review of the Collective Bargaining Agreement, to be approved at your June 18, 2025 Board Meeting between the Janesville Union School District (JUSD) and the Janesville Teachers Association (JTA). The County Office is not required to approve the public disclosure notices; however, we do review the fiscal impact on the District's reserves.

The Agreement includes a 2.43% increase to the Certificated Salary Schedule effective July 1, 2025. The total anticipated cost to the District for 2025/26 is estimated to be \$41,720.00, \$42,771.00 for 2026/27 and \$43,792.00 for 2027/28. The source of funding for the proposed agreement will be from the general fund unrestricted (fund 01; resource 0000), supplemental funds (fund 01; resource 0800) EPA funds (fund 01; resource 1400) and special education (fund 01; resource 6500).

After reviewing the Multi-Year Projection presented with the 2024/25 Second Interim Report, we believe that an increase of costs of any kind would be adverse at this time. Failure to minimize deficit spending could jeopardize the financial standing of the District. While this decision is ultimately yours, it would be our recommendation that the Board not approve this increase in costs.

If we can be of any assistance, please let us know.

Sincerely,

Patricia A. Gunderson
County Superintendent of Schools

PG/dh
Business/Collective Bargaining Disclosures25.26

cc: Courtney Russell, Chief Business Official
Andrea Kellogg, Chief Business Official



Lassen County Office of Education

472-013 Johnstonville Road North · Susanville, CA 96130-8752

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

August 6, 2025

Jamie Lewis, Superintendent
and
Members of the Board of Trustees
Janesville Union School District
P.O Box 280
Janesville, CA 96130

Dear Jamie and Members of the Board:

In accordance with Education Code sections 52070 and 42127, the Lassen County Office of Education has reviewed the LCAP and adopted budget of the Janesville Union School District for fiscal year 2025-2026. By statute, the adopted budget review must be completed by September 15 of each year, and the LCAP review must be completed by October 8. Based on our review, the 2025-2026 LCAP and adopted budget of the Janesville Union School District have been **approved**.

With regard to our review of the District's LCAP, the Education Code requires the County Superintendent to approve the plan (or annual update) for each school district after determining all of the following:

- The LCAP adheres to the template adopted by the State Board of Education.
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated pupils.
- The LCAP includes the calculations to determine whether there is required carryover. If applicable, the LCAP includes a description of the planned uses of the specified funds and a description of how the planned uses of those funds satisfy the requirements for specific actions to be considered as contributing toward meeting the increased or improved services requirement.

Our review of the District's LCAP for 2025-2026 has determined that the District is in compliance with the above criteria.

With regard to the District's adopted budget, the Education Code requires the County Superintendent to approve, conditionally approve, or disapprove the adopted budget for each school district after a review that includes the following:

- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.
- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127, and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the District to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the District to satisfy its multiyear financial commitments.

Our review of the District's 2025-2026 adopted budget and multiyear projection has determined that the District is in compliance with the above criteria.

LCOE continues to recommend that districts review all proposed expenditures and carefully review staffing needs. The District is able to show the recommended state reserve in the budget year; however, the reserves are being depleted. Ongoing operating deficits reduce the District's available fund balance and its ability to respond to emergencies, unanticipated revenue reductions, or unanticipated expenditures.

Information provided below is based on the 2025-26 Budget submitted from the District and summarized for your review:

	2025/26	2026/27	2027/28
Enrollment/ADA	285.77	285.77	285.77
Unrestricted Deficit Spending	(\$446,504)	(\$326,928)	(\$268,259)
Reserve Percentages	26%	18%	11%
Ending Balance	\$1,800,800	\$1,347,492	\$445,985

Collective bargaining agreements have been finalized for both the certificated and classified bargaining units. The terms have been reviewed and are stated to be incorporated into the District's budget projections accordingly.

The District is projecting a cash balance of **\$1,744,693 as of June 30, 2026**. This projection reflects current revenue and expenditure assumptions.

We acknowledge the efforts of the District's staff, Governing Board, and community throughout this process. If you have any questions or concerns regarding the review, please contact me directly.

Sincerely,



Patricia A. Gunderson
County Superintendent of Schools

PG/dh
Business/Adopted Budgets 25.26

cc: Courtney Russell, Chief Business Official
Andrea Kellogg, Chief Business Official

JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
June 17, 2025
MINUTES

MEMBERS PRESENT	Lee Bailey, JoAnna Harrison, Melissa McMullen and Jamie Lewis
MEMBERS ABSENT	John Meese and Paul Hinkson
OTHERS PRESENT	James Moore, Charity Moore and Andrea Kellogg
CALL TO ORDER	Board President Harrison called the meeting to order at 5:31 p.m.
ESTABLISHMENT OF QUORUM	A quorum was established with three members present. Member Hinkson arrived at 5:32 p.m.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited.
APPROVE AGENDA	MSCU (Hinkson/McMullen) to approve the agenda.
PUBLIC INPUT FOR CLOSED SESSION	There were no public comments.
ADJOURN TO CLOSED SESSION	MSCU (Bailey/Hinkson) to adjourn to closed session at 5:32 p.m. for the Board to discuss the following: <ol style="list-style-type: none"> 1. Public Employee Discipline/Dismissal/Release/Complaint 2. Conference with Labor Negotiator 3. Public Employee Performance Evaluation – Superintendent/Principal Member Hinkson left at 5:36 p.m.
RECONVENE IN REGULAR SESSION	MSCU (Bailey/McMullen) to reconvene the meeting into regular session at 6:40 p.m.
REPORT ACTION TAKEN IN CLOSED SESSION	There was nothing to report.
PUBLIC INPUT	Mr. Moore discussed his sincere appreciation for Mrs. Lewis stating how she does a wonderful job balancing parents and students’ needs. He feels the Board should do everything they can do to keep her at Janesville School. He also would like to provide a bookshelf with Lara Amrein’s top five books that she wanted every kid to read and keep it stocked annually for students to enjoy and take home.

JTA REPORT There was nothing to report from the Janesville Teachers' Association (JTA).

CSEA REPORT There was nothing to report from the California School Employees' Association (CSEA).

SUPERINTENDENT
REPORT

Mrs. Lewis reported on the following during her superintendent report:

- Enrollment ended the year at 310 students
- 13 transitional and 13 straight kindergarten students enrolled for the next school year
- Mrs. Lewis discussed the 2024-25 spring California Assessment of Student Performance and Progress (CAASPP) scores
- Compliments to the third-grade teachers who worked very hard for a successful testing environment, including breakfast and testing incentives, resulting in improved scores
- Discussed other areas of growth schoolwide throughout different grades.

BOARD REPORT There was nothing to report.

CONSENT AGENDA

MSCU (Bailey/McMullen) to approve the consent agenda:

- A. Routine Business:
 - 1. Approval of Minutes, Regular Meeting May 20, 2025
Special Meeting May 8, 2025
 - 2. May 2025 Warrants: Batch #0021 & #0022
 - a. General Fund \$315,204.89
 - b. Cafeteria \$ 12,276.97
 - 3. Cash Flow/Payroll
 - 4. Updated Classified Management Salary Schedule
 - 5. Fundraiser Request – Class of 2028/Class of 2027
 - 6. Professional Service Agreement – Ronda Morgan Mead
- B. Certificated Personnel Items:
 - 1. Letter of Resignation
 - i. Lesandra Rodriguez
- C. Classified Personnel Items:
 - 1. Letter of Resignation
 - i. Tiffany Hinkson

OPEN PUBLIC
HEARING FOR LCAP,
LCAP ANNUAL
UPDATE AND
BUDGET OVERVIEW
FOR PARENTS

MSCU (Bailey/McMullen) to open the public hearing for the JUSD's Local Control Accountability Plan (LCAP) for the 2025-26 school year, the 2024-25 LCAP Annual Update and the Budget Overview for Parents at 6:59 p.m.

Mrs. Kellogg reviewed the LCAP goals and stated the following:

- CAASPP and Measure of Academic Progress (MAP) scores improved in almost every area
- School Site Council consists of ten people who are very involved developing actions about needs, growth and where resources are placed to help improve students
- Yearly goals have not changed; actions and services remain similar but can be added and removed based on the needs for that year.

CLOSE PUBLIC
HEARING FOR LCAP,
LCAP ANNUAL
UPDATE AND
BUDGET OVERVIEW
FOR PARENTS

MSCU (Bailey/McMullen) to close the public hearing for the JUSD's LCAP for the 2025-26 school year, the 2024-25 LCAP Annual Update and the Budget Overview for Parents at 7:07 p.m.

LOCAL INDICATORS

Mrs. Lewis stated this self-reflection tool gets reported to the California Dashboard.

MSCU (Bailey/McMullen) to approve the Local Indicators for the 2025-26 school year.

INSTRUCTIONAL
CONTINUITY PLAN

Mrs. Lewis stated this document will be placed at the end of our comprehensive safety plan regarding school emergencies. A J-13 waiver cannot be requested without this document.

MSCU (Bailey/McMullen) to approve the 2025-26 Instructional Continuity Plan.

OPEN PUBLIC
HEARING FOR
BUDGET

President Harrison read the Notice to the Public statement regarding the JUSD's preliminary budget for the 2025-26 school year.

MSCU (Bailey/McMullen) to open the public hearing for the JUSD's preliminary budget for the 2025-26 school year at 7:12 p.m.

Mrs. Kellogg stated the following:

- Board members were emailed the Budget summary
- Estimated revenue is decreasing
- Budget outlook will be looking better than document is indicating
- Estimated expenditures are decreasing
- Continuous conversations regarding curving spending needs.

CLOSE PUBLIC
HEARING FOR BUDGET

MSCU (Bailey/McMullen) to close the public hearing for the JUSD's preliminary budget for the 2025-26 school year at 7:24 p.m.

OPEN PUBLIC
HEARING FOR
JTA

President Harrison read the Notice to the Public statement regarding the proposed agreement between the JUSD and the JTA for July 1, 2025 through June 30, 2028.

MSCU (Bailey/McMullen) to open the public hearing for the proposed agreement between JUSD and the JTA for July 1, 2025 through June 30, 2028 at 7:25 p.m.

There were no comments.

CLOSE PUBLIC
HEARING JTA

MSUC (Bailey/McMullen) to close the public hearing for the proposed agreement between JUSD and the JTA for July 1, 2025 through June 30, 2028 at 7:25 p.m.

APPROVE PROPOSED
AGREEMENT JTA

MSCU (Bailey/McMullen) to approve the proposed agreement between the JUSD and the JTA for July 1, 2025 through June 30, 2028.

MOU WITH
CSEA

MSCU (Bailey/McMullen) to approve the MOU between the JUSD and the CSEA regarding decreasing hours for one Paraeducator I position.

JULY BOARD
MEETING

MSCU (Bailey/McMullen) to cancel the regularly scheduled July Board meeting on July 15, 2025.

FUTURE AGENDA
ITEMS

Member Bailey stated the bookshelf from the Moore's that was discussed earlier should not fall through the cracks. Mrs. Lewis stated she will give an update regarding this idea in August.

RECONVENE IN
CLOSED
SESSION

MSCU (Bailey/McMullen) to reconvene the meeting back into closed session at 7:29 p.m.

RECONVENE IN
REGULAR
SESSION

MSCU (Bailey/McMullen) to reconvene the meeting into regular session at 9:18 p.m.

REPORT ACTION
TAKEN IN
CLOSED SESSION

There was nothing to report.

ADJOURNMENT

MSCU (Bailey/McMullen) to adjourn the meeting at 9:19 p.m.

Clerk of the Board

Date

JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES
SPECIAL MEETING
June 18, 2025
MINUTES

MEMBERS PRESENT	John Meese, JoAnna Harrison, Melissa McMullen and Jamie Lewis
MEMBERS ABSENT	Lee Bailey
OTHERS PRESENT	Andrea Kellogg
CALL TO ORDER	President JoAnna Harrison called the meeting to order at 5:32 p.m.
ESTABLISHMENT OF QUORUM	A quorum was established with three members present.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited.
APPROVE AGENDA	MSCU (McMullen/Meese) to approve the agenda.
PUBLIC INPUT	There were no public comments.
APPROVE LCAP/ LCAP ANNUAL UPDATE AND BUDGET OVERVIEW FOR PARENTS	MSCU (McMullen/Meese) to approve the JUSD's 2025-26 Local Control Accountability Plan (LCAP), the 2024-25 LCAP Annual Update and the Budget Overview for Parents.
APPROVE 2025-26 PRELIMINARY BUDGET	MSCU (McMullen/Meese) to approve the JUSD's Preliminary Budget for the 2025-26 school year.
RESOLUTION #25-18	MSCU (McMullen/Meese) to approve Resolution #25-18 Education Protection Account.
CONTRACT FOR SUPERINTENDENT/ PRINCIPAL	MSCU (McMullen/Meese) to table contract for superintendent/principal.
ADJOURNMENT	MSCU (Meese/McMullen) to adjourn the meeting at 5:33 p.m.

Clerk of the Board

Date

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

SUBJECT:
Bill Warrants

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Andrea Kellogg, Chief Business Official

ENCLOSURES:
Batch # 2, Batch # 3

DEPARTMENT:
Business

FINANCIAL IMPACT/SOURCE:
General Fund / Cafeteria Fund

MEETING DATE:
August 19, 2025

ROLL CALL REQUIRED:
No

BACKGROUND:

Batch # 2

This batch includes routine warrants.

Batch # 3

This batch includes routine warrants.

RECOMMENDATION:

Board approval is requested.

COMMENTS:

Batch status: A All

From batch: 0002

To batch: 0002

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

011 JANESVILLE UNION ELEMENTARY SD J40980

ACCOUNTS PAYABLE PRELIST
BATCH: 0002 JULY BATCH #1
Fund : 01 GENERAL FUND
APY500 T..00.24 07/11/25 12:23 PAGE
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Resc-Y-Objt-Goal-Func-Sch-DD T9MPS	ABA num	Account num	EE ES	E-Term	E-ExtRef
								Liq Amt	Net Amount	
101041/00	C & S WASTE SOLUTIONS P.O. BOX 7428 PASADENA, CA 91109-7428									
260002	PO-260002	07/01/2025 JULY TRASH SERVICE			1 01-0000-0-5520-0000-8200-000-00 NN P			587.88	587.88	587.88
				TOTAL PAYMENT AMOUNT				587.88 *		587.88
001301/00	CALIFORNIA SCHOOL BOARDS ASSOC C/O WEST AMERICA BANK P.O. BOX 1450 SUITSUN CITY, CA 94585-4450									
260005	PO-260005	07/01/2025 25/26 GAMUT POLICY PIUS			1 01-0000-0-5600-0000-7200-000-00 NN P			3,900.00	3,900.00	3,900.00
260005	PO-260005	07/01/2025 25/26 CSBA/ELA MEMBERSHIP			1 01-0000-0-5600-0000-7200-000-00 NN P			5,491.00	5,491.00	5,491.00
				TOTAL PAYMENT AMOUNT				9,391.00 *		9,391.00
006370/00	CASBO 1001 K STREET, FIFTH FLOOR SACRAMENTO, CA 95814									
260006	PO-260006	07/01/2025 25/26 CASBO MEMBERSHIP			1 01-0000-0-5300-0000-7200-000-00 NN F			850.00	850.00	850.00
				TOTAL PAYMENT AMOUNT				850.00 *		850.00
101209/00	CATAPULT CMS 5098 FOOTHILLS BLVD. #3-396 ROSEVILLE, CA 95747									
260037	PO-260037	07/01/2025 25/26 WEBSITE HOSTING			1 01-5810-0-5800-1110-1000-000-00 NN F			1,487.00	1,487.00	1,487.00
				TOTAL PAYMENT AMOUNT				1,487.00 *		1,487.00
101049/00	DOCUMENT TRACKING SERVICES LLC AARON TARAZON, ASST DIRECTOR 10606 CAMINO RUIZ SUITE 8-132 SAN DIEGO, CA 96126									
260008	PO-260008	07/01/2025 25/26 DTS ACCESS			1 01-0000-0-5800-0000-7200-000-00 NN F			425.00	425.00	425.00
				TOTAL PAYMENT AMOUNT				425.00 *		425.00

011 JANESVILLE UNION ELEMENTARY SD J40980

APV500 T..00.24 07/11/25 12:23 PAGE 2

ACCOUNTS PAYABLE PRELIST
BATCH: 0002 JULY BATCH #1
Fund : 01 GENERAL FUND

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	FF ES	E-Term	E-ExtRef
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101145/00	FRONTLINE TECHNOLOGIES GROUP LLC										
	PO BOX 780577										
	PHILADELPHIA, PA 19178-0577										

260052	PO-260052	07/01/2025	25/26	ABSENCE TRACKING	1	01-0000-0-4300-1110-1000-000-00	NN	F	5,365.95	5,365.95	5,365.95
				TOTAL PAYMENT AMOUNT							

100782/00	GIBBONS CONSULTANT, B.E.										
	P.O. BOX 207										
	ALTURAS, CA 96101										

260057	PO-260057	07/01/2025		BACKFLOW TESTING	1	01-8150-0-5800-0000-8110-000-00	NY	F	238.75	238.75	238.75
				TOTAL PAYMENT AMOUNT							

100371/00	HILLYARD/SACRAMENTO										
	P.O. BOX 801400										
	KANSAS CITY, MO 64180-1400										

CL-250006 06/16/2025 GYM FLOOR REPTINTSH

				TOTAL PAYMENT AMOUNT							
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001179/00	JANESVILLE PAYLESS										
	PO BOX 782										
	JANESVILLE, CA 96114										

CL-250007 06/16/2025 FUEL FOR TRUCK

				TOTAL PAYMENT AMOUNT							
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101383/00	JANUSKIEWICZ, CHAD										
	139 DAY ROAD										
	GARLAND, ME 04939										

260040 PO-260040 07/01/2025 CALPADS EXTENDED SUPPORT

				TOTAL PAYMENT AMOUNT							
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ACCOUNTS PAYABLE PRELIST

BATCH: 0002 JULY BATCH #1

<< Open >>

Fund : 01 GENERAL FUND

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
							Fd-Resc-Y-Objt-Goal-Func-Sch-DD	TPMPS	Lig	Ant	Net Amount
001542/00	MORNING GLORY INC										
	PO BOX 189										
	SUSANVILLE, CA 96130										
260034	PO-260034	07/07/2025	ELOP MEALS 7/8-7/28		1	01-2600-0-4300-1110-1000-000-00	NN	F	492.49		492.49
						492.49 *					492.49
											492.49
101100/00	MOUNTAIN VALLEY AWARDS & TROPHIES										
	P.O. BOX 37										
	LITCHFIELD, CA 96117										
CL-250008	06/16/2025	END OF YEAR AWARDS				01-0000-0-4300-0000-7200-000-00	NN	F	289.23		289.23
						289.23 *					289.23
002694/00	NCSIG										
	310 HEMSTED DRIVE, SUITE # 200										
	REDDING, CA 96002										
260026	PO-260026	07/01/2025	25/26 INSURANCE RENEWAL		1	01-0000-0-5450-0000-7200-000-00	NN	F	66,929.06		66,929.06
						66,929.06 *					66,929.06
101371/00	PARENT INSTITUTE, THE										
	P.O. BOX 7474										
	FAIRFAX STATION, VA 22039-747										
260028	PO-260028	07/11/2025	PARENT ENGAGEMENT NEWSLETTERS		1	01-3010-0-4300-1110-2495-000-00	NN	F	242.10		242.10
						242.10 *					242.10
001722/00	PAYLESS BUILDING SUPPLY										
	P.O. BOX 1744										
	SUSANVILLE, CA 96130										
CL-250009	06/24/2025	MAINTENANCE SUPPLIES				01-8150-0-4300-0000-8200-000-00	NN	F	65.30		65.30
						65.30 *					65.30

TOTAL PAYMENT AMOUNT

TOTAL PAYMENT AMOUNT

TOTAL PAYMENT AMOUNT

TOTAL PAYMENT AMOUNT

TOTAL PAYMENT AMOUNT

ACCOUNTS PAYABLE PRELIST
BATCH: 0002 JULY BATCH #1
Fund : 01 GENERAL FUND

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	TPMPS	EF ES	E-Term	E-ExtRef
											Intg Amt		Net Amount

101326/00	PLUMAS SANITATION INC												
	73762 INDUSTRIAL DRIVE												
	PORTOLA, CA 96122												

260056	PO-260056	07/01/2025	SEPTIC TANK PUMPING				1	01-8150-0-5800-0000-8110-000-00	NN	F	3,620.00		3,620.00
TOTAL PAYMENT AMOUNT											3,620.00	3,620.00	

100237/00	SCHOLASTIC NEWS												
	P.O. BOX 639850												
	CINCINNATI, OH 45263-9850												

260044	PO-260044	07/08/2025	SCHOLASTIC-3 GRADES				1	01-0000-0-4300-1110-1000-000-00	NN	F	1,119.41		1,199.49
TOTAL PAYMENT AMOUNT											1,199.49	1,199.49	

100679/00	SCHOOLWISE INC												
	P.O. BOX 9065												
	SOUTH LAKE TAHOE, CA 96158												

260053	PO-260053	07/11/2025	SIS SYSTEM SUPPORT				1	01-0000-0-4300-1110-1000-000-00	NN	F	5,903.00		5,903.00
TOTAL PAYMENT AMOUNT											5,903.00	5,903.00	

000963/00	SINGLETON / AUMAN PC												
	1740 MAIN STREET, SUITE A												
	SUSANVILLE, CA 96130												

260030	PO-260030	07/11/2025	PROGRESS BILLING				1	01-0000-0-5800-0000-7191-000-00	NN	F	2,500.00		2,500.00
TOTAL PAYMENT AMOUNT											2,500.00	2,500.00	

101080/00	U.S. BANK CORPORATE PAYMENT												
	CENTER												
	P.O. BOX 790428												
	ST. LOUIS, MO 63179-0428												

CL-250012	05/27/2025	TOKENS FOR DRUP CLEARINGHOUSE					01-0000-0-4300-0000-3600-000-00	NN	F	12.50		12.50
CL-250013	05/27/2025	FOLEY SVCS FOR TRANSPORTATION					01-0000-0-5800-0000-3600-000-00	NN	F	1,304.87		1,304.87
CL-250014	05/29/2025	TPT PURCHASE					01-0000-0-4300-1110-1000-000-00	NN	F	2.00		2.00
CL-250015	05/31/2025	STAFF APPRECIATION					01-0000-0-4300-0000-7200-000-00	NN	F	80.00		80.00
CL-250016	05/30/2025	WILDCARD PRIZES					01-0800-0-4300-1110-1000-000-00	NN	F	214.00		214.00
CL-250017	06/02/2025	TONER					01-0800-0-4300-1110-1000-000-00	NN	F	489.06		489.06
CL-250018	06/02/2025	HEADPHONES					01-0800-0-4300-1110-1000-000-00	NN	F	128.69		128.69
CL-250019	06/02/2025	CLASSROOM SUPPLIES-HERMAN					01-1100-0-4300-1110-1000-000-18	NN	F	41.78		41.78
CL-250020	06/16/2025	USB EXTENSION CABLE					01-0000-0-4300-1110-1000-000-00	NN	F	5.35		5.35
CL-250021	06/16/2025	ELOP SUPPLIES					01-2600-0-4300-1110-1000-000-00	NN	F	58.98		58.98

BATCH: 0002 JULY BATCH #1

Fund : 01 GENERAL FUND

Vendor/Addr	Remit name	Reg Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc	Y-Objt	ABA num	Account num	EF	ES	E- Term	E- Ext	Ref

101080	(CONTINUED)														
	CL-250022	06/16/2025	ELOP SUPPLIES				01-2600-0-4300-1110-1000-000-00	NN	P		33.62			33.62	
	CL-250023	06/17/2025	ELOP SUPPLIES-GILLESPIE				01-2600-0-4300-1110-1000-000-00	NN	P		1,269.72			1,269.72	
	CL-250024	06/16/2025	ELOP SUPPLIES-FOOD				01-2600-0-4300-1110-1000-000-00	NN	P		1,156.63			1,156.63	
	CL-250025	06/16/2025	ELOP SUPPLIES-DOWNS				01-2600-0-4300-1110-1000-000-00	NN	P		209.86			209.86	
	CL-250026	06/16/2025	VACUUM BAGS				01-8150-0-4300-0000-8200-000-00	NN	P		96.42			96.42	
	CL-250027	06/16/2025	ELOP SUPPLIES				01-2600-0-4300-1110-1000-000-00	NN	P		865.85			865.85	
			TOTAL PAYMENT AMOUNT							5,969.33 *				5,969.33	

100359/00	UBEO BUSINESS SERVICES														
	P.O. BOX 301062														
	LOS ANGELES, CA 90030-1062														
260032	PO-260032	07/02/2025	JULY COPIER MAINT. STAFF RM				1 01-0000-0-5600-0000-7200-000-00	NN	P		155.54			155.54	
260032	PO-260032	07/02/2025	JULY COPIER MAINT. COPY ROOM				1 01-0000-0-5600-0000-7200-000-00	NN	P		494.91			494.91	
			TOTAL PAYMENT AMOUNT							650.45 *				650.45	

101106/00	ZAENGLES FLOOR & HOME														
	2800 MAIN STREET														
	SUSANVILLE, CA 96130														
CL-250010	06/30/2025	FINAL PMT CARPET RM 401/402					01-8150-0-5800-0000-8110-000-00	NN	P		2,523.56			2,523.56	
		TOTAL PAYMENT AMOUNT								2,523.56 *				2,523.56	
		TOTAL Fund								111,003.23 **				111,003.23	

011 JANESVILLE UNION ELEMENTARY SD J40980

ACCOUNTS PAYABLE PRELIST
BATCH: 0002 JULY BATCH #1
Fund : 13 CAFETERIA

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-ExtRef	
Reg Reference	Date	Description				Pd-Resc-Y-Objt-Goal-Func-Sch-Dn	TrmPS	Liq Amt	Net Amount

100316/00 PIZZA FACTORY
PO BOX 1087
JANESVILLE, CA

CL-250011 06/18/2025 MAY/JUNE PIZZA

13-5310-0-4700-0000-3700-000-00 NN F 2,380.95
2,380.95 *

TOTAL Fund	2,380.95 **
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TOTAL BATCH PAYMENT	113,384.18 ***	0.00	173,384.18
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TOTAL DISTRICT PAYMENT	113,384.18	***	0.00	113,384.18
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TOTAL FOR ALL DISTRICTS:	113,384.18	***	0.00	113,384.18
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Number of checks to be printed: 23, not counting voids due to stub overflows.

AUTHORIZATION FOR ACCOUNTS PAYABLE WARRANT RUN
REQUEST FOR DATA PROCESSING SERVICES

DISTRICT # 11
DISTRICT NAME: JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
BATCH # 3

BUDGET YEAR: 26 RUN DATE 7/24/2025

Please process the enclosed claims for payment in the following funds and amounts:

FUND:	<u>01</u>	General Fund	<u>17,587.99</u>
	<u>13</u>	Cafeteria Fund	<u></u>
FUND:	<u>14</u>	Deferred Maintenance	<u></u>
FUND:	<u>25</u>	Developer Fee	<u></u>
FUND:	<u>35</u>	County School Facilities Fund	<u></u>
Batch Totals:			<u>17,587.99</u>

SUFFICIENT CASH FOR ALL FUNDS: **YES / NO**

AUTHORIZED FOR PAYMENT

THE DISTRICT GOVERNING BOARD AUTHORIZES THE ISSUANCE OF INDIVIDUAL WARRANTS
TO THE PAYEES NAMED IN THIS BATCH.

AUTHORIZED BY: Janice Lewis DATE:

LCOE USE:

DATE RECEIVED FOR AUDIT: 7/22/25

AUDITED BY: Janice DATE APPROVED: 7/23/25

COMMENTS:

Batch status: A All

From batch: 0003

To batch: 0003

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TTN: N

011 JANESVILLE UNION ELEMENTARY SD J41860

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ACCOUNTS PAYABLE PRELIST
BATCH: 0003 JULY BATCH #2
Fund : 01 GENERAL FUND

[illegible]

101373/00 BROWN, ASPEN
705-825 INDIANS ROAD
JANESVILLE, CA 96114

260069 PO-260069 07/10/2025 EIOP SUPPLIES

1	01-2600-0-4300-1110-1000-000-00	NN F	22.52
TOTAL, PAYMENT AMOUNT			22.52

001408/00 CURRENT ELECTRIC AND ALARM
5031 GRIZZLY ROAD
PORTOLA, CA 96122

260007 PO-260007 07/15/2025 ANNUAL FIRE TEST

1	01-0000-0-5800-0000-8300-000-00	NN P	2,065.00
TOTAL PAYMENT AMOUNT			2,065.00

100913/00 FGL ENVIRONMENTAL
853 CORPORATION STREET
SANTA PAULA, CA 93060

260010	PO-260010	07/15/2025	WATER TESTING
260010	PO-260010	07/15/2025	WATER TESTING

101291/00 GILLESPIE, JESSICA
471-287 CIRCLE DRIVE
SUSANVILLE, CA 96130

260064 PO-260064 07/15/2025 FIOP SUPPLIES

I 01-2600-0-4300-1110-1000-000-00 NN F	41.18
TOTAL, PAYMENT AMOUNT	41.18

100371/00 HILLYARD/SACRAMENTO
P.O. BOX 801400
KANSAS CITY, MO 64180-1400

PV-260001 07/22/2025 MAINTENANCE SUPPLIES

01-8150-0-4300-0000-8200-0000-00 NN	14.72
TOTAL PAYMENT AMOUNT	14.72 *

011 JANESVILLE UNION ELEMENTARY SD J41860

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ACCOUNTS PAYABLE PRELIST
BATCH: 0003 JULY BATCH #2
Fund : 01 GENERAL

[illegible]

003525/00 LASSEN COUNTY OFFICE OF EDUC.
472-013 JOHNSTONVILLE RD NORTH
SUSANVILLE, CA 96130

260070	PO-260070	07/11/2025	PPRS	PENTAIIES- W HASSELL,	1	01-0000-0-5800-0000-7200-000-00	NN F	885.25
				TOTAL PAYMENT AMOUNT				885.25 *

001229/00 LASSEN MUNITCIPAL, UTILITY DIST
65 SO. ROOP ST.
SUSANVILLE, CA 96130

260021	PO-260021	07/10/2025	JULY ELECTRICITY	1 01-0000-0-5510-0000-8200-0000 NN P	3,779.12
				TOTAL PAYMENT AMOUNT	3,779.12 *

100947/00 LOZANO SMITH, LLP
7404 NORTH SPAULDING
FRESNO, CA 93720-3370

CL-250028	06/30/2025	JUNE LEGAL SERVICES	01-0000-0-5800-0000-7110-000-00 NY F	6,416.25
			TOTAL PAYMENT AMOUNT	6,416.25

101409/00 MORGAN-MEAD, RONDA
P.O. BOX 5
RAVENDALE, CA 96123

CL-250029	06/30/2025	RUS DRIVER TRAINING-JUNE	01-0000-0-5800-0000-3600-000-00	NY F	421.20
260074	PO-260074	07/17/2025	RUS DRIVER TRAINING	1 01-0000-0-5800-0000-3600-000-00	NY P
TOTAL PAYMENT AMOUNT					842.40 *

101210/00 SHRED-IT USA
28883 NETWORK PLACE
CHICAGO, IL 60673-1288

CL-250030	05/31/2025	SHREDDING SERVICES	01-0000-0-5800-0000-7200-000-00	NN F	74.64
CL-250032	06/30/2025	SHREDDING SERVICE	01-0000-0-5800-0000-7200-000-00	NN F	112.23
			TOTAL	186.87 *	186.87

011 JANESVILLE UNION ELEMENTARY SD J41860

ACCOUNTS PAYABLE PRELIST
BATCH: 0003 JULY BATCH #2
Fund : 01 GENERAL FUND
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Vendor/Addr Remit name	Reg Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	ABA num	Account num	EE	ES	F-Term	F-ExtRef
									Liq Amt			Net Amount

100709/00	USI INC.											
	ATTN: CUSTOMER SERVICE											
	98 FORT PATH ROAD											
	MADISON, CT 06443-2264											

260042 PO-260042 07/09/2025 LAMINATING FILM

TOTAL PAYMENT AMOUNT	1	01-0000-0-4300-1110-1000-000-00	NN	F			210.58 *		210.58			210.58
												210.58

101405/00	WOOD, TRISHA											
	P.O. BOX 270536											
	SUSANVILLE, CA 96127											

CL-250031 06/30/2025 REFUND SS PER AGREEMENT

TOTAL PAYMENT AMOUNT	01-0000-0-4300-0000-7200-000-00	NN	F				2,966.10 *		2,966.10			2,966.10
												2,966.10

TOTAL Fund	PAYMENT						17,587.99 **					17,587.99
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TOTAL BATCH PAYMENT							17,587.99 ***	0.00				17,587.99
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TOTAL DISTRICT PAYMENT							17,587.99 ****	0.00				17,587.99
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TOTAL FOR ALL DISTRICTS:							17,587.99 ****	0.00				17,587.99
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Number of checks to be printed: 12, not counting voids due to stub overflows.

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
2024 / 2025 CASH FLOW

	Object	July	August	September	October	November
A.	BEGINNING CASH					
B.	RECEIPTS					
	Principal Apportionment / LCFF	3,036,142.72	2,726,833.72	2,658,620.72	2,658,620.72	2,658,620.72
	Property Taxes	(95,984.00)				
	DEFERRAL REPAYMENT					
	Miscellaneous Funds					
	Federal Revenue					
	Other State Revenue	3,344.00				
	Other Local Revenue	10,500.00				
	Interfund Transfers In					
	All Other Financing Sources					
	Other Receipts/Non-Revenue					
	TOTAL RECEIPTS	(82,140.00)	-	-	-	-
C.	DISBURSEMENTS					
	Certificated Salaries	41,346.00				
	Classified Salaries	73,053.00				
	Employee Benefits	45,417.00				
	Books & Supplies	13,657.00				
	Service & Other Operating Expenditures	95,630.00	22,574.00			
	Capital Outlay					
	Other Outgo					
	Interfund Transfers Out					
	All Other Financing Uses					
	Other Disbursements/ Non Expenditures					
	TOTAL DISBURSEMENTS	269,103.00	22,574.00	-	-	-
D.	PRIOR YEAR TRANSACTIONS					
	Accounts Receivable	71,808.00				
	Accounts Payable	(29,874.00)	(45,639.00)			
	Current Loans					
	PRIOR YEAR TRANSACTIONS	41,934.00	(45,639.00)	-	-	-
	Deferred Revenue	-	-	-	-	-
	Suspense Clearing	-				
E.	NET INCREASE/DECREASE					
	(B-C+D)	(309,309.00)	(68,213.00)	-	-	-
F.	ENDING CASH (A+E)	2,726,833.72	2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72
G.	ENDING CASH, PLUS ACCRUALS					

**JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
2024 / 2025 CASH FLOW ACTUALS**

2024 FISCAL YEAR LOW ACTUALS						
December	January	February	March	April	May	June
2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72
						(95,984.00)
						-
						-
						-
						-
						-
						3,344.00
						10,500.00
						-
						-
						-
-	-	-	-	-	-	(82,140.00)
						-
						41,346.00
						73,053.00
						45,417.00
						13,657.00
						118,204.00
						-
						-
						-
						-
						-
-	-	-	-	-	-	291,677.00
						-
						71,808.00
						(75,513.00)
						-
-	-	-	-	-	-	(3,705.00)
						-
						-
-	-	-	-	-	-	(377,522.00)
2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72	2,658,620.72
						-

Janesville Union Elementary School District
Board Meeting of August, 2025
Payroll Approval

Payroll Period Ending July, 2025

End of Month Gross Payroll - July, 2025

Certificated	18,845.83
Classified	72,711.10
Board Members	409.64
Retirees	-
Certificated Subs	-
Classified Subs	-
TOTAL	91,966.57

Benefits (for month of August, 2025)

Medical	\$	33,098.00
Dental	\$	2,959.74
Vision	\$	618.95
Life	\$	84.51
Employee's/Retirees' Portion of Med,Dental & Vision	\$	8,399.00
TOTAL	\$	28,362.20

GRAND TOTAL: (Payroll + Medical, Dental, Vision & Life) \$ 120,328.77

Janesville Union Elementary School District
Fund Balance as of 8/13/2025

GENERAL FUND 01

Beginning Balance 7/1/25	\$	3,036,146.72	
Expenses	\$	(608,495.00)	Payroll/Accounts Payable
Revenue	\$	230,973.63	Apportionment/Deposits
8/13/2025	\$	2,658,625.35	

CAFETERIA FUND 13

Beginning Balance 7/1/25	\$	229,268.30	
Expenses	\$	(3,258.68)	Payroll/Accounts Payable
Revenue			Apportionment/Deposits
8/13/2025	\$	226,009.62	

DEFERRED MAINTENANCE FUND 14

Beginning Balance 7/1/25	\$	6,329.20	
Expenses			Payroll/Accounts Payable
Revenue	\$	186.81	Apportionment/Deposits
8/13/2025	\$	6,516.01	

SPECIAL RESERVE OTHER THAN CAPITAL OUTLAY FUND 17

Beginning Balance 7/1/25	\$	160.26	
Expenses			Payroll/Accounts Payable
Revenue	\$	4.72	Apportionment/Deposits
8/13/2025	\$	164.98	

CAPITAL FACILITIES DEVELOPER FEE FUND 25

Beginning Balance 7/1/25	\$	85,356.50	
Expenses	\$	(75.74)	Payroll/Accounts Payable
Revenue	\$	2,524.70	Apportionment/Deposits
8/13/2025	\$	87,805.46	

SCHOOL FACILITIES FUND 35

Beginning Balance 7/1/25	\$	196,713.49	
Expenses			Payroll/Accounts Payable
Revenue			Apportionment/Deposits
8/13/2025	\$	196,713.49	

BOND INTEREST & REDEMPTION FUND 51 (INFORMATION ONLY)

Beginning Balance 7/1/25	\$	20,980.00	
Expenses	\$	-	Payroll/Accounts Payable
Revenue	\$	-	Apportionment/Deposits
8/13/2025	\$	20,980.00	

2025-26 Teacher Assignments

<u>GRADE</u>	<u>NAME</u>	<u>ROOM #</u>
TK	Cary Ehrlich	402
K/1	Aspen Brown	401
1	Julie Rubio	115
2	Jacey Herman	112
2/3	Karri Gamez	117
3/4	Jessica Gillespie	114
4	Jennifer Burkman	116
5	Katrina Branch	403
5	Amy Malone	404
6	Kimberly Fleming	505
6	Jessica Solomon	506
7	Jacob George	215
7/8	Sheri Downs	216
7/8	Heather Ethridge	211
8	Trisha Wood	210
SE	Robert Gammie	501
Counseling	Calliope Rose	Wildcat

JANESVILLE UNION SCHOOL DISTRICT
ADVISOR/COACH EXTRA-CURRICULAR ACTIVITY STIPENDS
2025-2026 Approved Stipend Positions

Certificated Stipend Positions			
Name	Position	Amount	Comments
Karri Gamez	4 th -5 th Grade Geography Bee Coordinator	\$374	Plus 1 Sub Day
Jessica Solomon	6 th Grade Camp Coordinator	\$1,605	
Kim Fleming	6 th Grade Camp Coordinator	\$1,605	
Jessica Gillespie	6 th -8 th Grade Geography Bee Coordinator	\$374	Plus 1 Sub Day
	7 th /8 th Grade Cheerleading Coach/Coordinator	\$1,605	
Jennifer Fine	8 th Grade Fundraiser Advisor	\$1,605	
Heather Ethridge	8 th Grade Graduation Trip Chaperone	\$1,070	
Sheri Downs	3rd-5th Grade After School Homework Club	\$6,420	
Heather Ethridge	6th-8th After School Homework Club	\$6,420	
Heather Ethridge	Assessment Coordinator	\$3,210	Plus 3 Sub Days
	Athletic Coach-7 th Grade Boys Basketball	\$1,605	
Katrina Branch	Athletic Coach-7 th Grade Girls Basketball	\$1,605	
Jessica Gillespie	Athletic Coach-7 th Grade Girls Volleyball	\$1,070	
	Athletic Coach-8 th Grade Boys Basketball	\$1,605	
Jessica Solomon	Athletic Coach-8 th Grade Girls Basketball	\$1,605	
Trisha Wood	Athletic Coach-8 th Grade Girls Volleyball	\$1,070	
Robert Gammie	Athletic Coach-Flag Football	\$1,070	
Jacey Herman	Athletic Coach-Wrestling	\$1,605	
Jessica Solomon/Katrina Branch	Athletic Director	\$3,745	Plus 2 Sub Days
Cary Ehrlich	Band Teacher	\$6,420	
Jacob George	Chess Club Master	\$535	Plus 1 Sub Day
	Coding Studio Facilitator	\$3,210	
	TK-3rd Grade Cross Country Coach/Coordinator	\$1,070	
	4th-8th Grade Cross Country Coach/Coordinator	\$1,070	
Aspen Brown	Garden Club	\$1,070	
Heather Ethridge	Online Supplemental Resource Coordinator	\$1,605	
Jacey Herman	Public Relations	\$1,070	
	School Site Council Chair	\$1,605	Upon election
Vacant-unfilled for 25/26	Science Bowl Coordinator	\$802	Plus 1 Sub Day
Robert Gammie	Special Education Coordinator	\$2,500	
Heather Ethridge	Spelling Bee Coordinator	\$267	Plus 1 Sub Day
Jessica Solomon	Student Council Advisor	\$535	
Sheri Downs	Student Study Team Facilitator	\$5,350	
Kim Fleming/J.George Back-up	Teacher in Charge	\$3,750	\$250/day (15 days)
Julie Rubio	Title I Coordinator	\$500	
Jacob George	Track Coach	\$267	
Jennifer Burkman/Jessica Gillespie	Yearbook Advisor	\$2,140	Plus 2 Sub Days
	Certificated Stipend Total	\$73,034	

JANESVILLE UNION SCHOOL DISTRICT
ADVISOR/COACH EXTRA-CURRICULAR ACTIVITY STIPENDS
2025-2026 Approved Stipend Positions

Classified Stipend Positions			
Name	Position	Amount	Comments
N/A	ADA I	\$500	
Sabrina Johnson	ADA II	1,000	
Sadye Tow	Bus Trip Coordinator	\$500	
Stacie Vitale	Cafeteria Scanner	\$500	
Sabrina Johnson	ELPAC Coordinator	\$500	
Michelle Hasell	Garden Club/Coordinator	\$507	
Kami Prater	Lead Bus Driver	\$2,000	
Sabrina Johnson	Lead Yard Duty	\$2,000	
	School Site Council President	\$1,521	Upon election
	School Site Council Secretary	\$1,000	Upon election
Alisa Tinnin	Speech Electronic Helper	\$3,700	
Brenda Dyer	SST/504 Scheduler	\$1,200	
Jennifer Fine	Volunteer Coordinator	\$500	
	Classified Stipend Total	\$15,428	

	Janesville School Stipend Total \$88,462	
--	---	--

August 14, 2025

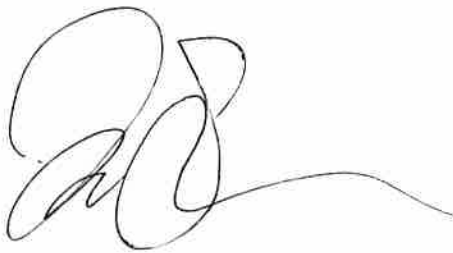
Dear Board Members,

I am writing in hopes to get approval for a couple 3rd and 4th grade fundraisers for the 2025-2026 school year. For 3rd grade we would like to get approval for a mostly online fundraiser to prevent the kids from going door to door for their first big fundraiser. We are looking at a general online fundraising store or cookie dough. For 4th grade we are asking approval for Doughboy Donuts.

We will be using these funds for a trip to Burney Falls and Shasta Caverns. Both trips connect to social studies and/or science standards.

Thank you for your time!

Jessica Gillespie

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal tail stroke extending to the right.

August 14, 2025

Janesville Board Members,

The Janesville Wrestling team is asking for approval for a spirit wear fundraiser for the 2025 season. We have done this fundraiser for many years now. All shirts will say Janesville Wrestling or Wildcats Wrestling as to not interfere with the 8th grade fundraiser. This fundraiser will also be only given to the athletes on the team. Thank you for your consideration.


Jacey Herman

2025-2026

MASTER AGREEMENT

This **AGREEMENT**, by and between the **Lassen County Superintendent of Schools**, hereinafter referred to as **LCSS**, and **Janesville Union School District**, hereinafter referred to as **DISTRICT**, is for the services that are specified in this **AGREEMENT**, pursuant to the following terms and conditions:

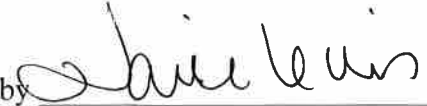

1. **LCSS** will perform or make available to **DISTRICT** those services that are listed on the attached.
2. Based on the attached, **DISTRICT** will pay **LCSS** or **LCSS** will pay **DISTRICT** for services provided according to this **AGREEMENT**.
3. This **AGREEMENT** is for the 2025-2026 fiscal year.

**SERVICES PROVIDED BY LASSEN COUNTY SUPERINTENDENT OF SCHOOLS
FOR JANESVILLE UNION SCHOOL DISTRICT**

(District Pays LCSS)

<u>PROGRAM</u>	<u>AMOUNT</u>
EdJoin Membership	800.00
Elementary Athletic League – Dues and Support (Attachment A)	300.00
Mitel VoIP Phone System (Attachment B) 46 lines @ 10.00 each = \$460 monthly	5,520.00
Nursing Services	No Charge
Technology Services - Microsoft School Agreement (Attachment C)	6,900.00
Technology Services – Sophos Anti-Virus Annual License (\$20.00 P/C) (Attachment D)	2,120.00
Technology Services – Internet Content Filtering Annual License (\$5.00 P/C) (Attachment E)	2,685.00
Technology Services – LCOE Tech Support Hours (\$75/hour for 100 hours)	7,500.00
Technology Services – ISP Services – Single Metro E Circuit. E-rate – amount of \$15,000.00 must be billed separately. (Attachment F)	Billed Separately
Technology Services – iSafe E-rate Training Package – Annual Subscription (Attachment G)	150.00
Technology Services – Know B4 Phishing Training (\$20.00/staff)	1,000.00
Technology Services – Milestone Camera System Annual Support	450.00
Technology Services – Securus360	3,320.00
QSS/QCC Annual Contract (Attachment H) LCOE pays 40%; all Districts share 60%)	7,649.55
VEEAM Backup solution with Wasabi Cloud Storage	\$3,650.00

NET PAYMENT DUE TO LCSS FOR SERVICES PROVIDED **\$42,044.55**

<u>Janesville Unified School District</u>	<u>Lassen County Office of Education</u>
Date Approved by Governing Board	Patricia A. Gunderson, Lassen County Superintendent of Schools
by  Superintendent	by 
Date: <u>7/7/25</u>	Date: <u>6.25.25</u>

Attachment A

LASSEN COUNTY ELEMENTARY ATHLETIC LEAGUE (LCEAL)

LCSS agrees to coordinate the following services to **DISTRICT** for participation in the Lassen County Elementary Athletic League (LCEAL).

1. Provide secretarial support in the recording of minutes, mailing of meeting notices, and posting of agendas.
2. Coordinate payment of the LCEAL President's stipend of \$1,000 annually.
3. Coordinate the purchase of and payment for supplies, materials, etc., as needed by the LCEAL.

DISTRICT agrees to do the following in support of its participation in the LCEAL:

1. Attendance by the **DISTRICT** Superintendent, or designee, at the LCEAL Board of Directors' meetings whenever possible.
2. Assurance that the Bylaws of the LCEAL are adhered to by staff, players, and coaches of the **DISTRICT**.
3. Payment of annual dues for participation in the LCEAL to cover costs of the President's stipend, awards, and other items as needed.

Annual Fee for Participation in LCEAL: \$300.00



Lassen County Office of Education

472-013 Johnstonville Road North · Susanville, CA 96130-8752

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

Lassen COE VoIP Phone Service Agreement

June 22, 2025

This agreement is to provide Lassen COE VoIP Phone Services is effective **July 1, 2025 to June 30, 2026** for **Janesville Union School** known as “**Customer**” located at **464-555 Main Street, Janesville, CA 96114** and between:

Lassen County Office of Education known as “**LCOE**” located at **472-013 Johnstonville Road North, Susanville, CA 96130.**

1. **Services:** Subject to the terms and conditions of this Agreement LCOE agrees to provide VoIP phone service to the Customer. The term of the agreement will start July 1, 2025 and end June 30, 2026. This agreement includes initial installation and basic programming of Customer owned Mitel phone sets and licenses. Customer maintains ownership of phones and site equipment purchased by Customer. LCOE will provide direct inward dialing (DID) numbers and voicemail boxes for all sets. Customer will be responsible for all toll charges. LCOE will work with vendors to ensure 911 services work correctly and may migrate to E911 services when available.

2. **Payment and Terms:** Customer will pay LCOE \$10.00 per phone line per month and actual toll charges for the VoIP Phone Services plus applicable taxes. Toll charges Intrastate are 0.044, Interstate are 0.039 per minute and local 0.03 for the first minute and 0.01 for each additional minute in one-minute increments. Payment is due within 30 days. This contract is for Lassen COE VoIP Phone Services only and does not qualify for California Tele-Connect Fund (CTF) or E-rate discounts. Any dispute of charges should be submitted in writing within 30 days of the billing date. Either party may cancel services in part or in whole with 90 days prior written notice and agreement of both parties. Note, toll charges and monthly charge per phone will be billed from the first day of each month to the last day of each month regardless of how many days are in each month.

3. **Site Equipment:** Customer agrees to ensure their network system, including switches, firewall and UPS are installed and configured to properly provide VoIP services. This includes but is not limited to utilizing proper hardware, software and settings, maintain proper environmental conditions for equipment and perform normal maintenance. Customer must maintain an adequate connection to the LCOE network. This includes maintaining a firewall with a VPN connection to the LCOE and other phone system member sites.



Lassen County Office of Education

472-013 Johnstonville Road North · Susanville, CA 96130-8752

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

4. **Customer consent:** Customer hereby grants to LCOE and its employees, agents, independent contractors and suppliers' permission to enter upon and use their site for the purpose of providing and maintaining Lassen COE VoIP Phone Services listed above beginning and continuing until agreement is ceased by either party. Customer further acknowledges and agrees that LCOE may perform emergency maintenance as necessary to maintain the system without notice. Non-emergency maintenance will be scheduled 48 hours in advance.

5. **911 Services:** Customer acknowledges and agrees that phones are not to be moved off site, room to room, rearranged, or removed for any reason without prior notification to the LCOE Tech Department in writing to ensure 911 services work correctly. Once E911 services become available the LCOE will work with Customer to implement and test system.

6. **Release and waiver:** Customer agrees to release, indemnify and hold harmless LCOE, its employees, agents, contractors and suppliers against any and all losses, accidents, damages, injuries, expenses and claims resulting in whole or part, directly or indirectly from services provided. Customer agrees that in no event shall LCOE, its employees, agents, contractors or suppliers total and aggregate liability under this agreement exceed the amount of monthly fees paid by Customer for this service.

7. **Guarantee:** Customer understands that LCOE does not and cannot guarantee services of other entities that are necessary for the system to function. While the LCOE will use best professional efforts to achieve optimal performance and uptime of the system, LCOE can make no warranty or guarantee expressed or implied as to the uptime or quality of service. LCOE recognizes phone service is a priority and will work with all parties necessary to ensure service is available and working properly.

8. **General provisions:** Customer agrees to provide and maintain equipment necessary to utilize the Lassen COE VoIP Phone Services. Some of the equipment necessary is: Cat5 or better network cabling to each phone location, network switching that includes services such as VLAN, QoS and PoE, adequate UPS runtime, firewall with VPN to LCOE and other phone system member sites.

This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

This agreement shall be governed by the laws of the State of California.



Lassen County Office of Education

472-013 Johnstonville Road North · Susanville, CA 96130-8752

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

Signatures

You should read and understand this agreement. It is a legal and binding contract

Customer

Signature

Jamie Lewis

Printed Name

Jamie Lewis

Date

7/7/25

Lassen County Office of Education (LCOE)

Signature

Robert Talley

Printed Name

Robert Talley

Date

June 22, 2025

Lassen COE Microsoft School Desktop Software Agreement

The Lassen COE agrees to provide "Microsoft School Desktop Software Licensing" described below to:

***Janesville Union School District
P.O. Box 280
Janesville, CA 96114
530 253-3551***

Effective ***July 1, 2024 to June 30, 2026***. The cost is \$150.00 per FTE (staff) per year with a minimum purchase of 46 FTE annually. The minimum amount of \$6,900.00 will be included in annual Master Agreements through June 30, 2026. Additional products may be added at an additional cost. No other software or services are included or implied.

The Microsoft School Desktop Software licensing consists of the following products:

- Microsoft Windows Operating System
- Microsoft Office Professional Suite (Access, Excel, Outlook, OneNote, PowerPoint, Publisher & Word)
- Microsoft Visio Professional
- Microsoft Enterprise CAL Suite

The Lassen COE assumes no responsibility of software use. Any support by Lassen COE will be billed at our regular rate in six-minute increments. The end user agrees to abide by the products End User Licensing Agreement (EULA). Please refer to:

http://download.microsoft.com/download/8/9/A/89A3F8B9-94DE-4956-A56E-F6D2B215D0E6/Enterprise_Agreement_Program_Guide.pdf for more information.

This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

This agreement shall be governed by the laws of the State of California.

Lassen COE Sophos Anti-Virus Software Agreement

The Lassen COE agrees to provide "Sophos Anti-Virus Software Licensing" described below to:

Janesville Union School District
P.O. Box 280
Janesville, CA 96114
530 253-3551

effective **July 1, 2024 to June 30, 2029 hereto referred to as the "term"**. The cost of \$20.00 per node (PC, MAC, etc.) per year with a minimum purchase of 106 nodes annually for the term. The minimum amount of \$2,120.00 will be included in annual Master Agreements through June 30, 2029. Additional licenses may be added at an additional cost at any time. No other software or services are included or implied.

The Lassen COE assumes no responsibility of software use. Any support by Lassen COE will be billed at our regular rate in six-minute increments. The end user agrees to abide by the products End User Licensing Agreement (EULA). Please refer to:

<http://www.sophos.com/en-us/legal/sophos-end-user-license-agreement.aspx>

This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

This agreement shall be governed by the laws of the State of California.

Lassen COE Content Filtering Software Agreement

The Lassen COE agrees to provide "Content Filtering" described below to:

***Janesville Union School District
P.O. Box 280
Janesville, CA 96114
530 253-3551***

effective ***July 1, 2025 to June 30, 2028 hereto referred to as the "term"***. The cost of \$5.00 per node (PC, MAC, etc.) per year with a minimum purchase of 537 nodes annually for the term. The minimum amount of \$2,685.00 will be included in annual Master Agreements through June 30, 2028. Additional licenses may be added at an additional cost at any time. No other software or services are included or implied. The Lassen COE assumes no responsibility of software use. Any support by Lassen COE will be billed at our regular rate in six-minute increments.

This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

This agreement shall be governed by the laws of the State of California.

Lassen County Office of Education
Information Technology
472-013 Johnstonville Road North
Susanville, CA 96130
Telephone (530) 251-8700 Fax: (530) 251-8750
SPIN# 143031170
FRN# 0018417279
Internet Services Agreement

FRN	* FRN Name	Red Light Status
0018417279	Lassen County Office of Education	Green Light

Internet Access and Transport Services between Janesville Elementary School District (JESD) located at 464-555 Main Street, Janesville, CA 96114, and the Lassen County Office of Education (LCOE) will depend upon the Schools and Library Corporation approving the District's request for funding under the Telecommunications Act of 1996 for the services described. This agreement is effective July 1, 2024, and ends June 30, 2029.

LCOE will provide Internet Access and Transport services that are accepted and applicable under the Federal Communications Commission rules for Universal Service Fund (E-Rate) subsidy under the Telecommunications Act of 1996.

The Internet Access and Transport services provided for the District under this agreement are for daily operational support that are E-Rate eligible as specified under Internal Access and Transport (Infrastructure that facilitates Internet Access). LCOE supports speeds between 5 MB/s and 10,000 MB/s. The initial speed for this contract will be 10,000 MB/s. Maintenance and support of the equipment under this agreement are limited to E-Rate eligible services as described on the web posting of the eligible services list.

No other services will be a part of this agreement that are not E-Rate eligible.

Alteration of Agreement:

This agreement may be modified or terminated only by mutual agreement of the parties where the changes are in writing and is signed by both parties.

Terms of the Agreement:

The annual cost of this Agreement is stated below. The annual amount is based upon a five-year term and 10,000 MB/s connection. The site must authorize LCOE and its agents to install equipment on the outside and inside of the building.

Total amount of this agreement: \$15,000.00 per year

Service Provider: LCOE Tech Department

Approving Agency: JESD


Robert Talley - Technology Coordinator


Signature

Jamie Lewis
Print Name

Date: 1/30/2024

Date: 7/7/25

Lassen COE iSafe Annual E-Rate Training Subscription

The Lassen COE agrees to provide access to “iSafe E-Rate Training Subscription” described below to:

***Janesville Union School District
P.O. Box 280
Janesville, CA 96114
530 253-3551***

Effective ***July 1, 2025 to June 30, 2026 hereto referred to as the “term”***. The cost of \$150.00 per site per year. The amount of \$150.00 will be included in annual Master Agreements through June 30, 2026. No other software or services are included or implied.

The LCOE has maintains a collaborative purchase for “iSafe E-Rate Training Package”. This annual subscription is \$150 per site per year and provides the training materials needed to meet E-rate regulations and a system to track that training in order to provide reports in the event of an audit. iSafe added Direct AUP to our subscription at no additional cost. This component assists with creating and maintaining “Acceptable Use Policies” and even has a method available for parents to approve them online. Each site is responsible to provide the mandated training and keeping documentation for ten years in the event of an audit to receive federal funds. The iSafe program provides an easy method to train and track this requirement.

The Lassen COE assumes no responsibility of software use. Any support by Lassen COE will be billed at our regular rate in six-minute increments.

This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

This agreement shall be governed by the laws of the State of California.

**QSS BILLING
2025-26**

2025-26 QSS BILLING

QSS Contract for 2025/26	\$133,045.50
Total	\$133,045.50
LCOE 40% of Contract	\$53,218.20
District Share	\$79,827.30
2024/25 Total County P2 ADA	3074.00 *
Per ADA Amount	\$25.9685

District		Total Due
Janesville	294.57	\$7,649.55
Johnstonville	199.79	\$5,188.26
Ravendale	2.07	\$53.75
Richmond	182.73	\$4,745.23
Shaffer Total	223.58	\$5,806.05
Susanville	907.77	\$23,573.46
Lassen High	754.13	\$19,583.66
Big Valley	108.46	\$2,816.55
Fort Sage Unified	96.56	
Mt. Lassen Charter	144.98	
Fort Sage Total	241.54	\$6,272.44
Westwood Unified	159.36	\$4,138.35

Totals	3074.00	\$79,827.30
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*Based on P2 Submissions - No Corrections

4.29.25

WILLIAMS LAWSUIT SETTLEMENT
QUARTERLY COMPLAINT SUMMARY FORM

(Per the requirements of the Williams Lawsuit Settlement, each educational agency must report quarterly to its Governing Board and the County Superintendent of Schools any complaints received related to the Williams Lawsuit.)

- ☒ No, our District has not received any complaints relating to the Williams Lawsuit this quarter.
- ☐ Yes, our District has received a complaint(s) relating to the Williams Lawsuit.

If yes, please attach a copy of the complaint to this Summary Form (removing any confidential student information as appropriate). Please explain the District's resolution of the complaint(s):

This Quarterly Complaint Summary Form is for the period ending:

- ☐ April 2025 ☒ July 2025 ☐ October 2025 ☐ January 2026

District: Janesville Union Elementary School

Date: August 19, 2025

Superintendent's Signature: _____

Jamie Lewis



State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 601
Sacramento, CA 95811

Email: DON@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2025-26

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Janesville Union School District District CDS Code: 18-64105-6010730

Name of County: Lassen County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8 / 19 / 2025 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2026.

Submitted by (Superintendent, Board Secretary, or Designee):

Jamie Lewis

Superintendent/Principal

Name

Signature

Title

530-253-3891

530-253-3551

08/19/2025

Fax Number

Telephone Number

Date

P.O. Box 280

Janesville, CA 96114

Mailing Address

jlewis@janessvilleschool.org

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	1
Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization: _____	
Resource Specialist	
Teacher Librarian Services	
Emergency Transitional Kindergarten (ETK)	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	0
Special Education	0
TOTAL	2

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☐ Yes ☒ No

If no, explain. Too small/rural

Does your agency participate in a Commission-approved college or university internship program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 0

If yes, list each college or university with which you participate in an internship program.

CalState TEACH

National University

If no, explain why you do not participate in an internship program.



State of California
Commission on Teacher
Credentialing Certification Division

Email: credentials@etc.ca.gov
Website: www.etc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

- ☒ The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

- ☐ The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature


The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

- ☒ Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

- ☐ The situation or circumstances that necessitate the use of an emergency permit holder are as follows:
(Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

	Janesville Union School Dist.	08/19/2025
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>
<hr/>		
<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

It is not necessary to submit this form to the Commission on Teacher Credentialing.



Model Resolution

Resolution Approving Adoption of CalPERS 457 Plan Resolution #26-01

WHEREAS, Janesville Union School District (*Employer*) desires to establish a[n additional] deferred compensation plan for the benefit of its employees; and

WHEREAS, the Board of Administration (the "Board") of the California Public Employees' Retirement System ("CalPERS") has established the CalPERS 457 Plan (the "CalPERS 457 Plan") which may be adopted by a governmental employer the employees of which are public employees; and

WHEREAS, Janesville Union School District (*Employer*) believes that the CalPERS 457 Plan and the investment options available thereunder will provide valuable benefits to its employees; and

WHEREAS, the Board has appointed Voya Financial[®] (the Plan Recordkeeper) to perform recordkeeping and administrative services under the CalPERS 457 Plan and to act as the Board's agent in all matters relating to the administration of the CalPERS 457 Plan;

NOW, THEREFORE, BE IT RESOLVED that Janesville Union School District (*Employer*) adopts the CalPERS 457 Plan for the benefit of its employees and authorizes and directs the Superintendent/Principal (*Title of the Authorized Member*) to execute the attached adoption agreement on behalf of Janesville Union School District (*Employer*) and to provide CalPERS or any successor agent duly appointed by the Board with such information and cooperation as may be needed on an ongoing basis in the administration of the CalPERS 457 Plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file in the office of Janesville Union School District (*Office of Record*).

Passed and adopted as a resolution of the (Authorized Member of the Employer), at a meeting held on _____ (*Date, if applicable*).

_____ (*Board Chair or Authorized Member Signature*)

_____ (*Title of Authorized Member*)

Attest _____ (*Employer Seal*)

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
SUPERINTENDENT/PRINCIPAL EMPLOYMENT AGREEMENT

THIS AGREEMENT is entered into by and between the Governing Board of the Janesville Union Elementary School District ("District" or "Board") and Jamie Lewis ("Superintendent/Principal") (collectively "The Parties").

1. **Employment.** The District hereby employs the Superintendent/Principal to act and serve as its Superintendent/Principal, and Superintendent/Principal hereby accepts such employment and agrees to satisfactorily perform the duties of the position during the term of this Agreement.
2. **Term.** The Board desires to employ Superintendent/Principal for a term of three (3) years, beginning on July 1, 2025 and terminating on June 30, 2028, subject to the terms and conditions set forth below.
3. **Salary.**
 - 3.1 The Superintendent/Principal shall be paid an annual base salary of one hundred forty-nine thousand five hundred fifty-one dollars (\$149,551), payable in twelve (12) equal monthly installments less all applicable deductions and withholdings required by law or authorized by the Superintendent/Principal ("Base Salary") for the 2025/26 school year. The 2026/27 salary shall be one hundred fifty-four thousand thirty-seven dollars(\$154,037); the 2027/28 salary shall be one hundred fifty-eight thousand six hundred fifty-eight (\$158,658).
 - 3.2 During the term of this Agreement, Superintendent/Principal's Base Salary may be changed by mutual written agreement of The Parties and shall be effective on any date ordered by the Board in accordance with Education Code section 35032. A change in salary shall not constitute the creation of a new contract nor extend the term of this Agreement.
4. **Work Year/Holidays/Vacation.**
 - 4.1 The Superintendent/Principal shall be required to render twelve (12) months of service, including no fewer than two hundred twenty five (225) days of full and regular service to the District during each school year, excluding holidays as defined in Education Code sections 37220 and 37221. A work day is defined as eight (8) hours. It is understood that the demands of the position of Superintendent/Principal will require more than eight (8) hours per work day and/or forty (40) hours per week. Superintendent/Principal is not entitled to receive overtime compensation. Superintendent/Principal shall prepare and send the Board a tentative work calendar at the beginning of each school year and shall advise the Board of significant changes to the work calendar.

Any days worked by the Superintendent/Principal in excess of two hundred twenty five (225) days are as a volunteer and shall be without compensation unless the Superintendent/Principal obtains advance permission and direction from the Governing Board to work in excess of two hundred twenty five (225) days at his regular per diem rate. Such advance permission and direction from the Governing Board, if any, shall be memorialized in writing and signed by the president of the board of trustees and reflected in the minutes of a meeting of the board of trustees. It is the responsibility of the Superintendent/Principal to prepare such documentation. The Superintendent/Principal shall not accrue or earn any days of paid vacation leave for non-work days. The Superintendent/Principal shall perform services under this Agreement on all pupil attendance days and for the week prior to the first pupil attendance day and the week after the last pupil day in each school year.

5. **Sick Leave.**

- 5.1 Superintendent/Principal shall receive sick leave at the rate of one (1) day per month (12 days per year). Superintendent/Principal shall follow District procedures for reporting sick leave use to the Board and the District Human Resources Department. Earned, unused sick leave may be accumulated without limitation and may be credited for retirement purposes according to law. However, the District shall not be obligated to compensate Superintendent/Principal for accrued unused sick leave upon separation from service.

6. **Fringe Benefits.**

- 6.1 **Health and Welfare.** The District shall provide the Superintendent/Principal with insurance fringe benefits. The health cap contribution will be the same as the cap afforded to certificated employees (\$1,333.33 per month).
- 6.2 **Professional Organization Membership Dues.** The District agrees to pay the Superintendent/Principal's membership fee for his membership in the Association of California School Administrators (ACSA) and Small School Districts Association (SSDA) during the term of this Agreement.
- 6.3 **Professional Meetings.** Superintendent/Principal may attend professional meetings at the local, county, state and national levels, and all actual and necessary expenses of attendance will be paid by the District. The Superintendent/Principal shall obtain prior approval of the Board to attend meetings or conferences outside of the state.
- 6.4 **Reimbursement for Work Related Expenses.** The District shall reimburse the Superintendent/Principal for actual, necessary, and reasonable expenses, not otherwise addressed by this Agreement, including travel, incurred within the scope of her employment, so long as such expenses are permitted by

District policies and regulations, or incurred with prior approval of the Board. Superintendent/Principal will follow normal District procedures for requesting expense reimbursement. For all reimbursements, the Superintendent/Principal shall complete and submit an expense reimbursement claim in writing supported by appropriate written documentation. The Superintendent/Principal shall receive a monthly stipend in the amount of \$50.00 per month to offset the cost of a personal cell phone.

7. Superintendent/Principal's Duties.

7.1 General Duties. The Superintendent/Principal is employed as District Superintendent/Principal and shall satisfactorily perform the duties of District Superintendent/Principal as prescribed by this Agreement, and the laws of the State of California, and Board Policy. The Superintendent/Principal shall be Chief Executive Officer and Secretary of the Board. The Superintendent/Principal shall have primary responsibility for execution of Board policy, and responsibility for the duties prescribed by Education Code section 35035, and shall efficiently and effectively manage the programs and operations of the District; oversee the day-to-day operations of the District and, satisfactorily perform such other duties and assume such other responsibilities as are assigned by the Board.

7.2 Administrative Functions. Superintendent/Principal, as Chief Executive Officer, shall:

- (1) Review all policies adopted by the Board and make appropriate recommendations to the Board regarding addition, deletion, or modification;
- (2) Provide timely information to Board members about important issues affecting or that may affect the District;
- (3) Serve as liaison to the Board with respect to all matters of employer-employee relations and make recommendations to the Board concerning those matters;
- (4) Superintendent/Principal shall submit financial and budgetary reports to Board and shall advise the Board of possible sources of funds to implement present or contemplated District programs;
- (5) Assume responsibility for those duties specified in Education Code section 35250; Endeavor to maintain and improve her professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate professional associations;

- (6) Establish and maintain positive community, staff and Board relations;
- (7) Recommend District goals and objectives to the Board;
- (8) Unless unavoidably detained, or for reasons determined by the Board or mutually agreed upon by the Board and Superintendent/Principal, the Superintendent/Principal shall attend all regular, special, and closed session meetings of the Board;
- (9) Perform such other duties as may be assigned by the Board.

7.3 Educational Leadership. Superintendent/Principal shall provide educational leadership for the District to accomplish the Board's educational goals, consistent with the District's financial and personnel resources.

7.4 Personnel Matters. Superintendent/Principal shall organize, reorganize, and assign administrative and supervisory staff, including instruction and business affairs, which, in her judgment, would best serve the District. Superintendent/Principal is responsible for making timely and appropriate recommendations to the Board regarding the employment of personnel. As required by Education Code section 35035, and subject to the approval of Board, Superintendent/Principal is responsible for assigning all District employees employed in positions requiring certification qualifications. Superintendent/Principal shall also be responsible to periodically evaluate or cause to be evaluated all District employees.

7.5 Community Relations. Superintendent/Principal shall maintain and strengthen ties between the District and other local governmental entities, community organizations, and parents by joining or participating on a regular basis with local groups or events.

7.6 Professional Development. Superintendent/Principal shall endeavor to maintain and improve her competence by all reasonable means, including, but not limited to, subscribing to and reading of appropriate periodicals, joining and participating in appropriate professional associations and their activities, and attendance at appropriate professional meetings and conferences at local, state, and national levels.

8. Board-Superintendent/Principal Relations

8.1 The Superintendent/Principal will work with the Board in developing and maintaining a spirit of cooperation and teamwork in which the Board will accept responsibility for formulating and adopting policy and for taking action on matters which, by law, require Board action. Administrative responsibility and commensurate authority for administering the school system will be delegated by the Board to the Superintendent/Principal.

- 8.2 The Board recognizes that it is a collective body and each Board member recognizes that a Board member's authority is derived from the collective deliberation and actions of the Board as a whole in a duly-constituted meeting. Except as permitted by Board bylaw, policies, protocols or other authority, individual Board members will not give direction to the Superintendent/Principal or any staff member regarding the management of the District or the solution of specific problems unless authorized by the Board.
- 8.3 The Board, individually and collectively, will refer promptly to the Superintendent/Principal any criticism, complaint or suggestion brought to the attention of the Board or any member thereof, pursuant to Board bylaws and protocols. The Superintendent/Principal will take appropriate action and/or respond, and notify the Board President.
- 8.4 The Board shall provide the Superintendent/Principal with periodic opportunities to discuss Board-Superintendent/Principal relationships as they relate to the Board's governance and the effectiveness of the Superintendent/Principal's leadership. As a part of this process, when it is deemed necessary by either the Board or the Superintendent/Principal, the District may retain an outside advisor to facilitate this process.
- 8.5 The Board shall hold the Superintendent/Principal accountable to manage the District consistent with the approved policies and goals, which establish what the Board expects the District and the schools within the District to accomplish.
9. **Notification of Absence.** The Superintendent/Principal shall keep the Board President informed about the Superintendent/Principal's time away from the District, including the Superintendent/Principal's plans to be absent from the District whenever the Superintendent/Principal will be absent from the District for three (3) or more school days, whether for business or personal reasons. For planned vacations, the Superintendent/Principal shall give the Board as much advance notice as possible.
10. **Credential.** Superintendent/Principal shall hold and maintain throughout the term of this Agreement a valid administrative credential issued by the California Commission on Teacher Credentialing that meets the qualifications of Education Code section 35028 authorizing service as superintendent of the District.
11. **Outside Professional Activities.** The Superintendent/Principal may undertake for consideration outside professional activities, including consulting, teaching, speaking and writing. The Superintendent/Principal's outside professional activities shall not occur during regular work hours and shall not interfere with the performance of the Superintendent/Principal's duties. The District will not be responsible for any expenses related to outside activities.

12. Medical Conditions.

- 12.1** If at any time the Superintendent/Principal is diagnosed with a medical condition that affects the Superintendent/Principal's ability to perform the essential functions of the position, the Superintendent/Principal shall notify the Board of such, and, if appropriate, engage in the interactive process with the Board or its representative.

13. Evaluation.

- 13.1** The Superintendent/Principal is directly responsible to the Board, and the Board shall annually evaluate the performance of Superintendent/Principal. Each year of the Agreement, the Board and Superintendent/Principal shall establish by mutual agreement the Superintendent/Principal's performance objectives and benchmarks for the next school year. Performance and objectives as outlined in the timetable listed below shall be put in writing no later than October 15th, and shall be based on the duties and responsibilities set forth in this Agreement:

October 15	Superintendent/Principal and Board establish performance goals and evaluation criteria.
February 1	Review of the Superintendent/Principal's performance and effectiveness, and progress towards achievement of the objectives jointly established for that school year. Modifications to those performance objectives may occur from time to time as the parties may agree and shall be reduced to writing by the Superintendent/Principal. A summary of the mid-year discussion(s) may also be reduced to writing by the Board.
May 1	No later than May 1st of each year, the Superintendent/Principal shall notify the Board of its evaluation responsibilities; provide the Board with copies of this Agreement and the Superintendent/Principal's current performance objectives; and schedule a meeting for the Superintendent/Principal and Board to review the Board's completed written evaluation of the Superintendent/Principal.
May 1 – June 30	Board meets to prepare evaluation, and then entire Board or Board subcommittee meets with Superintendent/Principal to deliver evaluation. At Superintendent/Principal's or Board's request, Superintendent/Principal and Board will meet in closed

session to discuss the evaluation process or the evaluation itself.

June 30

Evaluation with Superintendent/Principal's response, if any, placed in Superintendent/Principal's personnel file and a copy of that same document provided to the Superintendent/Principal.

- 13.2** Evaluations shall be based upon the achievement of the mutually agreed upon performance goals for the year in question, the Superintendent/Principal's effectiveness at discharging his duties as defined in this Agreement and Board Policies, and job description, if any. If the Board deems it appropriate, it will provide written recommendations for strengthened performance to the Superintendent/Principal.
- 13.3** In the event the Board determines that the performance of the Superintendent/Principal is unsatisfactory in any respect, the Board will describe in writing the unsatisfactory performance, and indicate what objective(s) must be accomplished and the date by which it should be accomplished in order for the Superintendent/Principal's performance to be deemed satisfactory. Such written recommendations and the specifications for improvement shall be provided within thirty (30) days of the evaluation.
- 13.4 Failure to Evaluate Non-Limiting.** Any failure on the part of the Board to meet the requirements or deadlines set forth in this Section 13 shall not release the Superintendent/Principal from fully and faithfully performing the services required to be performed under this Agreement or constitute a default by the District of its obligations under this Agreement.

14. Agreement Renewal.

- 14.1 No Automatic Renewal/Extension.** The Parties agree that there shall be no automatic renewal or extension of the Agreement. Should the Board desire Superintendent/Principal to continue as Superintendent/Principal beyond the term of the Agreement, the Parties shall negotiate and execute a new Agreement.
- 14.2 Notice of Non-Renewal by the District.** Should the Board determine that it does not wish to negotiate or execute a new contract at the end of the term of the Agreement, the Board may elect not to renew this Agreement upon its expiration by providing written notice to the Superintendent/Principal at least one hundred and twenty (120) calendar days prior to the expiration of the Agreement. Superintendent/Principal expressly waives the provisions contained in Education Code section 35031. Accordingly, notwithstanding anything to the contrary in Education Code section 35031 or other applicable provisions of law, the Parties agree that, if the Board fails to reelect or reemploy the Superintendent/Principal and a written notice of non-renewal is not timely provided, this Agreement shall

be renewed only for one (1) additional fiscal year under the same terms and conditions as this Agreement that existed in the fiscal year immediately prior to the renewal.

14.3 Superintendent/Principal's Duty to Notify. No later than one hundred and eighty (180) calendar days prior to the expiration of the Agreement, Superintendent/Principal shall, in writing, remind each Board member of the Board's obligation to give written notice pursuant to Section 14.2. Superintendent/Principal agrees that his failure to provide the reminder notice to Board shall invalidate the notice requirement under Section 14.2 and shall operate as a waiver of the automatic renewal provision in Education Code section 35031 and in Section 13.2

15. Termination of Agreement. This Agreement may be terminated prior to its expiration date on any of the following bases:

15.1 Mutual Agreement. By mutual agreement of The Parties, in writing, at any time.

15.2 Unilateral Termination by Superintendent/Principal. The Superintendent/Principal may resign and terminate this Agreement prior to the end of the Agreement term. The Superintendent/Principal's resignation shall be in writing and presented to the Board ninety (90) days prior to the effective date of the resignation, unless the parties agree otherwise.

15.3 Unilateral Termination by the Board. The Board, at its sole discretion and without the need for any cause, may, upon giving written notice to the Superintendent/Principal, terminate this Agreement. If the Board elects this option to terminate the Agreement, the District shall pay the Superintendent severance pay, at the selection of the Superintendent/Principal, in one lump-sum payment or equal monthly payments beginning no later than the effective date of termination, equivalent to the Base Salary the Superintendent/Principal would have earned for the remainder of this Agreement following the effective date of termination, for a period of six (6) months or the number of months remaining on the Agreement, whichever is less ("Severance Compensation").

The Severance Compensation set forth in this Section 15.3 shall be the only compensation of any kind which shall be due to Superintendent/Principal if Superintendent/Principal is terminated without cause by the Board, and in turn for receipt of the Severance Compensation, the Superintendent/Principal agrees to relinquish any claims against the District, including any claims under this Agreement.

If the Agreement is terminated under this provision, any Severance Compensation related to the termination that Superintendent/Principal may receive from the District shall be fully reimbursed to the District if the Superintendent/Principal is convicted of a crime involving an abuse of office or position.

It is further agreed that the Severance Compensation and any health and welfare insurance benefits shall cease upon the Superintendent/Principal's commencement of other employment, whether as employee, independent contractor, consultant or self-employed.

If the Superintendent/Principal is terminated without cause and elects to retire, upon the date of the Superintendent's retirement with CalSTRS or CalPERS, the Severance Compensation shall be reduced by the amount of retirement income earned.

If Superintendent/Principal is terminated without cause, Superintendent/Principal, if he has completed the required probationary period, shall have the rights specified in Education Code sections 44893 and 44894, as well as related laws.

15.4 Termination for Cause. The Superintendent/Principal's employment and all of the Superintendent/Principal's rights under this Agreement may be terminated by the Board at any time for cause. For purposes of this Agreement, any of the following, but not limited to, reasons shall constitute "cause" to terminate this Agreement for cause:

- (1) Failure to perform the obligations and responsibilities set forth in the Agreement, as defined by law, or as specified in the Superintendent/Principal's job description, if any;
- (2) Unsatisfactory performance;
- (3) Acts done in bad faith to the detriment of the District;
- (4) Misconduct or dishonest behavior in regard to her employment as Superintendent/Principal;
- (5) Conviction of a crime involving moral turpitude, abuse of office as defined in Government Code sections 53243 et seq., dishonesty, breach of trust, or physical or emotional harm to any person; or,
- (6) Failure to maintain required credential as set forth in this Agreement, and as defined by applicable law.

The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties hereunder.

If cause exists, the Board shall meet with the Superintendent/Principal and submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes supports the termination. The Superintendent/Principal shall then be entitled to a conference with the Board in closed session at which time the Superintendent/Principal may respond, orally or in writing, to the Board's statement of reasons for termination. The conference shall not be an evidentiary hearing and neither party shall have the opportunity to

call witnesses. The Superintendent/Principal shall have the right to have legal counsel or other representative attend the conference at her own expense. After the conference, the Board shall deliberate and determine whether to take final action on termination. If the Board decides to terminate this Agreement for cause, it shall provide the Superintendent/Principal with a written decision. The decision of the Board shall be final. The Superintendent's conference before the Board shall be deemed to satisfy the Superintendent's entitlement to due process of law and shall be the Superintendent's exclusive due process right. The Superintendent waives any other rights that may be applicable to this proceeding with the understanding that completion of this conference exhausts the Superintendent's administrative remedies.

- 15.5 Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit or other means, that the Superintendent/Principal has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may terminate the Superintendent/Principal and the Superintendent/Principal shall not be entitled to any cash, salary payments, health benefits, or other non-cash settlement (e.g. health benefits) as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).

In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Superintendent/Principal receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Superintendent/Principal if the Superintendent/Principal is convicted of a crime involving an abuse of office or the position of Superintendent/Principal. In addition, if the District funds the criminal defense of the Superintendent/Principal against charges involving abuse of office or position and the Superintendent/Principal is then convicted of such charges, the Superintendent/Principal shall fully reimburse the District all funds expended for the Superintendent/ Principal's criminal defense.

- 15.6 Unable to Perform Duties.** Should Superintendent/Principal during the term of this Agreement be unable to perform the essential functions of his position due to a physical and/or mental condition, even with reasonable accommodations, upon expiration of the Superintendent/Principal's sick leave and disability entitlement as provided by statute or Board policies, and after submission of a written evaluation from a licensed physician designated by the Board indicating the inability of the Superintendent/Principal to perform the essential functions of his position even with reasonable accommodations, the Board may terminate this Agreement.
- 15.7 Death of Superintendent/Principal.** This Agreement shall automatically terminate immediately upon the death of Superintendent/Principal.

16. **Indemnification.** The District shall include Superintendent/Principal as a named insured in its liability and errors and omissions insurance policies. In accordance of provisions of Government Code sections 825 and 995, the District shall defend the Superintendent/Principal from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent/Principal in Superintendent/Principal's individual capacity, or official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Superintendent/Principal was acting within the scope of employment.
17. **Tax/Retirement Liability.** District makes no representations or warranties with respect to the tax or retirement consequences of this Agreement. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement including, but not limited to, benefits provided to the Superintendent/Principal or any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent/Principal. The Superintendent/Principal shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Superintendent/Principal further declares that, prior to signing this Agreement, the Superintendent/Principal was apprised of relevant data and received independent advice and counsel regarding the state and federal tax consequences and the retirement consequences of this Agreement.
18. **Notice of Finalist in Search.** In all cases, the Superintendent/Principal shall immediately notify the Board should she become a finalist in the selection process for superintendent or other employment with any other employer.
19. **General Provisions.**
- 19.1 **Entire Agreement.** This Agreement constitutes and contains the entire agreement and understanding between the parties concerning the Superintendent/Principal's employment with the District. This instrument supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning the subject matter hereof. This is an integrated document.
- 19.2 **Governing Law.** This Agreement has been executed and delivered within the State of California, and rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of California. Venue shall be in Lassen County, California.
- 19.3 **Construction.** Each party has cooperated in the drafting and preparation of this Agreement. Hence, in any construction to be made of this Agreement, the same shall not be construed against any party on the basis that the party was the drafter.
- 19.4 **No Assignment.** The Superintendent/Principal may not assign or transfer any rights granted or obligations assumed under this Agreement.

- 19.5 Modification and Waiver.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties. Any waiver of any breach of any term of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.
- 19.6 Independent Representation.** The Superintendent/Principal and the Board each recognize that in entering into this Agreement, the parties have relied upon the advice of their own attorneys, financial advisors, and other representatives, and that the terms of this Agreement have been completely read and explained to them by their attorneys, financial advisors, and representatives, and that those terms are fully understood and voluntarily accepted.
- 19.7 No Assignment/Exclusivity.** The Superintendent may not assign or transfer any rights granted or obligations assumed under this Agreement. To the extent permitted by law, the employment relationship between the District and the Superintendent shall be governed exclusively by this Agreement.
- 19.8 Severability/Savings Clause.** If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.
- 19.9 Binding Effect.** This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- 19.10 Execution of Other Documents.** The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- 19.11 Execution in Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signature pages transmitted by facsimile or electronic mail to other Parties to this Agreement shall have the same force and effect as signature of the original.
- 19.12 Subject to Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the District's Governing Board as required by law.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the dates specified below.

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT:

Dated: _____

President of the Board of Trustees

Dated: _____

Clerk of the Board of Trustees


SUPERINTENDENT/PRINCIPAL:

Dated: _____

Jamie Lewis

Board Clerk,

This serves as notice of my resignation
from the Jonesville Elementary Unified School District
effective June 17, 2025.


Paul S. Hinkson

CSBA POLICY GUIDE SHEET**June 2025**

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

Board Policy 0410 - Nondiscrimination in District Programs and Activities

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. Policy also updated to reflect **NEW LAW (AB 3074, 2024)** which prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname, and, beginning July 1, 2026, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe.

Board Policy 0420.4 - Charter School Authorization

Policy updated to reflect that the prohibition from approving a petition for the establishment of a new charter offering nonclassroom-based instruction extends to January 1, 2026. Additionally, policy updated to add the section "Material Revisions to Charter," which was moved from Board Policy 0420.41 - Charter School Oversight, as that section is more appropriately placed with material related to authorization of charter schools.

Administrative Regulation 0420.4 - Charter School Authorization

Regulation updated to reflect the inclusion of long-term English learners as a numerically significant subgroup, and to include the location of the charter school to the list of items to be described in the charter petition. Additionally regulation updated to reflect the requirement for comprehensive school safety plans (CSSP) to include adaptations for students with exceptional needs, **NEW LAW (AB 2887, 2024)** which requires CSSPs to include procedures for responding to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds, and **NEW LAW (AB 1858, 2024)** which requires CSSPs to include a provision relating to active shooter and armed assailant drills. In addition, regulation updated to expand upon the material related to suspensions and expulsions in the list of items to be described in the charter petition.

Board Policy 0420.41 - Charter School Oversight

Policy updated to add that the Superintendent or designee and the governing bodies of charter schools review new laws and regulations applicable to charter schools, and delete the section "Material Revisions to Charter," which was moved to Board Policy 0420.4 - Charter School Authorization, as that section is more appropriately placed with material related to authorization of charter schools.

Exhibit(1) 0420.41 - Charter School Oversight

Exhibit updated to include that the exhibit will not be updated after June 1, 2025. Additionally, exhibit updated to reflect (1) **NEW LAW (AB 3216, 2024)** which requires the governing body of a charter school to, by July 1, 2026, adopt policy that limits or prohibits student use of smartphones while at a school site or under the supervision and control of district employee(s), and subsequently, to update the policy every five years, (2) the requirement for charter schools to, by July 1, 2026, develop, adopt, implement, and annually review weather protocols for extreme weather conditions, (3) the requirement for members of the governing body in service as of January 1, 2025, except for members whose term of office ends before January 1, 2026,

to receive ethics training before January 1, 2026, and at least once every 2 years thereafter, (4) **NEW LAW (SB 153, 2024)** which requires, if the governing body is unable to review local indicator due to any specified emergency, to review such data at its next meeting, adopt a resolution describing the emergency event and the date on which the local indicator data was reviewed, and submit the resolution to the California Department of Education (CDE), (5) **NEW LAW (SB 1318, 2024)**, which requires the governing body to, on or after July 1, 2026, update its policy to include best practices identified in CDE's updated Model Youth Suicide Prevention Policy related to crisis intervention protocols in the event of a student suicide crisis, (6) **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases, (7) **NEW LAW (SB 153, 2024)** which prohibits the governing body from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination, (8) **REVISED GUIDANCE** from the California Attorney General related to responding to immigration enforcement in K-12 schools, (9) **NEW LAW (AB 1955, 2024)** which prohibits a charter school or a member of the governing body of a charter school, from enacting or enforcing any policy, rule, or administrative regulation that would require an employee or a contractor to disclose any information related to a student's sexual orientation, gender identity, or gender expression to any other person without the student's consent, unless otherwise required by state or federal law, (10) **NEW LAW (SB 153, 2024)** which requires the annual update to the local control and accountability plan (LCAP) to be presented as a nonconsent item at the meeting of the governing body, and that all Learning Recovery Emergency Funds received by the charter school to be included in the LCAP/annual update to the LCAP for the period of July 1, 2025 through June 30, 2028, (11) **NEW LAW (SB 1429, 2024)** which adds snowstorms to the list of emergencies for which a charter school may apply to the Superintendent of Public Instruction to obtain apportionment credit, (12) **NEW LAW (AB 2429, 2024)** which requires the governing body of a charter school that has elected to require its students to complete a course in health education for graduation from high school to include instruction in the dangers associated with fentanyl use, (13) **NEW LAW (AB 1796, 2024)** which requires charter schools to annually notify parents/guardians of students admitted to, or advancing to, grades 7-12, of any dual enrollment or International Baccalaureate courses offered by the local educational agency, (14) **NEW LAW (SB 153, 2024)** which authorizes charter schools, until July 1, 2031, to extend the exemption from all coursework and other requirements adopted by the charter school governing body that are in addition to the statewide course requirements, and award a high school diploma, to an eligible student with exceptional needs who was enrolled in grade 10 or higher in the 2022-23 school year, (15) **NEW LAW (AB 2345, 2024)** which prohibits the charter school from hiring any person for purposes of a short-term staff permit, provisional internship permit, or a teaching permit for statutory leave, unless that person has a certification in cardiopulmonary resuscitation that meets the standards established by the American Heart Association or the American Red Cross, (16) **NEW LAW (AB 2534, 2024)** which requires charter schools, when considering an applicant for a certificated position, to inquire with each local educational agency that previously employed the applicant if the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were required to be reported to the Commission on Teacher Credentialing, (17) **NEW LAW (AB 1913, 2024)** which requires charter schools to provide annual training to employees on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in school-sponsored programs, (18) **NEW LAW (AB 2316, 2024)** which prohibits charter schools, beginning December 31, 2027, from offering or selling, except for food items sold as part of a school fundraising event, foods containing artificial food dyes that have been linked to hyperactivity and behavioral issues in some children, (19) **NEW LAW (SB 1063, 2024)** which requires charter schools that serve students in grades 7-12 and issue or reissue student identification cards to have printed on either side of the card the telephone number for the 988 Suicide and Crisis Lifeline and the National Suicide Prevention Lifeline (1-800-273-8255), (20) **NEW LAW (SB 939, 2024)** which requires charter schools to ensure that specified resources related to neurodiversity are readily accessible in a prominent location on the school's website in a manner that is easily accessible to parents/guardians and students, (21) **NEW LAW (SB 997, 2024)** which provides that a charter school may not prohibit a student in middle school, junior high school, or high school, while on a school site or participating in school activities, from carrying fentanyl test strips or a federally approved opioid antagonist for the emergency treatment of persons suffering, or reasonably believed to be suffering, from an opioid overdose, (22) **NEW LAW (AB 2998, 2024)** which provides that a charter school may not prohibit students 12 years of age or older, while on a school site or participating in school activities, from carrying or administering, for the purposes of providing emergency treatment to persons who are suffering,

or reasonably believed to be suffering, from an opioid overdose, a naloxone hydrochloride nasal spray or any other opioid overdose reversal medication, (23) **NEW LAW (AB 1984, 2024)** which requires, commencing with the 2026-27 school year, charter schools to provide to CDE data on student transfers due to disciplinary reasons, including whether the student transferred to an alternative school based on a referral by the school, (24) **NEW LAW (AB 2711, 2024)** which provides that students who voluntarily disclose their use of a tobacco product, controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports may not be suspended solely for that disclosure, (25) **NEW LAW (AB 2565, 2024)** which requires charter schools serving students in grades kindergarten-12 that undertake an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, to install interior locks on each door of any room with an occupancy of 5 or more persons in that school building.

Board Policy 0440 - District Technology Plan

Policy updated to revise the philosophical paragraph to acknowledge, in addition to the benefits gained from technological resources, potential negative consequences. Additionally, policy updated to add material related to the alignment of technological resources with other district goals, objectives, and academic standards, the safe use of technological resources, the use of technology in accordance with district policy, and the use of artificial intelligence, as applicable. In addition, policy updated to (1) reflect that state law and the California Department of Education no longer requires districts to have a technology plan and (2) maintain the requirement for the Superintendent to develop and regularly propose revisions to a technology plan. Policy also updated to list the components to be included in the district technology plan.

Delete - Administrative Regulation 0440 - District Technology Plan

Regulation deleted as unnecessary since the California Department of Education no longer requires districts to have a technology plan.

New - Board Policy 0441 - Artificial Intelligence

New policy provides principles for the district regarding the use of artificial intelligence (AI) by students and staff, and requires the Superintendent to ensure that the use of AI is consistent with district policy.

Board Policy 0450 - Comprehensive Safety Plan

Policy updated to include in the philosophical statement that, in addition to high expectations for student conduct, there are high expectations for staff conduct. Additionally, policy updated to reflect legislative intent to provide staff training on the comprehensive school safety plan.

Administrative Regulation 0450 - Comprehensive Safety Plan

Regulation updated to reflect **NEW LAW (AB 2887, 2024)** which (1) provides legislative intent that districts develop a comprehensive school safety plan (CSSP) in consultation with local medical services personnel and other persons who may be interested in the health and safety of students, and (2) requires CSSPs to include procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds. Additionally, regulation updated to reflect **NEW LAW (AB 2968, 2024)** which requires, beginning with the 2026-27 school year, the disaster procedures in CSSPs to include a procedure to identify appropriate refuge shelter for all students and staff for use in the event of an evacuation order and, for any school in a high or very high fire hazard severity zone, a communication and evacuation plan to be used in the event of an early notice evacuation warning that allows enough time to evacuate all students and staff, and **NEW LAW (AB 1858, 2024)** which requires, if the CSSP includes procedures to prepare for active shooters or other armed assailants by conducting a drill, the drill to be in accordance with specified components. In addition, regulation updated for reflect **NEW LAW (SB 153, 2024)** which requires CSSPs to include an instructional continuity plan to establish communication and provide instruction to students when in-person instruction is disrupted due to an emergency.

Board Policy 1113 - District and School Websites

Policy updated to make the philosophical paragraph more current by assuming that districts have websites and to recognize the value of district and school websites for communication purposes. Additionally, policy updated to **NEW LAW (AB 1785, 2024)** which prohibits districts from publicly posting online specified

information of any elected or appointed official, such as a Governing Board member, without first obtaining the written permission of that individual.

Administrative Regulation 1113 - District and School Websites

Regulation updated to reflect **NEW REGULATION (89 Fed.Reg. 31337)** which establishes requirements and technical standards for making web content offered by government entities accessible to the public. Additionally, regulation updated to provide minor clarifications, and revisions to style.

Exhibit(1) 1113 - District and School Websites

Exhibit updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, exhibit updated to reflect **NEW LAW (SB 939, 2024)** which requires districts to ensure that specified resources related to neurodiversity are readily accessible in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. In addition, exhibit updated to include the requirement, beginning January 1, 2027, for districts to post a notification of the hearing date and location for inspection for the district's proposed budget prominently on the district's website homepage at least three days before the availability of the proposed budget for public inspection. Exhibit also updated to reflect **NEW LAW (AB 2690, 2024)** which requires districts to post information about the risks of social media being used as a way to market and sell synthetic drugs.

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. In addition, policy updated to reflect the California Department of Education's federal program monitoring instrument which now lists "Instructional Materials and Curriculum: Diversity" as its own item, and **NEW LAW (AB 3074, 2024)** which requires the use of the uniform complaint procedures to resolve complaints related to school or athletic team names, mascots, or nicknames. Policy also updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025.

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, regulation updated to delete language which is not required by law related to receipt of an investigation report by respondent and consideration of an appeal by the Governing Board. In addition, regulation updated to delete material which is no longer supported related to an alleged victim receiving information in the notice of the investigation report about sanction(s) to be imposed upon a respondent that relates directly to an alleged victim.

Exhibit(1) 1312.3 - Uniform Complaint Procedures

Exhibit updated in conjunction with accompanying Board policy and administrative regulation.

Exhibit(2) 1312.3 - Uniform Complaint Procedures

Exhibit updated in conjunction with accompanying Board policy and administrative regulation, with minor revisions to more closely align with law.

Administrative Regulation 3512 - Equipment

Regulation updated to clarify that (1) district equipment may only be used for an approved district-related purpose, (2) the Superintendent or designee is required to maintain property records as specified in Administrative Regulation 3440 - Inventories, including updating property records when there is a change in the status of the property, (3) the Superintendent or designee is required to obtain prior approval from the California Department of Education or other awarding agency before disposing or encumbering equipment purchased with federal funds, and (4) persons involved in the selection, award, or administration of a contract supported by federal funds comply with the requirements specified in 2 CFR 200.13 and 200.318, and in accordance with Administrative Regulation 3230 - Federal Grant Funds and Board Bylaw 93270 - Conflict of Interest.

Exhibit(1) 3512 - Equipment

Exhibit updated in conjunction with accompanying administrative regulation, with the condition of equipment included in the description of loaned equipment.

Administrative Regulation 3542 - School Bus Drivers

Regulation updated to include in the philosophical statement that in order to administer safe and efficient transportation of students, the district may employ its own school bus or student activity bus drivers or contract with an agency to provide such drivers. Additionally, regulation updated to reflect specified qualification and training requirements for all drivers employed to operate school buses or student activity buses. In addition, regulation updated to add, to the list of required training for drivers, training related to the district's transportation safety plan. Regulation also updated to include additional requirements for drivers employed to operate school buses or student activity buses related to length of driving time, daily log sheets, and pretrip inspections. Additionally, regulation updated to add that the Superintendent or designee retain records of school bus accident reports, including a report of each accident that occurred on public or private property involving a school bus with students aboard, including pertinent details of the accident, for 12 months from the date of the accident, and that if the accident was not investigated by the California Highway Patrol (CHP), the Superintendent or designee forward a copy of the report to the local CHP within five business days of the date of the accident.

Board Policy 4030 - Nondiscrimination in Employment

Policy updated to align those who are included as "employees" for purposes of the policy and accompanying administrative regulation with analogous language in related sample Board policies and administrative regulations. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in the course of employment. Policy also updated to reflect **NEW LAW (SB 1100, 2024)** which makes it an unlawful employment practice to include a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless specified conditions are satisfied. Additionally, policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. In addition, policy updated to include material related to sex discrimination, which had been moved to Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment when last revised based on the now vacated Title IX regulations, in order to keep material related to all forms of discrimination together.

Administrative Regulation 4030 - Nondiscrimination in Employment

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX

based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. Additionally, regulation updated to delete material related to Title IX sexual harassment, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment to keep material related to sexual harassment, including Title IX sexual harassment, together.

Board Policy 4033 - Lactation Accommodation

Policy updated to clarify that required lactation accommodations apply to expressing breast milk, rather than breastfeeding an infant child, and that these accommodations are required for at least a year after the birth of the child. Additionally, policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and delete references to Title IX because lactation accommodations, although required by state law and other federal law, are not required by the Title IX regulations as they existed prior to August 1, 2024.

Board Policy 4112.9/4212.9/4312.9 - Employee Notifications

Policy updated in conjunction with the accompanying exhibit, with no substantive changes made.

Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications

Exhibit updated to reflect (1) **NEW LAW (AB 2473, 2024)** which requires districts to comply with specified notice requirements related to transfer of coursework and credits for students participating in a newcomer program, as defined, (2) **NEW LAW (AB 2499, 2024)** which requires districts to provide notice of the rights pertaining to leaves and accommodations for victims of qualifying acts of violence, (3) **NEW LAW (AB 1870, 2024)** which requires notice of the district's current compensation insurance carrier, or if appropriate, that the district is self-insured, and who is responsible for claims adjustment, (4) the requirement to post a notice explaining the California Family Rights Act provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department, (5) **NEW LAW (SB 153, 2024)** which requires notice to certificated employees on existing school site and community resources related to the support of students who may face bias or bullying, and (6) **NEW LAW (AB 2499, 2024)** which requires the district to provide notice, when an employee informs the district that the employee or the employee's family member is a victim of a qualifying act of violence, of accommodations and leave for victims of a qualifying act of violence. Additionally, exhibit updated to delete the notification related to potential exposure to COVID-19 as this notification is no longer required.

Board Policy 4119.11/4219.11/4319.11 - Sexual Harassment

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 4030 - Nondiscrimination in Employment to keep material related to discrimination, including sex discrimination, together. In addition, policy updated to add general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved from the accompanying administrative regulation. Policy also updated to align those who are included as "employees" for purposes of the policy and accompanying administrative regulation with analogous language in related sample Board policies and administrative regulations.

Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, regulation updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX

regulations, and include in Board Policy and Administrative Regulation 4030 - Nondiscrimination in Employment to keep material related to discrimination, including sex discrimination, together. In addition, regulation updated to delete general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved to the accompanying Board policy. Regulation also updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination or harassment includes discrimination or harassment not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, regulation updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for sexual harassment in the course of employment. In addition, regulation updated to delete examples of actions that may constitute sexual harassment as it is nuanced regarding when the action(s) amount to sexual harassment.

Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. Additionally, regulation updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, as the Title IX regulations as they existed prior to August 1, 2024 only require complaints alleging sexual harassment to follow the Title IX grievance procedures. In addition, regulation updated to require that records of insurance which evidence the district's coverage for acts of sexual assault be maintained indefinitely.

Exhibit(1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures

Exhibit updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and revise the notification requirements accordingly.

Board Policy 5125.1 - Release of Directory Information

Policy updated to include that a student's directory information may only be included in the minutes of the Governing Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings. Additionally, policy updated to delete options regarding access to directory information to employers, colleges, and military recruiters and instead provide that colleges and prospective employers, including military recruiters, have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has specified that the information not be released.

Administrative Regulation 5125.1 - Release of Directory Information

Regulation reviewed in conjunction with accompanying Board Policy, with minor clarifications and rearrangement of material.

Exhibit(1) 5125.1 - Release of Directory Information

Exhibit updated to clarify when a student's identification number, user identification, or other unique personal identifier may be used to communicate in electronic systems, and add that the district may disclose a student identification number or other unique personal identifier that is displayed on a student identification badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user. Additionally, exhibit updated to reflect **REVISED GUIDANCE** from the California Attorney General related to responding to immigration enforcement in K-12 schools, clarifying that the district may not disclose a student's Social Security number.

Administrative Regulation 5131.41 - Use of Seclusion and Restraint

Regulation updated to reflect **NEW LAW (SB 483, 2024)** which prohibits the use of prone restraint and prone containment, and add the requirement that the district's data on the use of seclusion and behavioral restraint be reported on the district's website.

Board Policy 5145.3 - Nondiscrimination/Harassment

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. Policy also updated to make permissive, when a student has been suspended or other means of correction have been implemented for an incident of racist bullying, harassment, or intimidation the (1) engagement of a victim and perpetrator in restorative justice practices, (2) engagement of the perpetrator in culturally sensitive programs, and (3) regular checks on the victim to ensure the victim is not in danger of suffering from any long-lasting mental health issues, as these measures are encouraged rather than required by state law.

Administrative Regulation 5145.3 - Nondiscrimination/Harassment

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. Additionally, regulation updated to reflect **NEW LAW (SB 939, 2024)** which requires districts to ensure that specified resources related to neurodiversity are readily accessible in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. In addition, regulation updated to delete material related to Title IX sexual harassment, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 5145.7 - Sexual Harassment to keep material related to sexual harassment, including Title IX sexual harassment, together. Regulation also updated to add section "Support for Intersex, Nonbinary, Transgender and Gender-Nonconforming Students," which was moved from Administrative Regulation 5145.7 - Sexual Harassment and updated in accordance with various provisions of state and federal law and related court cases.

Board Policy 5145.6 - Parent/Guardian Notifications

Policy updated in conjunction with the accompanying exhibit, with minor stylistic changes.

Exhibit(1) 5145.6 - Parent/Guardian Notifications

Exhibit updated to reflect (1) **NEW LAW (AB 2179, 2024)** which requires notification on local apprenticeship and preapprenticeship programs, (2) **NEW LAW (AB 1796, 2024)** which requires notification of any dual enrollment or International Baccalaureate courses offered by the district, (3) **NEW LAW (AB 2690, 2024)** which requires notification of the risk of social media platforms being used as a way to market and sell synthetic drugs such as fentanyl, (4) **NEW LAW (AB 2473, 2024)** which requires districts to comply with specified notice requirements related to transfer of coursework and credits for students participating in a newcomer program, as defined, (5) **NEW LAW (AB 2630, 2024)** which defines "kindergarten" for purposes of proof of having received an oral health assessment as both transitional kindergarten and kindergarten, (6) **NEW LAW (SB 153, 2024)** which requires notification regarding the Californiacolleges.edu platform and that student data may be shared with the California College Guidance Initiative, (7) **NEW LAW (SB 691, 2024)** which requires revised and additional notifications related to truancy, (8) **NEW LAW (AB 3262, 2024)** which requires students to be notified of the location of all automated external defibrillators on campus, (9) **NEW LAW (AB 543, 2024)** which requires the district to

display a poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5, and (1) the requirement for signage identifying a bathroom facility as being open to all genders and in conformity with Title 24 of the California Code of Regulations, that the bathroom is available during school hours and school functions when students are present, and designated point of contact.

Board Policy 5145.7 - Sexual Harassment

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 5145.3 - Nondiscrimination/Harassment to keep material related to discrimination, including sex discrimination, together. In addition, policy updated to add general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved from the accompanying administrative regulation.

Administrative Regulation 5145.7 - Sexual Harassment

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, regulation updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 5145.3 - Nondiscrimination/Harassment to keep material related to discrimination, including sex discrimination, together. In addition, regulation updated to delete general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved to the accompanying Board policy. Regulation also updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination or harassment includes discrimination or harassment not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, regulation updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for sexual harassment in district programs and activities. In addition, regulation updated to delete examples of actions that may constitute sexual harassment as it is nuanced regarding when the action(s) amount to sexual harassment. Regulation also updated to delete section "Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students," as this section was moved to Administrative Regulation 5145.3 - Nondiscrimination/Harassment and amended.

Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. Additionally, regulation updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, as the Title IX regulations as they existed prior to August 1, 2024 only require complaints alleging sexual harassment to follow the Title IX grievance procedures. In addition, regulation updated to clarify that when a student is a respondent and is removed from school on an emergency basis, the removal may not constitute discipline for other purposes. In addition, regulation updated to require that records of insurance which evidence the district's coverage for acts of sexual assault be maintained indefinitely.

Exhibit(1) 5145.71 - Title IX Sexual Harassment Complaint Procedures

Exhibit updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department

of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and revise the notification requirements accordingly.

Board Policy 5146 - Married/Pregnant/Parenting Students

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to identify rights and privileges of a student under 18 years of age who enters into a valid marriage. In addition, policy updated to clarify the period of time of parental leave, and that failure to notify the district of the student's intent to take parental leave does not abridge a student's rights in this regard.

Board Policy 6142.91 - Reading/Language Arts Instruction

Policy updated to add to the philosophical statement "listening, speaking, and composition" as effective communication skills. Additionally, policy updated to clarify that the Governing Board adopt instructional materials that meet or exceed the Common Core State Standards. In addition, policy updated to add new section "Screening for Risk of Reading Difficulties" that provides for required (1) Board adoption of screening instruments to assess students in grades kindergarten-2 for risk of reading difficulties and (2) annual assessment each student in grades kindergarten-2 for risk of reading difficulties, unless exempted. Policy also updated to add requirement for (1) the provision of specified information to parents/guardians of students eligible for screening for risk of reading difficulties, and (2) that employees administering screening instruments for risk of reading difficulties be appropriately trained to administer the instrument.

Board Policy 6145.2 - Athletic Competition

Policy updated to reflect **NEW LAW (AB 3074, 2024)** which (1) prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname, (2) beginning July 1, 2026, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe, (3) requires any district school using or in which any such derogatory term is being used, to complete the implementation of a new school or athletic team name, mascot, or nickname before the start of the 2028-2029 school year, and (4) provides if a school selects a new school or athletic team name due to this prohibition, then any purchases or replacements of materials or fixtures due required by the implementation of the new name be completed before the start of the 2028-2029 school year. Additionally, policy updated to require that the district post on its website the California Department of Education's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form. In addition, policy updated to state that student athletes, coaches, parents/guardians, spectators, and others are required to teach, enforce, advocate, and abide by the applicable Code of Conduct adopted by the California Interscholastic Federation (CIF). Policy also updated to require the written emergency action plan to include the location of emergency medical equipment, procedures to be followed in the event of concussion and heat illness, and a description of the manner and frequency at which the procedures to be followed in the event of medical emergencies will be rehearsed, pursuant to coaches training requirements as specified in law. Additionally, policy updated to include that coaches and/or athletic trainers comply with any training required by law and in accordance with the accompanying administrative regulation and Administrative Regulation 4127/4227/4327 - Temporary Athletic Team Coaches.

Administrative Regulation 6145.2 - Athletic Competition

Regulation updated to clarify that the Superintendent or designee (1) provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, concussions and sudden cardiac arrest, and (2) acquire at least one automated external defibrillator (AED) for each district school that participates in any interscholastic athletic program. Additionally, regulation updated to reflect **NEW LAW (AB 3262, 2024)** which requires students to be notified of the location of any AED, and to clarify that notice provided to students and their parents/guardians related to the filing a discrimination complaint that arises out of an interscholastic athletic activity include the name of the district's Compliance Officer, in addition to the district's Title IX Coordinator.

Administrative Regulation 6159.4 - Behavioral Interventions for Special Education Students

Regulation updated to reflect the requirement for the district's data on the use of seclusion and behavioral restraint to be reported on the district's website and submitted to the California Department of Education, and **NEW LAW (SB 483, 2024)** which prohibits the use of prone restraint and prone containment.

Board Bylaw 9011 - Disclosure of Confidential/Privileged Information

Bylaw updated to expand and clarify definition of confidential information to include (1) information acquired by being present in a closed session that is specifically related to the basis for the Governing Board to meet lawfully in closed session, (2) information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session, (3) information contained in communications provided to Board members from the district's attorney, and (4) information deemed confidential by the Board. Additionally, bylaw updated to clarify that confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law or Board bylaws or policies. In addition, bylaw updated to expand material related to (1) a Board member willfully and knowingly using or disclosing for pecuniary gain information acquired in the course of the Board member's official duties, and (2) actions the Board may pursue if a Board member threatens to disclose or discloses confidential information. Bylaw also updated to remove reference to employees, which are governed by Board Policy 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information.

