

REGULAR MEETING OF THE JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES

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

Tuesday, October 21, 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. Public Employee Discipline/Dismissal/Release/Complaint (Pursuant to Government Code § 54957).

B. Conference with Labor Negotiator (Pursuant to Government Code § 54957.6): the Board will meet with its designated representative, Jamie Lewis, to consider labor negotiations with represented and unrepresented employees: Janesville Teachers' Association (JTA), California School Employees' Association (CSEA) and Administration/Management.

C. 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. Student Council Report

B. JTA Report

C. CSEA Report

- D. School Site Council (Report
- E. Superintendent Report
 - i. Enrollment
- F. Board Report

XI. CORRESPONDENCE (Informational)

- A. Letter from the Lassen County Office of Education (LCOE) Regarding a Review of the 2024-25 Unaudited Actuals Financial Statement for the Janesville Union School District (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, September 16, 2025
 - 2. September 2025 Warrants
 - 3. Cash Flow/Payroll
 - 4. Prop 28 Arts and Music Annual Certification
- B. Classified Personnel Items:
 - 1. Employment
 - a) Susan McKenzie– Paraeducator II: 5.95 hours per day Effective 10/17/25

XIII. DISCUSSION/ACTION ITEMS:

- A. Differentiated Assistance Presentation from the LCOE (Informational)
- B. Accept Sunshine Request from the JTA to the JUSD for the 2026-27 School Year (Action)
- C. Accept Sunshine Request from the JUSD to the JTA for the 2026-27 School Year (Action)
- D. Approve Revised Memorandum of Understanding Between the JUSD and the CSEA Regarding Expanded Learning Opportunities Program Pay for the 2025-26 School Year (Action)
- E. Approve Continued Participation Between the CSEA and the JUSD Regarding the Classified School Employee Summer Assistance Program (Action)
- F. Discuss Developer Fee Report (Informational)
- G. Discuss Changing Location of November Regular Board Meeting (Action)
- H. First Reading to Review/Revise/Adopt Board Policies, Administrative Regulations & Board Bylaws: (Procedural)
 - Board Policy 3515: Campus Security
 - Administrative Regulation 3515: Campus Security
 - Board Policy 3515.4: Recovery for Property Loss or Damage
 - Administrative Regulation 3515.4: Recovery for Property Loss or Damage
 - Administrative Regulation 3516.1: Fire Drills and Fires

- Administrative Regulation 4312.42: Drug and Alcohol Testing for School Bus Drivers
- Board Policy 5113: Absences and Excuses
- Administrative Regulation 5113: Absences and Excuses
- Administrative Regulation 5113.11: Attendance Supervision
- Board Policy 5113.12: District School Attendance Review Board
- Administrative Regulation 5113.12: District School Attendance Review Board
- Board Policy 5113.2: Work Permits
- Administrative Regulation 5113.2: Work Permits
- Board Policy 5141: Health Care and Emergencies
- Administrative Regulation 5141: Health Care and Emergencies
- Board Policy 5141.4: Child Abuse Prevention and Reporting
- Administrative Regulation 5141.4: Child Abuse Prevention and Reporting
- Board Policy 5142: Safety
- Administrative Regulation 5142: Safety
- Board Policy 6141.4: International Baccalaureate Program
- Board Bylaw 9005: Governance Standards

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: 17 October 2025



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

Posted: October 17, 2025 @ 4:00 p.m.

**Janesville Union Elementary School Site Council (SSC)
Local Control Accountability Plan (LCAP) Committee
District Advisory Committee (DAC)
School Advisory Committee (SAC)
Wellness Committee**

AGENDA

Thursday, October 9, 2025 at 3:00 p.m.
JUS Staff Lunch Room

- I. CALL TO ORDER
- II. ACTION/DISCUSSION/INFORMATION
 - A. Approval of Agenda
 - B. Approval of Minutes from September 11, 2025
 - C. Approval of Parent Involvement Plan
 - D. Evaluate SSC By- Laws
 - E. Distribute New SSC Member Roster 2025-26
- III. PUBLIC COMMENT
- IV. REPORTS – COUNCIL SUBCOMMITTEES/CATEGORICAL PROGRAMS
 - A. Superintendent
 - B. School-wide Assemblies
 - C. Title II (High Quality Professional Development) – Activities Planned for 2025-2026
- V. OTHER
- VI. FUTURE AGENDA ITEMS
 - A. Review Emergency Operations Plan (EOP) 2026-2027 and Make Necessary Updates
 - B. Budget Updates/LCAP
 - C. Approve SSC By-Laws
 - D. Determine Date of Parent Survey (Via Survey Monkey)
 - E. Next Meeting November 13, 2025
- VII. ADJOURNMENT

Janesville Union Elementary School
Site Council (SSC) Committee
Local Control Accountability Plan (LCAP) Committee
District Advisory Committee (DAC) Committee
School Advisory (SAC) Committee, Wellness Committee
Regular Meeting: September 11, 2025 3:00 p.m., Staff Lounge
MINUTES

I. CALL TO ORDER

ROLL CALL
ESTABLISHMENT OF
QUORUM

The meeting was called to order at 3:03 p.m. by Chairperson Mrs. Gillespie.

Members Present: Alisa Tinnin (school personnel), Amy Malone (teacher), Chris Lilly (parent), Jamie Lewis (principal) Jessica Gillespie (teacher), Kari Gamez (teacher), Keygan Hogan (parent) and Kimberlee Adams (parent)

Members Absent: Ashley Lopez (parent) and Cecilia Lain (parent)

Others Present: Andrea Kellogg (guest)

Quorum was established.

II. ACTION/DISCUSSION/INFORMATION

- | | |
|---|---|
| A. APPROVAL OF AGENDA | MSCU (Gamez/Adams) to approve the agenda as amended with adding Item I: October Movie Night to Action/ Discussion/Information. |
| B. APPROVAL OF PREVIOUS MINUTES | MSCU (Adams/Lilly) to approve the minutes of the May 8, 2025 regular meeting as amended to correct Item D under Action/Discussion/Information to reflect that member Ashley Lopez has decided to remain on the SSC committee. |
| C. ELECTION OF OFFICERS AND PARENT/GUARDIAN MEMBERS | <p>MSCU (Gamez/Adams) to elect Mrs. Gillespie for President.
MSCU (Malone/Gamez) to elect Mrs. Tinnin for Secretary.</p> <ul style="list-style-type: none">• Mrs. Lewis reported that parent ballots were distributed on August 8, 2025 and votes were received from the public. The newly elected parent/guardian members are Keygan Hogan and Chris Lilly. <p>*Mrs. Lain arrived at 3:11 p.m.</p> |
| D. SET MEETING TIMES AND DATE | MSCU (Lain/Gamez) to approve to hold School Site Council meetings on the second Thursday of each month at 3:00 p.m. in the Staff Lounge with the exception that the April 2026 meeting will be held on the third Thursday and no meeting will be held in December. |
| E. APPROVE PRELIMINARY BUDGET FOR 2025-2026 | <p>MSCU (Gamez/Lain) to approve the Preliminary Budget for 2025-2026 school year.</p> <ul style="list-style-type: none">• Mrs. Kellogg, Chief Business Official, reported the district will receive \$114,000 in Federal Funding. She confirmed that none of the current programs are subject to federal cuts. |
| G. REVIEW OF PARENT INVOLVEMENT PLAN | <p>Mrs. Malone proposed adding language to highlight the importance of student attendance. She also recommended distributing informational flyers during parent-teacher conferences to help families understand how attendance is tracked and why it matters.</p> <ul style="list-style-type: none">• No action was taken |
| H. DISCUSSION REGARDING SCHOOLWIDE ATTENDANCE INCENTIVE | <p>Mrs. Lewis stated that last year's outreach efforts improved student attendance. This year students with weekly perfect attendance will be entered into a drawing to win a token for the book vending machine. Additionally, classes can earn a group prize by coloring in the letters WILDCATS one letter can be colored per week for perfect attendance. Once all letters are colored in, the class will receive a reward.</p> <ul style="list-style-type: none">• No action was taken |

Janesville Union Elementary School
Site Council (SSC) Committee
Local Control Accountability Plan (LCAP) Committee
District Advisory Committee (DAC) Committee
School Advisory (SAC) Committee, Wellness Committee
Regular Meeting: September 11, 2025 3:00 p.m., Staff Lounge
MINUTES

- I. OCTOBER MOVIE NIGHT
- Mrs. Lewis noted that previously discussed dates for Movie Night conflict with community events. Mrs. Gillespie expressed the importance of Mrs. Lewis's attendance. The event will be postponed, and new dates will be discussed at the October meeting.
- No action was taken

III. PUBLIC COMMENT

There was no public comment.

IV. REPORTS – COUNCIL SUBCOMMITTEES / CATEGORICAL PROGRAMS

- A. Superintendent
- Mrs. Lewis reported the following:
- The Reading Incentive Program was successful last school year and will continue. This year students are challenged to read 100 million words. Students voted to celebrate their achievement with a fun activity with water balloons with Mrs. Lewis.
 - A new math incentive allows students to earn an ice cream coupon by mastering grade-level standards. Older students must demonstrate mastery of previous grade standards.
 - Art and Music grant funds were used to hire a Paraeducator to lead weekly 45-minute music/art classes for Tk-6th grades and Biweekly for 7-8th grades. Due to limited funding, a long-term position could not be established.
 - A full-time counselor, Ms. Rose, has joined the Wildcat Team and is doing great.
- B. School-wide Presentations
- Mrs. Lewis announced a BMX School-wide assembly scheduled for April 1, 2026.
- C. Title II – High Quality Professional Training – Activities Planned for 2025-2026
- Mrs. Lewis stated that funds are available for staff professional development. Current scheduled trainings include:
- Mrs. Ethridge: MAPS training
 - Mrs. Rubio: Reading Screener training
 - Primary Staff: Really Great Reading Training

V. OTHER

Next meeting: October 9, 2025, 3:00 p.m.

VI. FUTURE AGENDA ITEMS

Members agreed to include the following for future agenda items:
Action/Discussion/Information

- Approve Parent Involvement Policy
- Review and Update Emergency Operations Plan (EOP) 2026-2027
- Distribute New SSC Member Roster
- Budget Update
- Determine Date for Parent Survey (Via Survey Monkey)

ADJOURNMENT

The meeting was adjourned at 4:15 p.m. by Chairperson Mrs. Gillespie.

Janesville Union Elementary School

464-555 Main St.
Janesville, CA 96114
(530) 253-3551

Count Enrollment and ADA On A Given Day
Calculated for: 10/15/2025

Page 1 of 1

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-B	Brown	Kindergarten	1	0	0	0	20	21	10	1	10
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	16	16	5	1	10
1A	Rubio	Grade 1	2	0	0	0	21	23	12	1	10
1B	Brown	Grade 1	0	0	0	0	5	5	2	0	3
2A	Herman	Grade 2	0	0	0	0	23	23	9	2	12
2B	Gamez	Grade 2	0	0	0	0	10	10	4	1	5
3A	Gamez	Grade 3	1	0	0	0	13	14	3	0	11
3B	Gillespie	Grade 3	0	0	0	0	16	16	6	0	10
4A	Gillespie	Grade 4	0	0	0	0	9	9	4	1	4
4B	Burkman	Grade 4	2	0	0	1	20	23	9	0	14
5A	Branch	Grade 5	0	0	0	0	20	20	6	0	14
5B	Malone	Grade 5	1	0	0	0	19	20	8	0	12
6A	Fleming	Grade 6	1	0	0	0	17	18	6	1	11
6B	Solomon	Grade 6	0	0	0	0	18	18	4	1	13
7A	George	Grade 7	1	0	0	0	16	17	10	0	7
7B	Downs	Grade 7	0	0	0	0	16	16	3	2	11
8A	Ethridge	Grade 8	0	0	0	0	20	20	5	1	14
8B	Wood	Grade 8	3	0	0	0	11	14	5	0	9
Total For School:			12	0	0	1	290	303	111	12	180

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

Page 1 of 1

Calculated for: 10/08/2024

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-A	Ehrlich	Kindergarten	0	0	0	0	8	8	2	2	4
OK-B	Brown	Kindergarten	0	0	0	0	19	19	6	2	11
OTK-A	Ehrlich	Transitional Kindergarten	1	0	0	0	7	8	1	1	6
1A	Burkman	Grade 1	1	0	0	0	20	21	10	3	8
1B	Herman	Grade 1	1	0	0	0	12	13	3	2	8
2A	Herman	Grade 2	0	0	0	0	8	8	3	1	4
2B	Rubio	Grade 2	0	0	0	1	17	18	6	0	12
3A	Gamez	Grade 3	2	0	0	0	17	19	7	2	10
3B	Gillespie	Grade 3	1	0	0	0	17	18	7	1	10
4A	Branch	Grade 4	0	0	0	0	25	25	5	2	18
4B	Malone	Grade 4	1	0	0	0	12	13	8	0	5
5A	Wood	Grade 5	1	0	0	0	21	22	7	1	14
5B	Malone	Grade 5	1	0	0	1	9	11	2	1	8
6A	Fleming	Grade 6	0	0	0	0	19	19	6	2	11
6B	Solomon	Grade 6	2	0	0	0	16	18	4	1	13
7A	George	Grade 7	0	0	0	1	17	18	7	1	10
7B	Downs	Grade 7	0	0	0	2	16	18	5	1	12
8A	Ethridge	Grade 8	0	0	0	0	21	21	5	0	16
8B	Foreman	Grade 8	2	0	0	0	14	16	3	3	10
ADA-HH07-A	George	Home Hospital - Grade 07	0	0	0	0	0	0	0	0	0
ADA-HH08-A	Ethridge	Home Hospital - Grade 08	0	0	0	0	0	0	0	0	0
Total For School:			13	0	0	5	295	313	97	26	190

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

Page 1 of 1

Calculated for: 09/10/2025

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
0K-B	Brown	Kindergarten	0	0	0	0	20	20	4	1	15
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	15	15	0	0	15
1A	Rubio	Grade 1	2	0	0	0	21	23	9	1	13
1B	Brown	Grade 1	0	0	0	0	5	5	2	1	2
2A	Herman	Grade 2	1	0	0	0	21	22	9	3	10
2B	Gamez	Grade 2	0	0	0	0	11	11	7	1	3
3A	Gamez	Grade 3	1	0	0	0	12	13	4	1	8
3B	Gillespie	Grade 3	0	0	0	1	15	16	7	0	9
4A	Gillespie	Grade 4	0	0	0	0	9	9	4	1	4
4B	Burkman	Grade 4	0	0	0	0	24	24	11	0	13
5A	Branch	Grade 5	0	0	0	0	21	21	6	1	14
5B	Malone	Grade 5	0	0	0	0	20	20	6	1	13
6A	Fleming	Grade 6	1	0	0	0	18	19	7	1	11
6B	Solomon	Grade 6	0	0	0	0	19	19	9	1	9
7A	George	Grade 7	2	0	0	0	15	17	9	1	7
7B	Downs	Grade 7	0	0	0	0	17	17	3	2	12
8A	Ethridge	Grade 8	2	0	0	1	17	20	5	2	13
8B	Wood	Grade 8	2	0	0	0	12	14	6	0	8
Total For School:			11	0	0	2	292	305	108	18	179

Janesville Union Elementary School

464-555 Main St.
Janesville, CA 96114
(530) 253-3551

Count Enrollment and ADA On A Given Day

Page 1 of 1

Calculated for: 09/12/2024

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-A	Ehrlich	Kindergarten	1	0	0	0	7	8	0	0	8
OK-B	Brown	Kindergarten	0	0	0	0	18	18	4	2	12
OTK-A	Ehrlich	Transitional Kindergarten	1	0	0	0	7	8	0	0	8
1A	Burkman	Grade 1	2	0	0	0	19	21	8	4	9
1B	Herman	Grade 1	0	0	0	0	13	13	4	1	8
2A	Herman	Grade 2	0	0	0	0	8	8	3	2	3
2B	Rubio	Grade 2	0	0	0	0	18	18	4	0	14
3A	Gamez	Grade 3	1	0	0	0	17	18	8	0	10
3B	Gillespie	Grade 3	0	0	0	0	18	18	8	2	8
4A	Branch	Grade 4	0	0	0	0	25	25	4	4	17
4B	Malone	Grade 4	1	0	0	0	12	13	8	0	5
5A	Wood	Grade 5	2	0	0	0	20	22	8	4	10
5B	Malone	Grade 5	0	0	0	0	10	10	1	0	9
6A	Fleming	Grade 6	1	0	0	1	17	19	8	3	8
6B	Solomon	Grade 6	3	0	0	0	15	18	4	0	14
7A	George	Grade 7	2	0	0	0	16	18	7	2	9
7B	Downs	Grade 7	1	0	0	0	17	18	2	1	15
8A	Ethridge	Grade 8	2	0	0	0	18	20	4	3	13
8B	Foreman	Grade 8	1	0	0	0	16	17	2	4	11
ADA-HH07-A	George	Home Hospital - Grade 07	0	0	0	0	0	0	0	0	0
ADA-HH08-A	Ethridge	Home Hospital - Grade 08	0	0	0	0	0	0	0	0	0
Total For School:			18	0	0	1	291	310	87	32	191



Lassen County Office of Education

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

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

October 14, 2025

Jamie Lewis, 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:

Education Code section 42100, as well as provisions under AB 1200 and AB 2756, requires the County Superintendent to examine the Unaudited Actuals (UA) of the Janesville Union School District for the 2024-25 fiscal year. The Education Code and Assembly Bills noted above require the Unaudited Actuals be examined for:

1. Mathematical accuracy.
2. Any deterioration in the District's financial position that adversely impacts the 2025-26 Budget as approved.
3. Any action needed prior to the First Interim reporting period.

Based on our review, the Unaudited Actuals for all funds of the Janesville Union School District meet the established criteria, and, therefore, no action was deemed necessary prior to the First Interim Report. Based on this assessment, the Unaudited Actuals have been forwarded to the California Department of Education, as presented. Attached is a summary of the District's General Fund.

Sincerely,

Patricia A. Gunderson

Patricia A. Gunderson
County Superintendent of Schools

PG/dh

Business/Unaudited Actuals/2024.25

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

Attachment

JANESVILLE UNION ELEMENTARY

COMPARISON OF REVENUES AND EXPENDITURES

General Fund

		2023-24 UNAUDITED ACTUALS	2024-25 SECOND INTERIM	2024-25 UNAUDITED ACTUALS	2025-26 ADOPTED BUDGET
REVENUES					
LCFF Funding Sources	8010 - 8099	3,928,569	3,721,994	3,705,910	3,691,520
Federal Revenues	8100 - 8299	292,767	124,468	119,436	114,004
Other State Revenues	8300 - 8599	630,499	699,238	726,678	531,473
Other Local Revenues	8600 - 8799	413,086	257,617	405,545	201,940
Interfund Transfers In	8910 - 8929				
Other Sources	8930 - 8979				
Contributions	8980 - 8999				
TOTAL REVENUES		5,264,921	4,803,317	4,957,569	4,538,937
EXPENDITURES					
Certificated Salaries	1000 - 1999	1,642,970	1,712,122	1,755,988	1,694,914
Classified Salaries	2000 - 2999	773,851	864,899	852,412	897,961
Employee Benefits	3000 - 3999	1,135,141	1,321,103	1,163,217	1,347,383
Books and Supplies	4000 - 4999	379,029	429,650	237,041	316,949
Services, Other Operating Expenses	5000 - 5999	852,890	937,783	757,047	632,427
Capital Outlay	6000 - 6599	29,963	309,983	311,421	100,000
Other Outgo 7400-7499	7100 - 7299	11,323			
Direct Support / Indirect Costs	7300 - 7399		(6,998)	32,321	(6,998)
Interfund Transfers Out	7610 - 7629				
Other Uses	7630 - 7699			(6,960)	
TOTAL EXPENDITURES		4,825,167	5,568,542	5,102,487	4,982,636
NET INCREASE/DECREASE IN FUND BALANCE		439,754	(765,225)	(144,918)	(443,699)
AUDIT ADJUSTMENT					
BEGINNING BALANCE		2,569,969	3,009,723	3,009,723	2,864,805
ENDING BALANCE		3,009,723	2,244,498	2,864,805	2,421,106

JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
September 16, 2025
MINUTES

MEMBERS PRESENT	Lee Bailey, Melissa McMullen, John Meese and Jamie Lewis
MEMBERS ABSENT	JoAnna Harrison
OTHERS PRESENT	Heather Ethridge, Alisa Tinnin, Jessica Solomon, Julie Rubio, Trisha Lilly, Colby Harkness, Phil Good and Andrea Kellogg
CALL TO ORDER	Board Clerk McMullen called the meeting to order at 5:31 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 (Bailey/Meese) to approve the agenda.
PUBLIC INPUT FOR CLOSED SESSION	There were no public comments.
ADJOURN TO CLOSED SESSION	MSCU (Bailey/Meese) to adjourn to closed session at 5:31 p.m. for the Board to discuss the following: 1. Public Employee Discipline/Dismissal/Release/Complaint 2. Conference with Labor Negotiator 3. Public Employee Performance Evaluation – Superintendent/Principal 4. Conference with Legal Counsel – Anticipated Litigation President Harrison arrived at 5:37 p.m.
RECONVENE IN REGULAR SESSION	MSCU (McMullen/Bailey) to reconvene the meeting into regular session at 6:34 p.m.
REPORT ACTION TAKEN IN CLOSED SESSION	There was nothing to report.
REVIEW WRITTEN STATEMENTS	President Harrison stated there were three applicants regarding the provisional appointment, but only two were present at the meeting.

INTERVIEW
CANDIDATES

The Board interviewed candidate, Phil Good:

- Been involved in the community for the past 45 years
- Volunteers his time at the school; daughter is a teacher at the school and grandkids currently attend
- Been a Board member in the past and would like to help the community the most he can
- Developing school to prosper students with the best education is the biggest challenge and very important to him
- Will do anything and everything he could to improve staff to make it the best it could be
- Taught for a long time; each child is different and would want as many different opportunities for each child to “blossom.”

The Board interviewed candidate, Trisha Lilly:

- Mother of two students in fourth and fifth grades
- Education is important and would like to see the School excel and wants kids to have a great experience
- Would like to have collaboration with staff and the Board to implement as much as she can
- Currently works at the prison and deals with a lot of decision making
- Budget is a concern for her and she would like to figure out more ways to earn money for the school; fundraising to offset costs
- She wants academics to excel at this school when it comes to teaching kids
- Expects nothing less than excellence for our students; appreciates incentives to positively motivate students
- Wants to do everything she can to get the students where they need to be.

PROVISIONAL
APPOINTMENT

MSCU (McMullen/Meese) to appoint Trisha Lilly to fill the provisional appointment vacancy.

OATH OF OFFICE

Mrs. Lewis administered the Oath of Office to Mrs. Lilly.

PUBLIC INPUT

There were no public comments.

STUDENT COUNCIL
REPORT

Mrs. Solomon reported the following during the Student Council Report:

- Very active council, meeting every Tuesday during lunch
- Student store will be opening in October every Wednesday during lunch
- Planning a “rally” on Halloween afternoon.

JTA REPORT

The following report is from the Janesville Teachers’ Association (JTA):

- Fifth and sixth grades are participating in electives on Friday afternoons
- Two weeks away from sixth grade camp; students are excited
- Primary hall focusing on Really Great Reading and working on intervention

- Multitudes computerized testing will check for “red flags” in the early years to help target early intervention; beginning to test first and second graders this week.

CSEA REPORT

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

SSC REPORT

Mrs. Lewis reported for the School Site Council (SSC) on the following:

- Jessica Gillespie elected as President and Alisa Tinnin as Classified Secretary
- Two new parent members, Keygan Hogan and Chris Lilly
- Reviewed the Local Control and Accountability Plan
- Schoolwide assembly planned for BMX bike riders and motivational speaking April 1, 2026
- Council members chose attendance incentives for the year.

SUPERINTENDENT
REPORT

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

- Enrollment currently at 300 students
- Attendance goal is to be 95% or higher for this school year; 94% last year
- Starting weekly classroom attendance challenge seeking enrollment at 90% or higher for eight weeks; class will get to choose from a list of rewards
- Every Friday, students with perfect attendance for the week will be entered into a random drawing for a token for the book machine
- Reading and math incentives information sent home to parents
- State will soon be adopting new math curriculum; four teachers attended a training at the Lassen County Office of Education (LCOE) collaborating with other teachers
- Will begin piloting new math curriculum in the fall of 2026 and adopting in 2027-28
- Countywide Professional Development for classified and certificated staff will be held at Lassen Community College on Friday, September 26th.

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 August 19, 2025
2. June & August 2025 Warrants: Batch #23, #24, #04, #5, #6 & #7
 - a. General Fund \$230,318.37
 - b. Cafeteria \$ 11,818.68
3. Cash Flow/Payroll
4. Open Purchase Orders
5. Fundraiser Request – Class of 2026
6. Resolution #26-02 Gann Limit Calculation
7. Resolution #26-03 Education Protection Account Revision
8. Resolution #26-04 Authorization for Out-of-State Field Trips
9. Resolution #26-05 Declaration of Surplus Property
10. Principal Attestation to Teacher and Paraprofessional

- B. Classified Personnel Items:
 - 1. Employment
 - i. Kami Prater

OPEN PUBLIC
HEARING FOR
PUPIL TEXTBOOK

INCENTIVE PROGRAM President Harrison read the Notice to the Public statement.

MSCU (Bailey/McMullen) to open the public hearing for public comment for the Pupil Textbook and Instructional Materials Program at 7:07 p.m.

Mrs. Lewis stated we need to hold a hearing every September to discuss we have sufficient textbooks and materials to meet the standards.

CLOSE PUBLIC
HEARING FOR
PUPIL TEXTBOOK

INCENTIVE PROGRAM MSCU (Bailey/McMullen) to close the public hearing for public comment for the Pupil Textbook and Instructional Materials Program at 7:08 p.m.

RESOLUTION #26-06 MSCU (Bailey/McMullen) to approve Resolution #26-06 In Compliance for Use of Any State Instructional Materials Funds.

MOU WITH CSEA MSCU (McMullen/Bailey) to approve the Memorandum of Understanding (MOU) between the JUSD and the CSEA regarding Expanded Learning Opportunities Plan pay for the 2025-26 school year.

POLICY FOR
SPECIAL EDUCATION

Mrs. Lewis stated this new policy is not currently in the Special Education Local Plan Area (SELPA) manual, so the District needs a policy that states we do not over represent in Special Education by race or ethnicity. Policy will be added to the SELPA, but we need to report to the State that we have adopted this policy before it is added.

MSCU (Bailey/McMullen) to approve policy on Preventing Overidentification and Disproportionate Representation of Students in Special Education.

HOME TO SCHOOL
TRANSPORTATION

Mrs. Lewis stated the following regarding home to school transportation:

- Separated from Lassen High School (LHS) and started our own transportation program
- Hired one bus driver, with one driver in training
- Unfortunately, the driver in training did not complete training
- Substitute driver filled in temporarily for two weeks and is not a long-term option
- Letter sent home informing parents of two routes being condensed into one route
- Not ideal having only one bus route and understand the inconvenience and hardship; working hard to accommodate transportation farthest from school

- Bus holds 71 students and have been close to capacity daily
- Actively flying second bus driver position with retention bonus for bus drivers who drive for 6 months and/or drive for one year
- Van transportation is not a long-term solution due to needing additional staff
- LHS's transportation is facing a driver shortage as well; Janesville School would only have one bus driver if the District would have continued the contract with LHS.

2024-2025
UNAUDITED
ACTUALS

Mrs. Kellogg presented a PowerPoint presentation on the Unaudited Actual Financial Statements.

MSCU (Bailey/Meese) to approve the 2024-2025 Unaudited Actual Financial Statements.

FIRST READING
BOARD POLICIES/
REGULATIONS:
POLICY 6141.2
REGULATION 6141.2
POLICY 6142.1
REGULATION 6142.1
POLICY 6142.8
REGULATION 6142.8

MSCU (Bailey/McMullen) to approve the first reading and waive the second reading of Board Policies and Administrative Regulations listed under Item: H.

FUTURE AGENDA
ITEMS

Member McMullen would like to have Differentiated Assistance on the October agenda.

RECONVENE IN
CLOSED
SESSION

MSCU (Bailey/McMullen) to reconvene the meeting back into closed session at 7:36 p.m.

RECONVENE IN
REGULAR
SESSION

MSCU (Bailey/McMullen) to reconvene the meeting into regular session at 9:29 p.m.

REPORT ACTION
TAKEN IN
CLOSED SESSION

There was nothing to report.

ADJOURNMENT

MSCU (Bailey/Meese) to adjourn the meeting at 9:29 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 # 8, Batch # 9

DEPARTMENT:
Business

FINANCIAL IMPACT/SOURCE:
General Fund / Cafeteria Fund

MEETING DATE:
October 21, 2025

ROLL CALL REQUIRED:
No

BACKGROUND:

Batch # 8

This batch includes routine warrants.

Batch # 9

This batch includes routine warrants.

RECOMMENDATION:

Board approval is requested.

AUTHORIZATION FOR ACCOUNTS PAYABLE WARRANT RUN
REQUEST FOR DATA PROCESSING SERVICES

DISTRICT # 11
DISTRICT NAME: JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
BATCH # 8

BUDGET YEAR: 26 RUN DATE 9/11/2025

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

FUND: 01 General Fund

13,726.18
~~13,718.98~~

13 Cafeteria Fund

13,137.49

FUND: 14 Deferred Maintenance

FUND: 25 Developer Fee

FUND: 35 County School Facilities Fund

26,863.67
~~26,856.47~~

Batch Totals:

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:

David Lewis

DATE:

9/9/25

LCOE USE:

DATE RECEIVED FOR AUDIT:

9/9/25

AUDITED BY:

[Signature]

DATE APPROVED:

9/10/25

COMMENTS:

Batch status: A All

From batch: 0008

To batch: 0008

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TTN: N

011 JANESVILLE UNION ELEMENTARY SD J46071

ACCOUNTS PAYABLE PRELIST
BATCH: 0008 SEPTEMBER BATCH #1
Fund : 01 GENERAL FUND

APY500 L.00.24 09/09/25 09:01 PAGE 7
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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	F-Term	F	ExtRef
								Liq Amt				Net Amount
101420/00	BLUE OX 602 MAIN STREET SUSANVILLE, CA 96130											
260157 PO-260157	09/08/2025	200 ICE CREAM VOUCHERS	1	01-0800-0-4300-1110-1000-000-00	NN F			200.00				200.00
TOTAL PAYMENT AMOUNT								200.00 *				200.00
101331/00	BROOKS, STEPHANIE											
260128 PO-260128	09/08/2025	GLOVES FOR SPD SAFETY	1	01-6500-0-4300-5760-1190-000-00	NN F			21.42				21.42
TOTAL PAYMENT AMOUNT								21.42 *				21.42
101041/00	C & S WASTE SOLUTIONS P.O. BOX 7428 PASADENA, CA 91109-7428											
260002 PO-260002	08/27/2025	AUGUST TRASH SERVICE	1	01-0000-0-5520-0000-8200-000-00	NN P			587.88				587.88
TOTAL PAYMENT AMOUNT								587.88 *				587.88
101372/00	GENERATION GENIUS 14622 VENTURA BLVD. #2026 SHERMAN OAKS, CA 91403											
260147 PO-260147	08/28/2025	ANNUAL SUBSCRIPTION	1	01-0000-0-4300-1110-1000-000-00	NN F			1,995.00				1,995.00
TOTAL PAYMENT AMOUNT								1,995.00 *				1,995.00
100456/00	JANESVILLE POST OFFICE JANESVILLE, CA 96114											
260013 PO-260013	09/08/2025	POSTAGE	1	01-0000-0-5930-0000-7200-000-00	NN P			258.20				258.20
TOTAL PAYMENT AMOUNT								258.20 *				258.20
101203/00	KELLOGG, ANDREA P.O. BOX 716 JANESVILLE, CA 96114											
260159 PO-260159	09/08/2025	LABOR LAW REDDING-KELLOGG	1	01-0000-0-5200-0000-2700-000-00	NN F			359.00				359.00
TOTAL PAYMENT AMOUNT								359.00 *				359.00

011 JANESVILLE UNION ELEMENTARY SD J46071

ACCOUNTS PAYABLE PRELIST
BATCH: 0008 SEPTEMBER BATCH #1
Fund : 01 GENERAL FUND

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Vendor/Addr Req Reference	Reprint name Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	ABA num	Account num	EE ES	R-Term	R-ExtRef
								Liq Amt		Net Amount
003525/00	LASSEN COUNTY OFFICE OF EDUC. 472-013 JOHNSTONVILLE RD NORTH SUSANVILLE, CA 96130									
	CL-250042 09/08/2025 PERS PENALTIES-W HASSELL				01-0000-0-4300-0000-7200-000-00 NN F		500.00 *	500.00		500.00
				TOTAL PAYMENT AMOUNT						
100109/00	LASSEN MOTOR PARTS 1289 MAIN ST. SUSANVILLE, CA 96130									
260092 PO-260092 07/30/2025 MAINTENANCE SUPPLIES					1 01-8150-0-4300-0000-8200-000-00 NN P		103.57 *	103.57		103.57
				TOTAL PAYMENT AMOUNT						
101366/00	LEWIS, JAMIE 900 ARNOLD STREET SUSANVILLE, CA 96130									
260156 PO-260156 09/08/2025 ART LESSON BOOK TPT					1 01-6770-0-4300-1110-1000-000-00 NN F		30.00 *	30.00		30.00
				TOTAL PAYMENT AMOUNT						
101409/00	MORGAN-MEAD, RONDA P.O. BOX 5 RAVENDALE, CA 96123									
260074 PO-260074 08/31/2025 BUS DRIVER TRAINING					1 01-0000-0-5800-0000-3600-000-00 NY P		730.80 *	730.80		730.80
				TOTAL PAYMENT AMOUNT						
002158/00	OFFICE DEPOT P.O. BOX 29248 PHOENIX, AZ 85038-9248									
260027 PO-260027 08/19/2025 COLORED PAPER					1 01-0000-0-4300-1110-1000-000-00 NN P		437.30 *	437.30		437.30
				TOTAL PAYMENT AMOUNT						

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	R- Term	R-Ext Ref
101362/00	REALLY GREAT READING P.O. BOX 46 CABIN JOHN, MD 20818-0046									
260161	PO-260161	09/04/2025 REALLY GREAT READING			1 01-0000-0-4300-1110-1000-000-00 NN F			1,245.00		1,245.00
				TOTAL PAYMENT AMOUNT				1,245.00		1,245.00
100154/00	RENAISSANCE LEARNING INC. PO BOX 64910 ST PAUL, MN 55164-0910									
260146	PO-260146	08/26/2025 FRECKLE MAP UPLOAD			1 01-0000-0-4300-1110-1000-000-00 NN F			262.50		262.50
260162	PO-260162	08/21/2025 FRECKLE SCIENCE			1 01-0000-0-4300-1110-1000-000-00 NN F			631.00		631.00
				TOTAL PAYMENT AMOUNT				893.50		893.50
100934/00	SMAIL SCHOOL DISTRICTS ASSOC 925 L STREET, SUITE 1185 SACRAMENTO, CA 95814									
260153	PO-260153	09/08/2025 25/26 SSDA MEMBERSHIP			1 01-0000-0-5200-0000-2700-000-00 NN F			1,400.00		1,400.00
				TOTAL PAYMENT AMOUNT				1,400.00		1,400.00
100380/00	STAUB & SONS PETROLEUM INC P.O. BOX 488 KLAMATH FALLS, OR 97601-0339									
260163	PO-260163	08/31/2025 FUEL FOR BUSES			1 01-0800-0-4300-0000-3600-000-00 NN P			353.33		353.33
				TOTAL PAYMENT AMOUNT				353.33		353.33
101224/00	TINNIN, ALISA P.O. BOX 1022 JANESVILLE, CA 96114									
260158	PO-260158	09/05/2025 CSEA CONFERENCE			1 01-6266-0-5200-1110-1000-000-00 NN F			185.45		185.45
				TOTAL PAYMENT AMOUNT				185.45		185.45

011 JANESVILLE UNION ELEMENTARY SD J46071

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APY500 1.00.24 09/09/25 09:01 PAGE
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ACCOUNTS PAYABLE PRELIST
BATCH: 0008 SEPTEMBER BATCH #1
Fund : 01 GENERAL FUND

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	P-Term	F-Ext Ref
Reg Reference	Date		Description	Fd-Resc-Y	Objt-Goal	Func-Sch-DD	T9MPS	Liq Amt	Net Amount

006390/00 WAL-MART

CAPITAL ONE

P.O. BOX 60506

CITY OF INDUSTRY, CA 91716-05

260090	PO-360090	08/19/2025	MAINTENANCE SUPPLIES	1 01-8150-0-4300-0000-8200-000-00	NN P	221.41
					TOTAL PAYMENT AMOUNT	221.41 *

TOTAL, PAYMENT AMOUNT

227.47 ±

100328/00 WESTERN NEVADA SUPPLY COMPANY
950 S. ROCK BLVD
SPARKS, NV 89431

260119	PO-260119	09/03/2025	MAINTENANCE SUPPLIES	1 01-8150-0-4300-0000-8200-000-00	NN P	365.47
TOTAL PAYMENT AMOUNT						365.47 *

TOTAL PAYMENT AMOUNT

365.47 *

TOTAL, Fund	13,718.98 **	13,718.98
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ACCOUNTS PAYABLE PRELIST
BATCH: 0008 SEPTEMBER BATCH #1
Fund : 13 CAFETERIAAPY500 L.00.24 09/09/25 09:01 PAGE 6
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Vendor/Addr Reg Reference	Reprint name Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal	ABA num	Account num	EE ES	R-Term	R-ExtRef
000351/00	RONANZA PRODUCE COMPANY PO BOX 604 SPARKS, NV 89432-0604									
260134	PO-260134	09/01/2025 AUGUST CAFETERIA PRODUCE	1	13-5310-0-4700-00000-3700-000-00	NN P	2,130.20		2,130.20		2,130.20
		TOTAL PAYMENT AMOUNT				2,130.20 *				2,130.20
002126/00	CDE CASHIER'S OFFICE P.O. BOX 515006 SACRAMENTO, CA 95851-5006									
260130	PO-260130	09/04/2025 COMMODITIES	1	13-5310-0-4700-00000-3700-000-00	NN P	42.90		42.90		42.90
		TOTAL PAYMENT AMOUNT				42.90 *				42.90
100724/00	DECKER EQUIPMENT P.O. BOX 176 VASSAR, MI 48768-8802									
260129	PO-260129	09/08/2025 KITCHEN CAFETERIA SUPPLIES	1	13-5310-0-4300-00000-3700-000-00	NN F	872.43		872.43		1,063.22
		TOTAL PAYMENT AMOUNT				1,063.22 *				1,063.22
001542/00	MORNING GLORY INC. PO BOX 189 SUSANVILLE, CA 96130									
260135	PO-260135	09/02/2025 AUGUST MILK	1	13-5310-0-4700-00000-3700-000-00	NN P	1,499.50		1,499.50		1,499.50
260136	PO-260136	09/02/2025 AUGUST CAFETERIA FOOD	1	13-5310-0-4700-00000-3700-000-00	NN P	7,136.67		7,136.67		7,136.67
		TOTAL PAYMENT AMOUNT				8,636.17 *				8,636.17
101080/00	U.S. BANK CORPORATE PAYMENT CENTER P.O. BOX 790428 ST. LOUIS, MO 63179-0428									
260138	PO-260138	08/22/2025 ROLL UP DOOR INSPECTION-CAFETERIA	1	13-5310-0-5600-00000-3700-000-00	NN F	1,265.00		1,265.00		1,265.00
		TOTAL PAYMENT AMOUNT				1,265.00 *				1,265.00
		TOTAL Fund		PAYMENT		13,137.49				13,137.49
		TOTAL BATCH PAYMENT				26,856.47 ***		0.00		26,856.47

ACCOUNTS PAYABLE PRELIST
BATCH: 0008 SEPTEMBER BATCH #1
Fund : 13 CAPETERIA

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

TOTAL, DISTRICT PAYMENT											26,856.47	****	0.00				26,856.47
TOTAL, FOR ALL DISTRICTS:											26,856.47	****	0.00				26,856.47
Number of checks to be printed: 25, not counting voids due to stub overflows.											26,856.47						26,856.47

DISTRICT # 11
DISTRICT NAME: JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
BATCH # 9

COMMENTS:

Batch status: A All

From batch: 0009

To batch: 0009

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

Vendor/Addr Req Reference	Reinit name Date	Description	Tax ID num	Deposit type	Fd-Resc-Y	Objt-Goal	Func-Sch-DD	T9MPS	ABA num	Account num	EE	RS	F-Term	F-Ext Ref
101412/00	BANNER LASSEN MEDICAL													
	P.O. BOX 743711													
	LOS ANGELES, CA 90074-3711													
260124	PO-260124	09/22/2025 DRUG TESTING		1	01-0000-0-5800-0000-3600-0000-00	NN	P				40.00		40.00	40.00
TOTAL PAYMENT AMOUNT														40.00
000179/00	BLUUM													
	P.O. BOX 675326													
	DALLAS, TX 75267-5326													
260120	PO-260120	09/22/2025 ARTS & MUSIC TV		1	01-6770-0-4300-1110-1000-0000-00	NN	F				2,547.19		2,553.19	2,553.19
TOTAL PAYMENT AMOUNT														2,553.19
101013/00	CANON FINANCIAL SERVICES INC													
	14904 COLLECTIONS CENTER DR													
	CHICAGO, IL 60693-0149													
260004	PO-260004	09/11/2025 SEPTEMBER COPIER LEASE		1	01-0000-0-5600-0000-7200-0000-00	NN	P				539.50		539.50	539.50
TOTAL PAYMENT AMOUNT														539.50
001408/00	CURRENT ELECTRIC AND ALARM													
	5031 GRIZZLY ROAD													
	PORTOLA, CA 96122													
260007	PO-260007	10/01/2025 QUARTERLY SECURITY MONITORING		1	01-0000-0-5800-0000-8300-0000-00	NN	P				540.00		540.00	540.00
TOTAL PAYMENT AMOUNT														540.00
101422/00	ELIIS, LORETTA													
	460-005 LAKECREST DRIVE													
	JANESVILLE, CA 96114													
PV-260018	09/22/2025 TB TESTING				01-0000-0-4300-0000-7200-0000-00	NN					17.50		17.50	17.50
TOTAL PAYMENT AMOUNT														17.50

011 JANESVILLE UNION ELEMENTARY SD J47537

ACCOUNTS PAYABLE PRELIST
BATCH: 0009 SEPTEMBER BATCH #2
Fund : 01 GENERAL FUND
APV500 L.00.24 09/23/25 08:41 PAGE 2
<< Open >>

Vendor/Addr Req Reference	Reomit name Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	ABA num	Account num	FE RS	R-Term	E-ExtRef
								Inq Amt		Net Amount
100913/00	FGL ENVIRONMENTAL 853 CORPORATION STREET SANTA PAULA, CA 93060									
260010	PO-260010	09/11/2025 WATER TESTING			1 01-8150-0-4300-0000-8200-000-00 NN P			79.00		79.00
				TOTAL: PAYMENT AMOUNT				79.00		79.00
000561/00	FRONTIER P.O. BOX 740407 CINCINNATI, OH 45274-0407									
260011	PO-260011	09/10/2025 AUGUST PHONE CHARGES			1 01-0000-0-5900-0000-7200-000-00 NN P			225.99		225.99
				TOTAL: PAYMENT AMOUNT				225.99		225.99
101249/00	HERMAN, JACEY P.O. BOX 538 JANESVILLE, CA 96114									
260176	PO-260176	09/22/2025 CLASSROOM SUPPLIES			1 01-1100-0-4300-1110-1000-000-18 NN F			77.46		77.56
				TOTAL: PAYMENT AMOUNT				77.56		77.56
003525/00	LASSEN COUNTY OFFICE OF EDUC. 472-013 JOHNSTONVILLE RD NORTH SUSANVILLE, CA 96130									
260019	PO-260019	09/17/2025 FINGERPRINTING			1 01-0000-0-5800-0000-7200-000-00 NN P			49.00		49.00
				TOTAL: PAYMENT AMOUNT				49.00		49.00
001229/00	LASSEN MUNICIPAL UTILITY DIST 65 SO. ROOP ST. SUSANVILLE, CA 96130									
260021	PO-260021	09/10/2025 SEPTEMBER ELECTRICITY			1 01-0000-0-5510-0000-8200-000-00 NN P			5,569.77		5,569.77
				TOTAL: PAYMENT AMOUNT				5,569.77		5,569.77

011 JANESVILLE UNION ELEMENTARY SD J47537

ACCOUNTS PAYABLE PRELIST
BATCH: 0009 SEPTEMBER BATCH #2
Fund : 01 GENERAL FUND
APV500 L.00.24 09/23/25 08:41 PAGE
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100947/00 LOZANO SMITH, LLP
7404 NORTH SPAIDING
FRESNO, CA 93720-3370

260022	PO-260022	09/10/2025	SEPTEMBER LEGAL SERVICES	TOTAL
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001562/00 MCGRAW-HILL SCHOOL, EDUCATION
LOCKBOX 71545
CHICAGO, IL 60694-1545

260148 PO-260148 09/10/2025 ONLINE ACCESS WONDERS TC

101421/00 MCKENNON, JAY
1406 NORTH STREET
SUSANVILLE, CA 96130

260173 PO-260173 09/12/2025 MILEAGE FOR TRANSPORTATION TOTAL, 1

101392/00 PROJECT WAYFINDER
P.O. BOX 26246
LOS ANGELES, CA 90026

260033 PO-260033 07/01/2025 WAYFTNDR SEL PROGRAM TC

100154/00 RENAISSANCE LEARNING INC.
PO BOX 64910
ST PAUL, MN 55164 0910

260171 PO-260171 07/31/2025 AR/STAR READING SUITE TC

AGE	
F. Ext Ref	
et Amount	
1,998.00	
1,998.00	
1,978.68	
1,978.68	
244.30	
244.30	
7,983.00	
7,983.00	
13,727.20	
13,727.20	

23/25 08:55	FEES ETC Tiq Amt	1,998.00	1,978.68	244.30	7,983.00	13,727.20
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account num
Func-Sch-DD T9MP

7110-000-00 NY P
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INSTRUMENTS PAYABLE
09 SEPTEMBER
: 01
Deposit type

BATCH:	Fund	num
1		
TOTAL		
2		
TOTAL		
3		
TOTAL		
4		
TOTAL		
5		
TOTAL		

37

Y SD J J
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G
3370
PTEMBEE
EDUCAT
- 1545
LINE AC
130
LEAGE P
0026
VFINDEE
NG INC
-0910
/STAR P

Remittance	LOZANO	00022	0
	7404 NO		
	FRESNO		
	00022	0	
	MCGRAW		
	LOCKBO		
	CHICAGO		
	00148	0	
	MCKENNA		
	1406 NO		
	SUSANV		
	00173	0	
	PROJECT		
	P.O. BO		
	LOS AN		
	00033	0	
	RENAISS		
	PO BOX		
	EST PAU		
	00171	0	

ACCOUNTS PAYABLE PRELIST
BATCH: 0009 SEPTEMBER BATCH #2
Fund : 01 GENERAL FUND
APV500 L.00.24 09/23/25 08:41 PAGR
<< Open >>

002007/00 SHASTA CO OFFICE OF EDUCATION
1644 MAGNOLIA AVENUE
REDDING, CA 96001

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

101417/00 SUSANVILLE FORD
704-550 RICHMOND ROAD
SUSANVILLE, CA 96130

100359/00 UBEO BUSINESS SERVICES
P.O. BOX 301062
LOS ANGELES, CA 90030-1062

TOTAL, Fund	37,698.21	**
PAYMENT	37,698.21	**

* TOTAL, DISTRICT PAYMENT	37,698.21	****	0.00	37,698.21
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Number of checks to be printed:	19, not counting voids due to stub overflows.
	37,698.21

Number of checks to be printed: 19, not counting voids due to stub overflows.

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
2025 / 2026 CASH FLOW

	Object	July	August	September	October	November
A.	BEGINNING CASH					
B.	RECEIPTS					
	9110	3,042,684.91	2,733,375.91	2,419,351.91	2,356,151.91	2,312,374.91
	Principal Apportionment / LCFF					
	Property Taxes	(95,984.00)	364,580.00	241,736.00		
	DEFERRAL REPAYMENT					
	Miscellaneous Funds					
	8080-8099					
	8100-8299					
	8300-8599	3,344.00	23,948.00	50,591.00	2,601.00	
	8600-8799	10,500.00	522.00	1,592.00	6,141.00	
	8910-8929					
	8930-8979					
	All Other Financing Sources					
	Other Receipts/Non-Revenue					
	TOTAL RECEIPTS	(82,140.00)	389,050.00	293,919.00	8,742.00	-
C.	DISBURSEMENTS					
	1000-1999	41,346.00	130,542.00	146,433.00		
	2000-2999	73,053.00	75,262.00	84,752.00	1,965.00	
	3000-3999	45,417.00	90,401.00	91,249.00	738.00	
	4000-4999	13,657.00	42,053.00	35,483.00	20,605.00	
	5000-5999	95,630.00	82,774.00	15,303.00	1,404.00	
	6000-6599					
	7000-7499					
	7600-7629					
	7630-7699					
	Other Disbursements/ Non Expenditures					
	TOTAL DISBURSEMENTS	269,103.00	421,032.00	373,220.00	24,712.00	-
D.	PRIOR YEAR TRANSACTIONS					
	9200	71,808.00			7,071.00	
	9500	(29,874.00)	(282,042.00)	16,101.00	(34,878.00)	
	9640					
	PRIOR YEAR TRANSACTIONS	41,934.00	(282,042.00)	16,101.00	(27,807.00)	-
	Deferred Revenue					
	Suspense Clearing					
E.	NET INCREASE/DECREASE					
	(B-C+D)	(309,309.00)	(314,024.00)	(63,200.00)	(43,777.00)	-
F.	ENDING CASH (A+E)	2,733,375.91	2,419,351.91	2,356,151.91	2,312,374.91	2,312,374.91
G.	ENDING CASH, PLUS ACCRUALS					

[illegible][illegible]

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

Payroll Period Ending September, 2025

End of Month Gross Payroll - September, 2025

Certificated	138,793.74
Classified	82,358.41
Board Members	281.44
Retirees	6,936.33
Certificated Subs	1,822.38
Classified Subs	416.42
TOTAL	230,608.72

Benefits (for month of October, 2025)

Medical	\$	32,446.00
Dental	\$	2,959.74
Vision	\$	618.95
Life	\$	84.51
Employee's/Retirees' Portion of Med,Dental & Vision	\$	7,273.00
TOTAL	\$	28,836.20

GRAND TOTAL: (Payroll + Medical, Dental, Vision & Life) \$ 259,444.92

Janesville Union Elementary School District
Fund Balance as of 10/14/2025

GENERAL FUND 01

Beginning Balance 7/1/25	\$	3,042,684.91	
Expenses	\$	(1,455,233.36)	Payroll/Accounts Payable
Revenue	\$	724,923.63	Apportionment/Deposits
10/14/2025	\$	2,312,375.18	

CAFETERIA FUND 13

Beginning Balance 7/1/25	\$	229,746.11	
Expenses	\$	(55,980.17)	Payroll/Accounts Payable
Revenue	\$	47,462.93	Apportionment/Deposits
10/14/2025	\$	221,228.87	

DEFERRED MAINTENANCE FUND 14

Beginning Balance 7/1/25	\$	6,529.60	
Expenses			Payroll/Accounts Payable
Revenue	\$	186.81	Apportionment/Deposits
10/14/2025	\$	6,716.41	

SPECIAL RESERVE OTHER THAN CAPITAL OUTLAY FUND 17

Beginning Balance 7/1/25	\$	165.32	
Expenses			Payroll/Accounts Payable
Revenue			Apportionment/Deposits
10/14/2025	\$	165.32	

CAPITAL FACILITIES DEVELOPER FEE FUND 25

Beginning Balance 7/1/25	\$	85,534.55	
Expenses	\$	(75.74)	Payroll/Accounts Payable
Revenue	\$	2,524.70	Apportionment/Deposits
10/14/2025	\$	87,983.51	

SCHOOL FACILITIES FUND 35

Beginning Balance 7/1/25	\$	197,123.83	
Expenses			Payroll/Accounts Payable
Revenue			Apportionment/Deposits
10/14/2025	\$	197,123.83	

BOND INTEREST & REDEMPTION FUND 51 (INFORMATION ONLY)

Beginning Balance 7/1/25	\$	17,326.26	
Expenses	\$	-	Payroll/Accounts Payable
Revenue	\$	-	Apportionment/Deposits
10/14/2025	\$	17,326.26	

Proposition 28: Arts and Music in Schools Funding

Annual Certification Requirements

Name: Janesville Union Elementary

CDS Code: 1864105-0000000

Allocation Year: 2024-25

As a condition of receipt of funds pursuant to Chapter 5.1 of Part 6 of Division 1 of Title 1 of the Education Code (EC) (Section 8820 et seq.), subdivision (g) of EC Section 8820 requires a local educational agency to annually certify to the following:

(1) Certify that all Arts and Music in Schools funds received in the current fiscal year will be used to provide arts education programs, and that Arts and Music in Schools funds expended in the prior fiscal year were, in fact, used for those purposes, except as provided in paragraph (3). For local educational agencies with an enrollment of 500 or more pupils, the certification shall also ensure that at least 80 percent of funds to be expended will be used to employ certificated or classified employees to provide arts education program instruction and that the remaining funds will be used for training, supplies and materials, and arts educational partnership programs unless waived pursuant to subdivision (h) of EC Section 8820.

(2) Certify that such funds received in the current fiscal year will be used to supplement funding for arts education programs and that funds expended in the prior fiscal year were, in fact, used to supplement arts education programs.

(3) Certify that no more than 1 percent of funds received in the current fiscal year will be used for a local educational agency's administrative expenses to implement this chapter and that funds received in the prior fiscal year were, in fact, used within that limit.

☒ **By checking this box, the submitting local educational agency certifies to meeting the requirements of EC Section 8820(g)(1) through (3), as outlined above.**

Submission Date 9/30/2025 10:55:23 AM

Proposition 28: Arts and Music in Schools Funding

Annual Report

Fiscal Year 2024-25

Name: Janesville Union Elementary
CDS Code: 1864105-0000000
Allocation Year: 2024-25, 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

Plans were not implemented in 2024/25

2. Number of full-time equivalent teachers (certificated). 0.0

3. Number of full-time equivalent personnel (classified). 0.0

4. Number of full-time equivalent teaching aides. 0.0

5. Number of students served. 0

6. Number of school sites providing arts education. 0

Date of Approval by Governing Board/Body 9/30/2025 10:55:52 AM

Annual Report Data URL

<https://www.janesvilleschool.org/District/Board-of-Trustees/Board-Meetings-Agendas/index.html>

Submission Date 9/30/2025 11:01:51 AM

October 15, 2025

Mrs. Lewis and JUS Board members,

The Janesville Teachers Association (JTA) would like to sunshine the following articles for negotiations for the **2026-2027** school year:

Article 8 - Salaries

Article 10 - Employee Benefits

Article 7 - Hours of Employment

Article 9 - Stipends and Hourly Pay Positions

Appendix C - Extracurricular Stipend Schedule

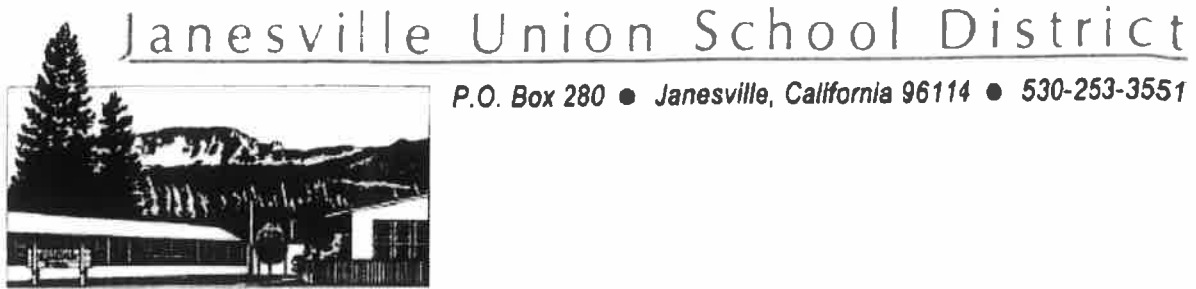
Thank you,

Heather Ethridge

Aspen Brown

TBD Negotiator in Training

JTA Negotiating Team



October 10, 2025

Heather Ethridge
JTA President

Dear Mrs. Ethridge,

The District sunshines the following for negotiations for the 2026-27 school year:

- Article 8: Salaries (Professional Growth)
- Article 9: Stipends for Extra-Curricular Activities
- Article 16: Certificated Employee Evaluation

Sincerely,

A handwritten signature in black ink that reads "Jamie Lewis". The signature is written in a cursive, flowing style.

Jamie Lewis, Superintendent/Principal

Memorandum of Understanding
By and Between
Janesville Union Elementary School District ("District") And
The California School Employees' Association and its
Janesville Chapter 678 (together "CSEA")

This Memorandum of understanding (MOU) is entered into by and between Janesville Elementary School District ("District") and the California School Employees Association and its Chapter 678 (together "CSEA") The purpose of this MOU is to provide an incentive being offered due to an increase in funding provided through the Expanded Learning Opportunities Program (ELOP) and is limited to the 2025 - 2026 school year and summer 2026. The District and CSEA agree as follows:

ELIGIBILITY

- A. Current Employees: employed for the 2025 - 2026 year.

PAYMENT SCHEDULE

- A. Make the ELOP rate of pay \$27/hour.
B. The District agrees to pay ALL ELOP hours worked at the OT rate.

FUNDING SOURCE

- A. The rate is paid entirely through an increase in Expanded Learning Opportunities Program (ELOP) funds for the 2025- 26 school year. This funding is limited and not guaranteed in future years. This agreement does not establish a precedent for future compensation.

TAXABLE INCOME

- A. The payments are subject to all applicable taxes and withholdings.

TERM OF AGREEMENT

- A. This MOU is non-precedent setting and shall not be used as evidence or argument in any other matter or future negotiation between the Parties. This shall expire in full without precedent on August 31st, 2026.
B. This agreement shall not be precedent setting. It is specific to the ELOP program.

Agreed to:

For the District:

Jamie Lewis

AA62EEB7628B45E

Jamie Lewis, Superintendent

Date: 10/8/2025

For CSEA:

Alisa Tinnin

38E43561E0224D0

Alisa Tinnin, President Chapter 678

Date: 10/8/2025

Signed by:

Veronica Sanchez

DF91FDD0747D406

Veronica Sanchez, CSEA LRR

Date: 10/8/2025

MEMORANDUM OF UNDERSTANDING
between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
JANESVILLE CHAPTER NO. 678 (together "CSEA")
and the
JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT ("DISTRICT")
Classified School Employee Summer Assistance Program

The following is a Memorandum of Understanding ("MOU") between the Janesville Union Elementary School District ("District") and the California School Employees Association and its Janesville Chapter No. 678 ("CSEA"). The District and CSEA agree to the following terms and conditions:

WHEREAS, the State of California via Education Code 45500 ("ED Code 45500") has allocated funds for Classified Employees to utilize as part of the Classified School Employee Summer Assistance Program ("CSESAP"); and

WHEREAS, the CSESAP requires a Local Education Agency to notify Classified Employees, by January 1 during a fiscal year in which moneys are appropriated, that the local educational agency has elected to participate in the program for the next school year; and

WHEREAS, the District and CSEA believe Classified Employees employed by the District should be afforded the opportunity to participate in the CSESAP; and

WHEREAS, the District and CSEA recognize funding for the CSESAP is contingent upon an appropriation in the annual Budget Act or another statute (Education Code §45500. p.2).

NOW THEREFORE, in accordance with the foregoing recitals, the parties agree to the following:

1. The District agrees to participate in the CSESAP in fiscal years where the State allocates an appropriation of funds in the annual Budget Act or another statute (Education Code §45500. p.2). In participating years, the District shall extend this benefit option to the bargaining unit:
 - a. Prior to January 1 during a fiscal year in which moneys are appropriated, the District agrees to send a notification informing Classified Employees of the District's intent to participate in the CSESAP;
 - b. The notification shall outline the eligibility requirements of the CSESAP as well as any other information required by ED Code 45500;
 - c. The District agrees to comply with all timelines as established by the California Department of Education ("CDE").
2. Eligibility for the program:
 - a. Classified Employees must work in assignments of 11 months or less out of a twelve-month period;
 - b. Classified Employees must have worked for the District for at least one year as of March 1 during a fiscal year in which moneys are appropriated;

- c. Classified Employees regular annual pay must not be more than \$62,400.00

3. Withholdings:

- a. Participating Classified Employees may elect to withhold an amount not to exceed 10% of their regular monthly pay during the applicable school year.
- b. An employee may withdraw their election to participate in the program or reduce the amount withheld from their pay, however a participating member will not be allowed to increase the withholding amount
- c. If an employee separates from employment during the applicable school year, the employee shall be paid any monies withheld from their paycheck pursuant to this program;
- d. If employees regular pay is at risk of being insufficient for the elected withholding to be deducted, the withholdings pursuant to this program will be stopped.

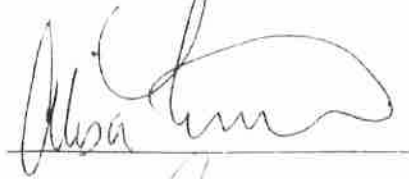
4. State matching funds:

- a. If the CDE matching funds are prorated, the participating unit member shall only be entitled to the matching funds; as provided by the CDE.
- b. Participating unit members shall receive payment of the amounts withheld plus the amount apportioned by the CDE in either one or two payments.
- c. If a participating unit member elects to receive one payment, the amounts withheld, and the matching funds provided by the CDE shall be disbursed to the participating unit member at the end of month payroll following the District's receipt of funds from the CDE.
- d. If a participating unit member elects to receive two payments they shall receive payments as follows:
 - 1. The amounts withheld at the end of month payroll in July of the succeeding fiscal year.
 - 2. The matching funds provided by the CDE shall be disbursed to the participating unit member at the end of month payroll following the District's receipt of funds from the CDE.

5. Disclaimer:

- a. Participation in the CSESAP is contingent upon an appropriation of funds in the annual Budget Act or another statute (Education Code §45500.p.2). In fiscal years where the State has elected to discontinue funding for the CSESAP, the District will have no obligation to continue offering this benefit. Participation in the CSESAP will be offered solely in fiscal years where the State has made an appropriation of funds in the annual Budget Act or another statute (Education Code §45500.p.2) into the CSESAP.

This Article will automatically be renewed and in effect until such time as the CSESAP is withdrawn or eliminated by the state legislature.



Alisa Tinin, Chapter President, CSEA Chapter 678

10/31/23

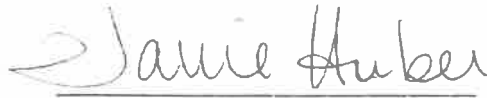
Date



CSEA Exclusive Representative

10/31/23

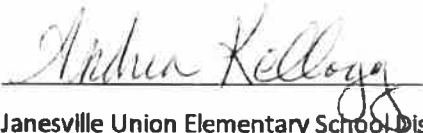
Date



Janesville Union Elementary School District

10/31/23

Date



Janesville Union Elementary School District

10/31/23

Date

DISCUSSION/ACTION ITEM: F

YEAR	TOTAL INCOME	YEAR	TOTAL INCOME
2000-01	\$ 40,658.81	2013-14	\$ -
2001-02	\$ 41,425.14	2014-15	\$ 1,460.62
2002-03	\$ 65,545.61	2015-16	\$ 13,496.12
2003-04	\$ 70,884.67	2016-17	\$ 5,310.81
2004-05	\$ 81,226.53	2017-18	\$ 1,105.83
2005-06	\$ 65,260.86	2018-19	\$ 12,428.47
2006-07	\$ 62,714.96	2019-20	\$ 11,308.43
2007-08	\$ 21,177.86	2020-21	\$ 17,111.47
2008-09	\$ 14,486.21	2021-22	\$ 21,265.00
2009-10	\$ -	2022-23	\$ 6,742.54
2010-11	\$ 38,763.31	2023-24	\$ 15,480.23
2011-12	\$ 4,975.09	2024-25	\$ 9,183.61
2012-13	\$ 2,359.00		

CSBA POLICY GUIDE SHEET
September 2025

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

Board Policy 3515 - Campus Security

Policy Updated to reflect The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," guide.

Administrative Regulation 3515 - Campus Security

Regulation updated to emphasize that a campus security plan be developed for each school site. Additionally, regulation updated to reference (1) **NEW LAW (AB 2715, 2024)** which authorizes the Governing Board to hold a closed session meeting with law enforcement or security personnel on matters posing a threat to security, including a threat to critical infrastructure controls or critical infrastructure information relating to cybersecurity, (2) **NEW LAW (AB 1858, 2024)** which requires districts to comply with specified requirements if a district's comprehensive school safety plan (CSSP) includes procedures to prepare for active shooters or other armed assailants by conducting a drill, and (3) the requirement for CSSPs to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at a district school, an activity sponsored by the school, or on a school bus serving the school. In addition, regulation updated to reflect **NEW LAW (AB 2565, 2024)** which requires districts 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 3515.4 - Recovery for Property Loss or Damage

Policy updated to reference current parent/guardian liability limits for the costs of specified damages caused by their minor child. Additionally, policy updated to clarify that debt may not be collected for damages caused by a current or former student experiencing homelessness or foster child.

Administrative Regulation 3515.4 - Recovery for Property Loss or Damage

Regulation updated to make the process for recovery for property loss or damage more evident. Additionally, regulation updated to more closely align with law.

Administrative Regulation 3516.1 - Fire Drills and Fires

Regulation updated to reflect the requirement that the first emergency evacuation drill of each school year be conducted within 10 days of the beginning of classes. Additionally, regulation updated to reflect **NEW LAW (AB 2968, 2024)** which requires districts to develop a procedure to identify appropriate refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notification to the fire department or other local authorities of the identified refuge, and, for each school in a high-risk fire zone, to (1) coordinate such procedure with the fire department or other local authorities, and (2) develop a communication and evacuation plan which can be used in the event of an early notice evacuation warning.

Board Policy 5113 - Absences and Excuses

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

Administrative Regulation 5113 - Absences and Excuses

Regulation updated to reflect **NEW LAW (AB 1884, 2024)** which removes the requirement that the deployment of an immediate family member be to a combat zone or combat support position, allowing for an excused absence when a student spends time with any deployed immediate family member who is an active duty member of the uniformed service. Additionally, regulation updated to reflect **NEW LAW (SB 1138, 2024)** which adds a student's participation in military entrance processing to the list of excused absences. In addition, regulation updated to clarify that only one of the methods listed for verification of student absences is required.

Administrative Regulation 5113.11 - Attendance Supervision

Regulation updated to reflect **NEW LAW (SB 153, 2024)** which authorizes districts to implement an attendance recovery program for students in grades kindergarten-12 to make up lost instructional time and offset absences.

Board Policy 5113.12 - District School Attendance Review Board

Policy updated to include in the philosophical paragraph the recognition of the negative impact that poor school attendance can have on student learning. Additionally, policy updated to reflect **NEW LAW (AB 1939, 2024)** which requires each district student attendance review board (SARB) to, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. In addition, policy updated to clarify that the district's SARB is required to operate in accordance with specified Board Bylaws and state law, and the county office of education's SARB rules and regulations.

Administrative Regulation 5113.12 - District School Attendance Review Board

Regulation updated to clarify that student attendance review board meetings which consider matters related to an individual student be held in closed session in accordance with Board Bylaw 9321 - Closed Session.

Board Policy 5113.2 - Work Permits

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

Administrative Regulation 5113.2 - Work Permits

Regulation updated to reflect the requirement that the Superintendent or designee, before or at the time of signing a student's work permit, issue the student a document clearly explaining basic labor rights extended to workers. Additionally, regulation updated to clarify (1) that the principal or designee is required to submit to the Superintendent a self-certification that the principal or designee understands the requirements in existing law for issuing a work permit, and (2) that copies of work permits are required to be retained in accordance with Administrative Regulation 3580 - District Records.

Board Policy 5141 - Health Care and Emergencies

Policy updated to clarify that automated external defibrillators are authorized to be used at designated school sites in accordance with the accompanying administrative regulation. Additionally, policy updated to reflect that (1) any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation, and (2) school employees are required to be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit.

Administrative Regulation 5141 - Health Care and Emergencies

Regulation updated to make more current the language regarding consent for medical treatment when the parent/guardian cannot be reached by referring to "another person identified in the district's student information system," formerly, "the emergency contact form." Additionally, regulation updated to (1) clarify the requirements for the maintenance, testing, and inspection of automated external defibrillators (AED), (2) add that the Superintendent or designee is required to comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing, (3) include that school employees be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training, (4) provide that the Superintendent or designee is required to annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency, and that the building owner may arrange for the demonstration or partner with a nonprofit organization to do so, and (5) add that the principal of any district school serving students in grades 6-12 that has an AED placed in the school annually notify students as to the location of all AEDs on campus. In addition, regulation updated to reflect that any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or

renovated as specified. is required to acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container, as specified.

Board Policy 5141.4 - Child Abuse Prevention and Reporting

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

Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting

Regulation updated to clarify that "general neglect" does not include (1) a parent's/guardian's economic disadvantage, or (2) a child receiving treatment by spiritual means or not receiving specified medical treatment for religious reasons. Additionally, regulation updated to move, for more appropriate placement, material related to a child who is experiencing homelessness or is classified as an unaccompanied minor. In addition, regulation updated to reflect **NEW LAW (AB 1913, 2024)** which requires districts to provide employee training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs annually, rather than the previously required once every three years.

Board Policy 5142 - Safety

Policy updated in conjunction with the accompanying administrative regulation, with the section regarding student identification cards and safety information moved to the administrative regulation.

Administrative Regulation 5142 - Safety

Regulation updated to make more current the language regarding release of a student when the custodial parent/guardian cannot be reached by referring to "an adult authorized in the district's student information system," formerly, "the student's emergency card." Additionally, regulation updated to incorporate the section regarding student identification cards and safety information, which was moved from the accompanying Governing Board policy and modified to reflect **NEW LAW (SB 1063, 2024)**. In addition, regulation updated to reflect The State of California's, "Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience" which warns of the dangers extreme heat can pose to children and encourages investing resource in protecting children from extreme heat.

Board Policy 6141.4 - International Baccalaureate Program

Policy updated to reflect **NEW LAW (AB 1796, 2024)** which requires the district, at the beginning of each school year, to notify the parent(s)/guardian(s) of students admitted or advancing to grades 7-12 of any International Baccalaureate (IB) courses offered by the district. Additionally, policy updated to reflect the current IB program descriptions.

Board Bylaw 9005 - Governance Standards

Bylaw updated to expand material related to CSBA's Professional Governance Standards, including Governing Board expectations as well as responsibilities for the Board as a whole and individual Board members.

Regulation 4312.42: Drug And Alcohol Testing For School Bus Drivers

Status: DRAFT

Original Adopted Date: 01/20/2015 | Last Revised Date: 05/21/2024 | Last Reviewed Date: 05/21/2024

Definitions

For purposes of drug testing required by the U.S. Department of Transportation (DOT), *drugs* include marijuana, cocaine, amphetamines, phencyclidine (PCP), and opioids. (49 CFR 40.3, 40.85, 382.107)

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. (49 CFR 40.3, 382.107)

Safety-sensitive function means all time from the time the driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety-sensitive functions include, but are not limited to, all time driving or otherwise in the bus or other school transportation vehicle; waiting at a district facility to be dispatched; inspecting, servicing, or conditioning the vehicle or vehicle equipment; loading or unloading the vehicle; supervising or assisting in the loading or unloading of the vehicle; and repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. (49 CFR 382.107)

Designated Employer Representative

The Superintendent/Principal or designee shall identify a designated employer representative who is authorized to take immediate action to remove drivers from safety-sensitive functions and to make required decisions in the testing and evaluation processes. The designated employer representative shall also be responsible for receiving test results and other communications. The name and telephone number of the designated employer representative shall be provided to the testing contractor to contact about any problems or issues that may arise during the testing process. (49 CFR 40.35, 40.215)

The Designated Employer Representative is:

Human Resource Manager
464-555 Main Street, P.O. Box 280
Janesville, CA 96114
530-253-3551
akellogg@janesschool.org

Pre-employment Testing

When hiring a new driver, the Superintendent/Principal or designee shall, with the driver's written consent, conduct a pre-employment query using the Commercial Driver's License Drug and Alcohol Clearinghouse to obtain information about whether the driver has committed a violation of federal drug or alcohol regulations. (49 CFR 382.701)

The Superintendent/Principal or designee shall also, with the driver's consent, request the driver's past drug and alcohol testing record, as specified in 49 CFR 40.25 and 382.413, from any employer who has employed the driver at any time during the previous three years. To the extent practicable, the Superintendent/Principal or designee shall obtain and review such information before the driver first performs safety-sensitive functions. In addition, the Superintendent/Principal or designee shall ask the driver if there was a positive test, or a refusal to test, on any pre-employment drug or alcohol test that was administered during the past two years in the course of applying for another safety-sensitive transportation position that was not obtained. (49 CFR 40.25, 382.413)

The driver shall not be permitted to perform safety-sensitive functions if the driver refuses to provide consent to obtain the information from previous employers or from the Clearinghouse; the information from previous employers is not received within 30 days of the date on which the driver first performed safety-sensitive functions for the district; or the driver, the Clearinghouse, or a previous employer reports a violation of a drug or alcohol regulation without subsequent completion of the return-to-duty process. (49 CFR 40.25, 382.413, 382.701, 382.703)

A driver whom the district intends to hire or use shall undergo testing for drugs and receive a verified negative test result prior to the first time the driver performs safety-sensitive functions for the district. This testing requirement may be waived if all of the following conditions exist: (49 CFR 382.301)

1. The driver has participated in a qualified drug testing program within the previous 30 days.
2. While participating in the program, the driver either was tested within the past six months from the date of application or participated in a random drug testing program for the previous 12 months from the date of application.
3. No prior employer of the driver of whom the district has knowledge has records of the driver's violation of federal drug testing regulations within the previous six months.

The Superintendent/Principal or designee shall contact the testing program(s) in which the driver has participated and obtain information about the program and the driver's participation as specified in 49 CFR 382.301.

In addition, the Superintendent/Principal or designee shall require the driver to undergo pre-employment alcohol testing in accordance with the procedures in 49 CFR 40.1-40.605 and to receive a test result indicating an alcohol concentration of less than 0.04. (49 CFR 382.301)

Post-Accident Testing

As soon as practicable following an accident involving a school bus or student activity bus, the Superintendent/Principal or designee shall ensure that the driver involved is tested for alcohol and/or drugs under either of the following conditions: (49 CFR 382.303)

1. The accident involved loss of human life.
2. The driver receives a citation for a moving traffic violation within eight hours of the accident and the accident involved bodily injury to a person who required immediate medical treatment away from the scene of the accident and/or disabling damage to one or more vehicles requiring towing.

The Superintendent/Principal or designee shall attempt to administer a required alcohol test up to eight hours following the accident and/or a drug test up to 32 hours following the accident. The results of an alcohol or drug test conducted by federal, state, or local officials having independent authority for the test shall be considered to meet this requirement. If the alcohol test is not administered within two hours following the accident, or the test for drugs is not administered within 32 hours following the accident, the Superintendent/Principal or designee shall make a record stating the reasons the test was not promptly administered. (49 CFR 382.303)

No driver required to take a post-accident alcohol test pursuant to 49 CFR 382.303 shall use alcohol for eight hours following the accident or until the driver undergoes a post-accident alcohol test, whichever occurs first. (49 CFR 382.209)

Random Testing

The Superintendent/Principal or designee shall ensure that random, unannounced drug and alcohol tests of bus drivers are conducted on testing dates reasonably spread throughout the year.

Such tests shall be unannounced and conducted during, immediately before, or immediately after the performance of safety-sensitive functions. (49 CFR 382.305)

The Superintendent/Principal or designee shall ensure that the percentage of district drivers randomly tested for drugs and alcohol meets or exceeds the minimum annual percentage rates specified in 49 CFR 382.305 or subsequently published in the Federal Register.

Each driver selected for random testing shall have an equal chance of being tested each time selections are made. (49 CFR 382.305)

Each driver who is selected for testing shall proceed to the test site immediately or, if performing a safety-sensitive function other than driving a bus, then as soon as possible after ceasing that function. (49 CFR 382.305)

Reasonable Suspicion Testing

A driver shall be required to submit to a drug or alcohol test whenever the Superintendent/Principal or designee has reasonable suspicion that the driver has violated the prohibitions against the use of drugs or alcohol. Such reasonable suspicion shall be based on specific, contemporaneous, articulable observations, conducted during, immediately

before, or immediately after the performance of safety-sensitive functions, concerning the driver's appearance, behavior, speech, and/or body odors. Reasonable suspicion of drug use may also include indications of the chronic and withdrawal effects of drugs. (49 CFR 382.307)

The person who makes the required observations for reasonable suspicion testing for drugs or alcohol shall be trained in accordance with 49 CFR 382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not be the same person who conducts the alcohol test. (49 CFR 382.307)

Within 24 hours of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier, a written record of the observations leading to a reasonable suspicion test shall be made and signed by the person who made the observations. (49 CFR 382.307)

An alcohol test required as a result of reasonable suspicion shall be administered within eight hours following the determination of reasonable suspicion. If the test is not administered within two hours, the Superintendent/Principal or designee shall prepare and maintain on file a record stating the reasons the test was not promptly administered. (49 CFR 382.307)

In the absence of a reasonable suspicion alcohol test, the district shall take no action against a driver based solely on the driver's behavior and appearance, except that the driver shall not be allowed to report for or remain on safety-sensitive functions until an alcohol test is administered and the results show a concentration less than 0.02 or 24 hours have elapsed following the determination of reasonable suspicion. (49 CFR 382.307)

Return-to-Duty Testing

The Superintendent/Principal or designee may permit a driver who has violated federal drug or alcohol regulations to return to safety-sensitive functions after the driver has successfully complied with the education and treatment services prescribed by a substance abuse professional and has taken a return-to-duty drug or alcohol test. The driver shall not resume performance of safety-sensitive functions unless the drug test shows a negative result and/or the alcohol test shows a concentration of less than 0.02. (49 CFR 40.305, 382.309)

Follow-Up Testing

Upon receiving a written follow-up testing plan from a substance abuse professional, the Superintendent/Principal or designee shall determine the actual dates for follow-up testing consistent with those recommendations and shall ensure that such tests are unannounced and follow no discernable pattern as to their timing. No additional tests beyond those included in the plan shall be imposed by the district. (49 CFR 40.307-40.309, 382.111)

Mandatory Reporting and Annual Queries to the Drug and Alcohol Clearinghouse

The Superintendent/Principal or designee shall report to the Clearinghouse any violation of federal drug and alcohol regulations, any refusal to test, and other required information by the close of the third business day following the date on which the information was obtained. (49 CFR 382.705)

The Superintendent/Principal or designee shall conduct a query using the Clearinghouse at least once a year for all drivers to determine whether information exists in the Clearinghouse about the drivers. (49 CFR 382.701)

In lieu of a full query, the Superintendent/Principal or designee may obtain the individual driver's consent to conduct a limited query that is effective for more than one year and informs the district about whether there is information about the driver in the Clearinghouse without releasing that information to the district. If the limited query shows that information exists in the Clearinghouse about the individual driver, the Superintendent/Principal or designee shall conduct a full query within 24 hours of conducting the limited query. If a full query is not conducted within 24 hours, the driver may not perform any safety-sensitive function until the results from a full query confirm that the driver may perform such functions. (49 CFR 382.701)

A driver may not perform any safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has committed a violation of federal drug or alcohol regulations. (49 CFR 382.701)

Notifications

The Superintendent/Principal or designee shall provide each driver with materials explaining the federal regulations and the district's policy and procedure related to drug and alcohol testing and shall notify representatives of

employee organizations of the availability of this information. This information shall include a detailed discussion of at least the following: (49 CFR 382.113, 382.303, 382.601)

1. The identity of the person designated by the district to answer driver questions about the materials
2. The categories of drivers who are subject to drug and alcohol testing
3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance
4. Specific information concerning prohibited driver conduct
5. The circumstances under which a driver will be tested for drugs and/or alcohol, including post-accident testing
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver
7. The requirement that a driver submit to drug and alcohol tests
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
9. The consequences for drivers found to have violated the prohibitions against drug or alcohol use, including the circumstances under which drivers will be removed immediately from safety-sensitive functions and the requirements for education, treatment, and return-to-duty testing
10. The consequences for drivers found to have a blood alcohol concentration between 0.02 and 0.04
11. Information concerning the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management
12. The requirement that personal information collected and maintained pursuant to 49 CFR 382 shall be reported to the Clearinghouse

Each driver shall sign a statement certifying receipt of a copy of the above materials. The Superintendent/Principal or designee shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver. (49 CFR 382.601)

In addition, prior to administering each alcohol or drug test, the driver shall be notified that the test is required pursuant to Title 49, Part 382, of the Code of Federal Regulations. (49 CFR 382.113)

The driver shall be notified of the results of drug and alcohol tests in accordance with 49 CFR 382.411.

Records

The Superintendent/Principal or designee shall maintain records of the district's drug and alcohol testing program in accordance with 49 CFR 40.333 and 382.401. Such records shall be maintained in a secure location with controlled access and shall be disclosed only in accordance with 49 CFR 382.405.