



Flournoy Union
Elementary School District

PO Box 2260; 15850 Paskenta Rd. Flournoy, CA 96029

www.flournoysschool.org 530-833-5331; 530-833-5332 fax

BOARD MEETING AGENDA

Tuesday, August 18, 2026 at 6:15 pm

MISSION STATEMENT: The Mission of Flournoy Elementary School is to provide academic excellence, responsible citizens, and a lifelong desire for learning in a safe environment.

DATE: Tuesday, August 18, 2026 at 6:15 pm
TYPE: Regular Board Meeting
LOCATION: Flournoy School District, Building 1

BOARD MEETING AGENDA POSTED: 08/14/2026 Flournoy School, Flournoy Store and Paskenta Store

1. PUBLIC MEETING CALL TO ORDER BY PRESIDING OFFICER ____ , at ____ p.m.

Roll call

- ☐ Cathy Bjornestad-Tobin
- ☐ Tyson Freund
- ☐ Nicole Durant
- ☐ Bryson Schenk
- ☐ Laila Souza

PUBLIC COMMENT PERTAINING TO AGENDA

Comments on Closed Session Agenda Items, (below). Any person wishing to speak to any item on the Closed Session Agenda will be granted three minutes to make a presentation.

Comments from the Floor: At this time, any person wishing to speak to any item not on the Agenda will be granted three minutes to make a presentation. No action may be taken at this meeting on items addressed during these comments.

Comments on Agenda Items: At this time, any person wishing to speak to any item on the Agenda will be granted three minutes to make a presentation.

2. PUBLIC SESSION

3. PLEDGE OF ALLEGIANCE

Recognize staff present:

- ☐ Rachel Davis, Superintendent
- ☐ Melinda Flournoy, Business Manager
- ☐ Heather Flournoy, Teacher
- ☐ Cody Weston, Custodian
- ☐ Mei Vance, Instructional Aide
- ☐ Thalia Souza, Instructional Aide
- ☐ Maria Herrera, Cook/Manager

4. APPROVAL OF AGENDA

____ / ____ / ____ / ____ / ____
Motion/Second Ayes/Noes / Abstain

____ v. Adjournment at _____ p.m.



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BOARD MEETING MINUTES
Tuesday, June 16, 2026 at 6:15 pm

MISSION STATEMENT: The Mission of Flournoy Elementary School is to provide academic excellence, responsible citizens, and a lifelong desire for learning in a safe environment.

DATE: Tuesday, June 16, 2026 at 6:15 pm
TYPE: Budget/LCAP Public Hearing Board Meeting
LOCATION: Flournoy School District, Building 1

PUBLIC HEARING NOTICE POSTED: 05/20/2026 Flournoy School Website, Flournoy Store
BOARD MEETING AGENDA POSTED: 06/12/2026 Flournoy School, Flournoy Store and Paskenta Store

1. PUBLIC MEETING CALL TO ORDER BY PRESIDING OFFICER Cathy Tobin , at 6:15 p.m.

Roll call

- ☒ ~~Cathy Bjornestad Tobin~~
- ☐ Tyson Freund
- ☒ ~~Nicole Durant~~
- ☒ ~~Bryson Schenk~~
- ☒ ~~Taila Souza~~

PUBLIC COMMENT PERTAINING TO AGENDA

Comments on Closed Session Agenda Items, (below). Any person wishing to speak to any item on the Closed Session Agenda will be granted three minutes to make a presentation.

Comments from the Floor: At this time, any person wishing to speak to any item not on the Agenda will be granted three minutes to make a presentation. No action may be taken at this meeting on items addressed during these comments.

Comments on Agenda Items: At this time, any person wishing to speak to any item on the Agenda will be granted three minutes to make a presentation.

2. CLOSED SESSION *Closed Session agenda items are confidential in accordance with California Law*
NONE

PUBLIC SESSION

3. PLEDGE OF ALLEGIANCE

Recognize staff present:

- ☒ Rachel Davis, Superintendent
- ☒ Melinda Flournoy, Business Manager
- ☐ Heather Flournoy, Teacher
- ☐ Cody Weston, Custodian
- ☐ Mei Vance, Instructional Aide
- ☐ Thalia Souza, Instructional Aide
- ☐ Maria Herrera, Cook/Manager

4. **APPROVAL OF AGENDA** ND ~ / LS ~ 3 ~ / 0 ~ / 0 ~
Motion/Second Ayes/Noes / Abstain
5. **APPROVAL OF MINUTES FROM THE MEETINGS OF:** Tuesday, May 19, 2026
ND ~ / LS ~ 3 ~ / 0 ~ / 0 ~
Motion/Second Ayes/Noes / Abstain
6. **COMMENTS**
1. From members of the Board of Education **NONE**
 2. From the Superintendent and Business Manager **NONE**
 3. From the Staff/Teachers **NONE**
7. **GENERAL FUNCTION CONSENT ITEMS**
1. Bills and warrants for: **May 2025**
 2. MOUs/Agreements: **NONE** LS ~ / ND ~ 3 ~ / 0 ~ / 0 ~
Motion/Second Ayes/Noes / Abstain
8. **PUBLIC HEARING:**
1. Discuss the 2026/27 Budget Overview for Parents (BOP) and Local Control, Accountability Plan (LCAP) for FUESD and Local Control and Accountability Plan (LCAP) Update for FUESD
 2. Discuss the 2026/27 Budget for FUESD
 3. Discuss the 2026/27 Local Performance Indicator Self -Reflection 2025-26 Indicators
9. **NEW BUSINESS-DISCUSSION/ACTION**
1. Consider approval of the 2026-27 Coaching Stipend **BS** ~ / **ND** ~ 4 ~ / 0 ~ / 0 ~
Motion/Second Ayes/Noes / Abstain
 2. Consider approval of the 2026-27 Certificated ELOP After School Tutoring Terms of Agreement. **ND** ~ / **BS** ~ 4 ~ / 0 ~ / 0 ~
Motion/Second Ayes/Noes / Abstain
 3. Consider approval of the 2026-27 Classified ELOP Afterschool Homework Help Stipend and Terms of Agreement. **BS** ~ / **ND** ~ 4 ~ / 0 ~ / 0 ~
Motion/Second Ayes/Noes / Abstain
 4. Consider approval of the Tehama County SELPA Local Plan **ND** ~ / **LS** ~ 4 ~ / 0 ~ / 0 ~
Motion/Second Ayes/Noes / Abstain
 5. Consider approval of the LEA Affirmation for FUESD of the Tehama County Local Plan as Presented **ND** ~ / **BS** ~ 4 ~ / 0 ~ / 0 ~
Motion/Second Ayes/Noes / Abstain
10. **DISCUSSION ON NEXT BOARD MEETING**
1. Next meeting date: Wednesday, June 17, 2026, 6:15 PM .
 2. Possible items for action/discussion
 - LCAP/Budget Adoption
11. **FURTHER COMMENTS**
1. From members of the Board of Education
 2. From the Superintendent
 3. From the Business Manager

Cathy Tobin ~ Adjournment at 7:26 p.m.



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BOARD MEETING MINUTES
Tuesday, June 17, 2026 at 6:15 pm

MISSION STATEMENT: The Mission of Flournoy Elementary School is to provide academic excellence, responsible citizens, and a lifelong desire for learning in a safe environment.

DATE: Tuesday, June 17, 2026 at 6:15 pm
TYPE: Budget/LCAP Adoption Board Meeting
LOCATION: Flournoy School District, Building 1

BOARD MEETING AGENDA POSTED: 06/12/2026 Flournoy School, Flournoy Store and Paskenta Store

1. **PUBLIC MEETING CALL TO ORDER BY PRESIDING OFFICER** Cathy Tobin , at 6:15 p.m.

Roll call

- ☒ ~~Cathy Bjornestad-Tobin~~
- ☐ Tyson Freund
- ☒ ~~Nicole Durant~~
- ☐ Bryson Schenk
- ☒ ~~Laila Souza~~

PUBLIC COMMENT PERTAINING TO AGENDA

Comments on Closed Session Agenda Items, (below). Any person wishing to speak to any item on the Closed Session Agenda will be granted three minutes to make a presentation.

Comments from the Floor: At this time, any person wishing to speak to any item not on the Agenda will be granted three minutes to make a presentation. No action may be taken at this meeting on items addressed during these comments.

Comments on Agenda Items: At this time, any person wishing to speak to any item on the Agenda will be granted three minutes to make a presentation.

2. **PUBLIC SESSION**

3. **PLEDGE OF ALLEGIANCE**

Recognize staff present:

- ☒ ~~Rachel Davis, Superintendent~~
- ☒ ~~Melinda Flournoy, Business Manager~~
- ☐ Heather Flournoy, Teacher
- ☐ Cody Weston, Custodian
- ☐ Mei Vance, Instructional Aide
- ☐ Thalia Souza, Instructional Aide
- ☐ Maria Herrera, Cook/Manager

4. **APPROVAL OF AGENDA**

ND - / LS - 3 - / 0 - / 0 -
Motion/Second Ayes/Noes / Abstain

5. **COMMENTS**

1. From members of the Board of Education **NONE**
2. From the Superintendent and Business Manager **NONE**
3. From the Staff/Teachers **NONE**

8. **DISCUSSION/ACTION ITEMS:** (Attachments)

1. Consider approval of the the 2026/27 Budget Overview for Parents (BOP) and Local Control and Accountability Plan (LCAP) for FUESD

ND - / LS - 3 - / 0 - / 0 -

Motion/Second Ayes/Noes /Abstain

2. Consider approval of the 2026/27 Budget for FUESD

LS - / ND - 3 - / 0 - / 0 -

Motion/Second Ayes/Noes /Abstain

3. Consider approval of SB 858 - Statement of Reserves

ND - / LS - 3 - / 0 - / 0 -

Motion/Second Ayes/Noes /Abstain

4. Consider approval of Resolution 26/27-01 EPA (Education Protection Account)

LS - / ND - 3 - / 0 - / 0 -

Motion/Second Ayes/Noes /Abstain

5. Consider approval of 2026/27 Authorizing Signatures for Budget Revisions, Interfund Transfers, and Payment of Expenditures.

ND - / LS - 3 - / 0 - / 0 -

Motion/Second Ayes/Noes /Abstain

9. **DISCUSSION ON NEXT BOARD MEETING**

1. Next meeting date: Tuesday, August 18, 2026, 6:15 PM
2. Possible items for action/discussion
 - Quarterly Report on Williams Uniform Complaints Ed Code 35186(d)

10. **FURTHER COMMENTS**

1. From members of the Board of Education **NONE**
2. From the Superintendent **NONE**
3. From the Business Manager **NONE**

Cathy Tobin - Adjournment at 6:30 p.m.

6.2

- LEARN
- GROW
- SUCCEED

BACK to SCHOOL Night!



THURSDAY,
AUGUST 20TH, 2026
AT 5:30 PM

FLOURNOY ELEMENTARY SCHOOL
15850 PASKENTA ROAD

What To Expect!


Meet Your
Child's Teacher


Learn About
Curriculum &
Routines


Get Important
School-Year
Information


Ask Questions &
Meet School Staff

Enjoy a Sweet Treat!


PULLED PORK
SANDWICHES


CHIPS


PUNCH


WATER

WE CAN'T
WAIT TO
SEE YOU!

ADVENTURE
AWAITS!



TEHAMA COUNTY ELECTIONS DEPARTMENT

SEAN HOUGHTBY
REGISTRAR OF VOTERS

August 12, 2026

Flournoy School District
PO Box 2260
Flournoy CA 96029

Re: November 3, 2026 California General Election.

This is notification that the nomination period is closed for offices scheduled to be filled at the November 3, 2026 California General Election.

The Flournoy School District had 3 candidates file for the 3 available 4-year terms:

- **Cathy Christine Tobin**
- **Laila Marie Souza**
- **Nicole Durant**

The voters have not filed a petition requesting that an election be held for the offices pursuant to Education Code Section 5326. Therefore, pursuant to Education Code Section 5328 the above named candidate(s) shall be seated at the organizational meeting of the district governing board as if elected at an election.

Certificates of Appointment and Oaths will be mailed out at the end of November after the Election is certified. Should you have any questions, please don't hesitate to call.

Sincerely,

Sean Houghtby
Tehama County Clerk & Recorder

Checks Dated 06/01/2026 through 06/30/2026

Check Number	Check Date	Pay to the Order of	FD-OBJT	Comment	Expensed Amount	Check Amount
40305571	06/17/2026	California Safety Company	01-5507	MONTHLY FIRE & BURG		230.00
40305572	06/17/2026	Coastal Business Systems Inc.	01-5600	COPIER		705.17
40305573	06/17/2026	CSM Consulting	01-5800	E-RATE INVOICE APRIL-JUNE 4-4		1,102.72
40305574	06/17/2026	FGL Environmental	01-5502	DRINKING WATER MONITORING		447.00
40305575	06/17/2026	GOLD STAR FOODS, INC	13-4700	CAFETERIA FOOD		498.77
40305576	06/17/2026	Green Waste	01-5506	GARBAGE		349.10
40305577	06/17/2026	J.M. Distributing Dairy Prod.	13-4700	MILK FOR LUNCHES		452.55
40305578	06/17/2026	JACK SCHREDER & ASSOCIATES INC	01-5800	APRIL 2026 SCHOOL FACILITIES PROGRAM	563.75	
				MARCH 2026 SCHOOL FACILITIES PROGRAM	461.25	1,025.00
40305579	06/17/2026	North State Electric & Pump	01-5600	MONTHLY BAKER TANK RENTAL APR-MAY 2026		2,000.00
40305580	06/17/2026	NORTH STATE WATER TREATMENT	01-5502	DRINKING WATER SAMPLING		370.00
40305581	06/17/2026	Pacific Gas & Electric Co	01-5503	ELECTRIC	2,230.25	
40305582	06/17/2026	McCoy's Hardware & Farm Supply	01-5800	ELKINS ELECTRIC	58.79	2,289.04
40305583	06/17/2026	TCSIG	01-4300	WEED KILLER		150.84
40305584	06/17/2026	Tehama Co Dept of Education	76-9513	HEALTH INSURANCE PREMIUMS		7,329.00
			01-5800	3RD QTR LAN SUPPORT 25/26	300.00	
				ELOP REIMB 25/26	36,593.03	36,893.03
40305585	06/17/2026	US Bank	01-4300	CAFETERIA, CLASS, MAINT SUPPLIES	1,292.36	
			01-5600	CAFETERIA, CLASS, MAINT SUPPLIES	538.16	
			13-4700	CAFETERIA, CLASS, MAINT SUPPLIES	263.16	2,093.68
Total Number of Checks					15	55,935.90

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL	12	47,392.42
13	CAFETERIA SPEC REV	3	1,214.48
76	WARRANT/PASS-THRU	1	7,329.00
Total Number of Checks		15	55,935.90
Less Unpaid Tax Liability			.00
Net (Check Amount)			55,935.90

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

908 - Flournoy School District

Generated for MELINDA FLOURNOY (MFLOURNOY908), Aug 5
2026 11:44AM

Checks Dated 07/01/2026 through 07/30/2026

Check Number	Check Date	Pay to the Order of	FD-OBJT	Comment	Expensed Amount	Check Amount
40306137	07/01/2026	DSA SACRAMENTO REGION	01-5800	DSAs PLAN REVIEW FEES FOR FIRE TANK		1,520.00
40306138	07/01/2026	US Bank	01-4300	CAFE, MAINT SUPPLIES	152.55	
			13-4700	CAFE, MAINT SUPPLIES	175.64	
40306555	07/13/2026	GOPHER	01-4300	PLAYGROUND SUPPLIES		328.19
40306556	07/13/2026	HEATHER FLOURNOY	01-4300	CLASS MONEY REIMBURSEMENT		66.54
40306557	07/13/2026	SCHOLASTIC CLASSROOM MAGAZINES	01-4300	CLASSROOM MAGAZINES		300.00
40306558	07/13/2026	California Safety Company	01-5507	MONTHLY FIRE/BURG MONITORING		864.75
40306559	07/13/2026	Diverse Network Associates Inc	01-5800	CATAPULT CONNECT	179.75	
				WEBSITE HOSTING 26-27	1,495.00	
40306560	07/13/2026	Christy White Associates	01-5802	2024-25 DISTRICT AUDIT		1,674.75
40306561	07/13/2026	Coastal Business Systems Inc.	01-5600	COPIER		800.00
40306562	07/13/2026	CSBA	01-5800	CSBA/ELA MEMBERSHIP	993.00	
				GAMUT POLICY MEMBERSHIP	625.00	
40306563	07/13/2026	EMS LINQ, LLC	13-5800	CAFETERIA POS SUBSCRIPTION		1,618.00
40306564	07/13/2026	Green Waste	01-5506	GARBAGE		2,109.42
40306565	07/13/2026	JACK SCHREDER & ASSOCIATES INC	01-5800	MAY 2026 SCHOOL FACILITIES PROGRAM		368.02
40306566	07/13/2026	Northern CA Schools Ins Group	01-5450	SCHOOL INSURANCE PREMIUMS		102.50
40306567	07/13/2026	NORTH STATE WATER TREATMENT	01-5502	DRINKING WATER TESTING		17,127.10
40306568	07/13/2026	Pacific Gas & Electric Co	01-5503	ELECTRIC	2,544.39	
				ELKINS ELECTRIC	59.85	
40306569	07/13/2026	READ NATURALLY INC	01-4300	READ LIVE LICENSES		2,604.24
40306570	07/13/2026	ACCELERATE LEARNING INC.	01-4300	STEMSCOPES SCIENCE CURRICULUM		640.00
40306571	07/13/2026	TCSIG	76-9513	HEALTH INSURANCE PREMIUMS	7,854.00	
			76-9522	HEALTH INSURANCE PREMIUMS	1,243.20	
			76-9552	HEALTH INSURANCE PREMIUMS	315.00	
			76-9553	HEALTH INSURANCE PREMIUMS	96.00	
40306572	07/13/2026	Tehama Co Dept of Education	01-5800	2025-26 SARF SERVICES		9,508.20
40306573	07/13/2026	Tehama Co. Dept of Env Health	01-5800	SCHOOL CAFETERIA/NON TRANSIENT WATER		1,164.00
40306574	07/13/2026	Woods Pest Control	01-5505	ELKINS PEST CONTROL	100.00	
				PEST CONTROL	185.00	
Total Number of Checks					22	43,484.42

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL	20	31,691.16

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 07/01/2026 through 07/30/2026

Check Number	Check Date	Pay to the Order of	FD-OBJT	Comment	Expensed Amount	Check Amount
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Fund Recap

Fund	Description	Check Count	Expensed Amount
13	CAFETERIA SPEC REV	2	2,285.06
76	WARRANT/PASS-THRU	1	9,508.20
Total Number of Checks		22	43,484.42
Less Unpaid Tax Liability			.00
Net (Check Amount)			43,484.42

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

908 - Flourmoy School District

Generated for MELINDA FLOURNOY (MFLOURNOY908), Aug 5
2026 11:45AM

8.1
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Quarterly Report on Williams Uniform Complaints
Education Code 35186(d)

District: Flournoy Union Elementary School District



Person completing this form: Melinda Flournoy Title: Business Manager

Quarterly Report Submission Date: July 2026
Month Year

Date for information to be reported publicly at governing board meeting: 08/18/26

Please check the box that applies:



No complaints were filed with any school in the district during the quarter indicated above.



Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Rachel Davis



Print Name of District Superintendent

Signature of District Superintendent

08/11/2026

Date

45-Day Budget Revision - General Fund
Unrestricted8.2
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Description	ObjectCodes	2026-27 Adopted Budget	Change	Proposed Budget with 45-Day Revision
A. REVENUES AND OTHER FINANCING SOURCES				
1. LCFF/Revenue Limit Sources	8010-8099	658,807.00	-	658,807.00
2. Federal Revenues	8100-8299	-	-	-
3. Other State Revenues	8300-8599	6,632.00	-	6,632.00
4. Other Local Revenues	8600-8799	55,184.00	-	55,184.00
5. Other Financing Sources			-	
a. Transfers In	8900-8929	(83,749.00)	-	(83,749.00)
b. Other Sources	8930-8979	-	-	-
c. Contributions	8980-8999	(83,749.00)	-	(83,749.00)
6. Total (Sum lines A1 thru A5c)		553,125.00	-	553,125.00
B. EXPENDITURES AND OTHER FINANCING USES				
1. Certificated Salaries	1000-1999	212,375.00	-	212,375.00
2. Classified Salaries	2000-2999	116,419.00	-	116,419.00
3. Employee Benefits	3000-3999	126,798.00	-	126,798.00
4. Books and Supplies	4000-4999	24,740.00	-	24,740.00
5. Services and Other Operating Expenditures	5000-5999	216,165.00	-	216,165.00
6. Capital Outlay	6000-6999	-	-	-
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	-	-	-
8. Other Outgo - Transfers of Indirect Costs	7300-7399	-	-	-
9. Other Financing Uses			-	
a. Transfers Out	7600-7629	42,830.00	-	42,830.00
b. Other Uses	7630-7699	-	-	-
11. Total (Sum lines B1 thru B10)		739,327.00	-	739,327.00
C. NET INCREASE (DECREASE) IN FUND BALANCE				
(Line A6 minus line B11)		(186,202.00)	-	(186,202.00)
D. FUND BALANCE				
1. Net Beginning Fund Balance (Form 011, line F1e)		1,163,258.00	-	1,163,258.00
2. Ending Fund Balance (Sum lines C and D1)		977,056.00	-	977,056.00
3. Components of Ending Fund Balance (Form 011)			-	
a. Nonspendable	9710-9719	1,500.00	-	1,500.00
b. Restricted	9740	-	-	-
c. Committed			-	
1. Stabilization Arrangements	9750	-	-	-
2. Other Commitments	9760	-	-	-
d. Assigned	9780	969,305.00	-	969,305.00
e. Unassigned/Unappropriated			-	
1. Reserve for Economic Uncertainties	9789	90,000.00	-	90,000.00
2. Unassigned/Unappropriated	9790	-	-	-
f. Total Components of Ending Fund Balance			-	
(Line D3f must agree with line D2)		1,060,805.00	-	1,060,805.00
E. AVAILABLE RESERVES				
1. General Fund			-	
a. Stabilization Arrangements	9750	-	-	-
b. Reserve for Economic Uncertainties	9789	90,000.00	-	90,000.00
c. Unassigned/Unappropriated	9790	-	-	-
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)				
2. Special Reserve Fund - Noncapital Outlay (Fund 17)			-	
a. Stabilization Arrangements	9750	-	-	-
b. Reserve for Economic Uncertainties	9789	-	-	-
c. Unassigned/Unappropriated	9790	-	-	-
3. Total Available Reserves (Sum lines E1a thru E2c)		90,000.00	-	90,000.00

Flournoy Union Elementary School District

45-Day Budget Revision - General Fund
Restricted

Description	ObjectCodes	2026-27 Adopted Budget	Change	Proposed Budget with 45-Day Revision
A. REVENUES AND OTHER FINANCING SOURCES				
1. LCFF/Revenue Limit Sources	8010-8099	-	-	-
2. Federal Revenues	8100-8299	25,620.00	-	25,620.00
3. Other State Revenues	8300-8599	136,178.00	31,990.00	168,168.00
4. Other Local Revenues	8600-8799	42,796.00	-	42,796.00
5. Other Financing Sources			-	
a. Transfers In	8900-8929	-	-	-
b. Other Sources	8930-8979	-	-	-
c. Contributions	8980-8999	83,749.00	-	83,749.00
6. Total (Sum lines A1 thru A5c)		288,343.00	31,990.00	320,333.00
B. EXPENDITURES AND OTHER FINANCING USES				
1. Certificated Salaries	1000-1999	20,572.00	-	20,572.00
2. Classified Salaries	2000-2999	92,261.00	-	92,261.00
3. Employee Benefits	3000-3999	75,688.00	-	75,688.00
4. Books and Supplies	4000-4999	2,474.00	-	2,474.00
5. Services and Other Operating Expenditures	5000-5999	66,529.00	-	66,529.00
6. Capital Outlay	6000-6999	5,659.00	-	5,659.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	25,160.00	-	25,160.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	-	-	-
9. Other Financing Uses				
a. Transfers Out	7600-7629	-	-	-
b. Other Uses	7630-7699	-	-	-
11. Total (Sum lines B1 thru B10)		288,343.00	-	288,343.00
C. NET INCREASE (DECREASE) IN FUND BALANCE				
(Line A6 minus line B11)		-	31,990.00	31,990.00
D. FUND BALANCE				
1. Net Beginning Fund Balance (Form 011, line F1e)		10,146.00	-	10,146.00
2. Ending Fund Balance (Sum lines C and D1)		10,146.00	31,990.00	42,136.00
3. Components of Ending Fund Balance (Form 011)				
a. Nonspendable	9710-9719	-	-	-
b. Restricted	9740	10,146.00	31,990.00	42,136.00
c. Committed				
1. Stabilization Arrangements	9750	-	-	-
2. Other Commitments	9760	-	-	-
d. Assigned	9780		-	
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789		-	
2. Unassigned/Unappropriated	9790	-		
f. Total Components of Ending Fund Balance				
(Line D3f must agree with line D2)		10,146.00	31,990.00	42,136.00
E. AVAILABLE RESERVES				
1. General Fund				
a. Stabilization Arrangements	9750	-	-	-
b. Reserve for Economic Uncertainties	9789	-	-	-
c. Unassigned/Unappropriated	9790	-	-	-
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)				
2. Special Reserve Fund - Noncapital Outlay (Fund 17)				
a. Stabilization Arrangements	9750	-	-	-
b. Reserve for Economic Uncertainties	9789	-	-	-
c. Unassigned/Unappropriated	9790	-	-	-
3. Total Available Reserves (Sum lines E1a thru E2c)		-	-	-

Flournoy Union Elementary School District

45-Day Budget Revision - General Fund
TOTAL

Description	ObjectCodes	2025-26 Adopted Budget	Change	Proposed Budget with 45-Day Revision
A. REVENUES AND OTHER FINANCING SOURCES				
1. LCFF/Revenue Limit Sources	8010-8099	658,807.00	-	658,807.00
2. Federal Revenues	8100-8299	25,620.00	-	25,620.00
3. Other State Revenues	8300-8599	142,810.00	31,990.00	174,800.00
4. Other Local Revenues	8600-8799	97,980.00	-	97,980.00
5. Other Financing Sources		-	-	-
a. Transfers In	8900-8929	-	-	-
b. Other Sources	8930-8979	-	-	-
c. Contributions	8980-8999	-	-	-
6. Total (Sum lines A1 thru A5c)		925,217.00	31,990.00	957,207.00
B. EXPENDITURES AND OTHER FINANCING USES				
1. Certificated Salaries	1000-1999	232,947.00	-	232,947.00
2. Classified Salaries	2000-2999	208,680.00	-	208,680.00
3. Employee Benefits	3000-3999	202,486.00	-	202,486.00
4. Books and Supplies	4000-4999	27,214.00	-	27,214.00
5. Services and Other Operating Expenditures	5000-5999	282,694.00	-	282,694.00
6. Capital Outlay	6000-6999	5,659.00	-	5,659.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	25,160.00	-	25,160.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	-	-	-
9. Other Financing Uses		-	-	-
a. Transfers Out	7600-7629	42,830.00	-	42,830.00
b. Other Uses	7630-7699	-	-	-
11. Total (Sum lines B1 thru B10)		1,027,670.00	-	1,027,670.00
C. NET INCREASE (DECREASE) IN FUND BALANCE				
(Line A6 minus line B11)		(102,453.00)	31,990.00	(70,463.00)
D. FUND BALANCE				
1. Net Beginning Fund Balance (Form 011, line F1e)		1,173,404.00	-	1,173,404.00
2. Ending Fund Balance (Sum lines C and D1)		1,070,951.00	31,990.00	1,102,941.00
3. Components of Ending Fund Balance (Form 011)				
a. Nonspendable	9710-9719	1,500.00	-	1,500.00
b. Restricted	9740	10,146.00	31,990.00	42,136.00
c. Committed		-	-	-
1. Stabilization Arrangements	9750	-	-	-
2. Other Commitments	9760	-	-	-
d. Assigned	9780	969,305.00	-	969,305.00
e. Unassigned/Unappropriated		-	-	-
1. Reserve for Economic Uncertainties	9789	90,000.00	-	90,000.00
2. Unassigned/Unappropriated	9790	-	-	-
f. Total Components of Ending Fund Balance		1,070,951.00	31,990.00	1,102,941.00
(Line D3f must agree with line D2)				
E. AVAILABLE RESERVES				
1. General Fund				
a. Stabilization Arrangements	9750	-	-	-
b. Reserve for Economic Uncertainties	9789	90,000.00	-	90,000.00
c. Unassigned/Unappropriated	9790	-	-	-
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)				
2. Special Reserve Fund - Noncapital Outlay (Fund 17)				
a. Stabilization Arrangements	9750	-	-	-
b. Reserve for Economic Uncertainties	9789	-	-	-
c. Unassigned/Unappropriated	9790	-	-	-
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		90,000.00	-	90,000.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		9%		9%

Flourney Union Elementary School District

45-Day Budget Revision - General Fund
TOTAL

Description	ObjectCodes	2025-26 Adopted Budget	Change	Proposed Budget with 45-Day Revision
F. RECOMMENDED RESERVES				
2. District ADA				
Use to determine the reserve standard percentage level on Lind F3d (Col. A: Form AI, Estimated P-2 ADA column, Lines A4 and C4; enter projections)				
		29.31	2,901.69	2,931.00
3. Calculating the Reserves				
a. Expenditures and Other Financing Uses Lline B11)		1,027,670.00	-	1,027,670.00
b. Reserve Standard by Percent Level		5%	0%	5%
c. Reserve Standard - by Percent (Line F3c times F3a)		51,383.50	-	51,383.50
d. Reserve Standard - by Amount		90,000.00	-	90,000.00
e. Reserve Standard (Greater of Line F3c or F3d)		51,383.50	-	51,383.50
f. Available Reservecs (line E3) Meet Reserve Standard (line F3e)		YES		YES

RFSP
7435

Schedule of Revised Allocations for the Learning Recovery Emergency Block Grant Fiscal Year 2022-23

Funding is available to county offices of education, school districts and charter schools pursuant to EC Section 32526, added by Section 2 of AB 182 (Ch. 53, 2022) and amended by Sec. 15 of AB 185 (Ch. 571, 2022) and Sec. 16 of SB 114 (Ch. 48, 2023); Items 6100-485 of the Budget Act of 2023 (Ch. 12, 2023) and 6100-488, Prov. 4, added by Section 199 of AB 102 (Ch. 38, 2023).

Funds are allocated on a per-unit basis using each LEA's K-12 average daily attendance as reported at the 2021-22 Second Principal Apportionment multiplied by the LEA's 2021-22 unduplicated pupil percentage.

Revised allocations are based on reduced funding levels pursuant to the 2023 Budget and reflect a proportional reduction to all LEAs; the revised per-unit funding rate is approximately \$2053.11 (\$2,053.11013259), the per unit reduction is \$342.97.

Overpaid amounts will be recovered via offset to the Principal Apportionment monthly payment or by invoice.

Legend: ADA = Average daily attendance; Ch. = Chapter; EC = California Education Code; Res. Code = SACS Resource Code; SACS = Standardized Account Code Structure; SB = Senate Bill; UPP = Unduplicated pupil percentage; CDS: County District School

County Name	CDS	Local Educational Agency Name	2021-22 ADA x UPP	Original Allocation	Revised Allocation	Overpaid Amount	2025-26 BUDGET ACTUAL FUNDING	2026-27 BUDGET ACT ESTIMATED FUNDING
Tehama	52105200000000	Tehama Co. Office of Education	43.66	\$ 104,613.00	\$ 89,639.00	\$ (14,974.00)	\$ 5,006.00	\$ 9,968.00
Tehama	52105206119606	Lincoln Street	68.13	\$ 163,245.00	\$ 139,879.00	\$ (23,366.00)	\$ 7,812.00	\$ 15,554.00
Tehama	52105206119671	Tehama eLearning Academy	92.32	\$ 221,206.00	\$ 189,543.00	\$ (31,663.00)	\$ 10,586.00	\$ 21,077.00
Tehama	52714720000000	Antelope Elementary	428.58	\$ 1,026,913.00	\$ 879,922.00	\$ (146,991.00)	\$ 49,145.00	\$ 97,846.00
		Lassen-Antelope Volcanic Academy (LAVA)						
Tehama	52714720134403	Charter	66.35	\$ 158,980.00	\$ 136,224.00	\$ (22,756.00)	\$ 7,608.00	\$ 15,148.00
Tehama	52714980000000	Corning Union Elementary	1,511.19	\$ 3,620,936.00	\$ 3,102,639.00	\$ (518,297.00)	\$ 173,288.00	\$ 345,009.00
Tehama	52715060000000	Corning Union High	757.34	\$ 1,814,649.00	\$ 1,554,902.00	\$ (259,747.00)	\$ 86,844.00	\$ 172,903.00
Tehama	52715220000000	Evergreen Union	521.94	\$ 1,250,611.00	\$ 1,071,601.00	\$ (179,010.00)	\$ 59,851.00	\$ 119,159.00
Tehama	52715220132597	Evergreen Institute of Excellence	73.25	\$ 175,513.00	\$ 150,390.00	\$ (25,123.00)	\$ 8,400.00	\$ 16,723.00
Tehama	52715300000000	Flournoy Union Elementary	27.04	\$ 64,790.00	\$ 55,516.00	\$ (9,274.00)	\$ 3,101.00	\$ 6,173.00
Tehama	52715480000000	Gerber Union Elementary	310.61	\$ 744,247.00	\$ 637,717.00	\$ (106,530.00)	\$ 35,618.00	\$ 70,912.00
Tehama	52715550000000	Kirkwood Elementary	52.89	\$ 126,729.00	\$ 108,589.00	\$ (18,140.00)	\$ 6,065.00	\$ 12,075.00
Tehama	52715630000000	Lassen View Union Elementary	169.88	\$ 407,047.00	\$ 348,782.00	\$ (58,265.00)	\$ 19,480.00	\$ 38,785.00
Tehama	52715710000000	Los Molinos Unified	388.63	\$ 931,190.00	\$ 797,900.00	\$ (133,290.00)	\$ 44,564.00	\$ 88,726.00
Tehama	52716210000000	Red Bluff Union Elementary	1,285.87	\$ 3,081,051.00	\$ 2,640,032.00	\$ (441,019.00)	\$ 147,451.00	\$ 293,568.00
Tehama	52716390000000	Red Bluff Joint Union High	1,029.97	\$ 2,467,893.00	\$ 2,114,642.00	\$ (353,251.00)	\$ 118,107.00	\$ 235,144.00
Tehama	52716470000000	Reeds Creek Elementary	86.53	\$ 207,333.00	\$ 177,656.00	\$ (29,677.00)	\$ 9,922.00	\$ 19,755.00
Tehama	52716540000000	Richfield Elementary	130.87	\$ 313,575.00	\$ 268,690.00	\$ (44,885.00)	\$ 15,007.00	\$ 29,878.00
Statewide Totals			7,045.05	\$ 16,880,521.00	\$ 14,464,263.00	\$ (2,416,258.00)	\$ 807,855.00	\$ 1,608,403.00

Prepared by
School Fiscal Services Division
California Department of Education
September 2023

Student Support and Professional Development Discretionary Block Grant
Fiscal Year 2026-27

County Code	District Code	Local Educational Agency	2025-26 P-2 ADA	ESTIMATED FUNDING @ \$930.00 X ADA
52	10520	Tehama Co. Office of Education	54.23	\$50,434
52	10520	Lincoln Street	91.07	\$84,695
52	10520	Tehama eLearning Academy	122.75	\$114,158
52	71472	Antelope Elementary	642.48	\$597,506
52	71472	Lassen-Antelope Volcanic Academy (LAVA)	95.16	\$88,499
52	71498	Corning Union Elementary	1813.33	\$1,686,397
52	71506	Corning Union High	943.14	\$877,120
52	71522	Evergreen Union	987.92	\$918,766
52	71522	Evergreen Institute of Excellence	177.44	\$165,019
52	71530	Flournoy Union Elementary	27.76	\$25,817
52	71548	Gerber Union Elementary	361.75	\$336,428
52	71555	Kirkwood Elementary	110.06	\$102,356
52	71563	Lassen View Union Elementary	350.32	\$325,798
52	71571	Los Molinos Unified	533.41	\$496,071
52	71621	Red Bluff Union Elementary	1645.36	\$1,530,185
52	71639	Red Bluff Joint Union High	1552.48	\$1,443,806
52	71647	Reeds Creek Elementary	173.82	\$161,653
52	71654	Richfield Elementary	261.68	\$243,362
			9,944.16	\$9,248,070

BOARD RESOLUTION
AMEND BYLAWS
OF
NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP (NCSIG)

WHEREAS, **Flournoy Elementary School District** is a Member of Northern California Schools Insurance Group and the NCSIG Board of Directors reviewed and approved the proposed amendment to the Bylaws of NCSIG on May 29, 2026.

WHEREAS, Article XIV of the NCSIG Bylaws requires approval by two-thirds (2/3) of the NCSIG membership for amendments to become effective.

NOW THEREFORE BE IT RESOLVED THAT:

The Board of Trustees of Flournoy Elementary School District hereby approves the Amendments to the NCSIG Bylaws Amended and Restated dated May 29, 2026.

PASSED AND ADOPTED by the Board of Directors of the

Flournoy Elementary School District this August 18, 2026 (date), by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA
COUNTY OF **Tehama**

I, **Nicole Durant, Secretary** of the **Flournoy Elementary School District** Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of the resolution adopted by the Board of Trustees at a regularly called and conducted meeting held on said date.

Secretary of Board of Trustees

BACKGROUND:

NCSIG JPA Bylaws were rewritten and approved 12/7/2017 and approved by two-thirds vote of Membership effective March 1, 2018 and were last reviewed and revised 5/26/2022.

STATUS:

The NCSIG Board approved the amended changes to the bylaws on May 29, 2026. In accordance with Article XIV of the Bylaws a 2/3 vote from all members are required to pass the proposed changes.

Summary of Proposed Changes:

The Bylaws define the number of board members from each NCSIG representative county based on ADA. The change as outlined in the bylaws will change the qualifying ADA for counties that do not have the majority of their PEA's as NCSIG members. This will allow members with sufficient ADA (500 or more) to have board representation regardless of how many PEA's in their county are NCSIG Members.

RECOMMENDATION:

Approve the resolution to approve the amendment to the NCSIG Bylaws as proposed.

Northern California Schools Insurance Group

BYLAWS

Rewritten in entirety and approved by NCSIG Board of Directors on December 7, 2017 and approved by two-thirds vote of Membership to be effective March 1, 2018.

Article I Section D. Amended
Approved by Board of Directors May 26, 2022 Ratified by Membership

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BYLAWS

NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP JOINT POWERS AUTHORITY

PREAMBLE

Northern California Schools Insurance Group ("NCSIG") was established pursuant to the terms of a Joint Powers Agreement ("JPA Agreement") by and among its Public Educational Agencies ("PEA") for the purpose of providing the services and other items necessary and appropriate for the establishment, operation, and maintenance of a joint program for liability and property damage protection for the PEA's who are Members ("Members") hereof, and to provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding pooled coverage and group purchase insurance and reinsurance programs. Pursuant to the terms of the JPA Agreement, NCSIG has adopted these Bylaws ("Bylaws") to apply to and govern NCSIG and its Members.

ARTICLE I BOARD OF DIRECTORS

- A. A Board of Directors is hereby established to represent the NCSIG membership.
- B. The Board of Directors shall be formed in the following manner. Each California County in which a majority of Public Educational Agencies in that county are members of NCSIG shall have representation on the Board of Directors. Representation from each county shall be on a weighted basis based on each county's combined Average Daily Attendance (ADA). ADA shall be as determined in the NCSIG Underwriting Policy for purposes of rate setting each year. Should a county's ADA change the county to a different size category, the change in number of Directors shall become effective at the beginning of the next fiscal year beginning July 1. Selection of Directors from each county shall be designated by the county's Superintendent of Schools and must be either a school administrator or a designated confidential employee of a member and shall serve at the pleasure of the Members in that county. Each Director shall be entitled to cast one vote in all matters requiring a vote, except in the case of an actual or potential conflict of interest.

Total County ADA		Number of Directors
0 -	7,499	2
7,500 -	24,999	3
25,000 -	Over	4

- C. If a Public Educational Agency is located in a county where the majority of Public Educational Agencies are not members of NCSIG, the size category and number of votes for that Director shall be as shown in the Table below. The Director would be appointed by the Superintendent of the Public Educational Entity with qualifying ADA. All votes allocated to each Director shall be cast together and cannot be split.

Individual Member ADA		Votes Allocated
0 -	4,999	0
<u>500</u>	<u>4,999</u>	<u>1</u>
5,000 -	7,499	2
7,500 -	24,999	3
25,000 -	Over	4

- D. Each Director shall designate an alternate representative from their PEA who is employed as a school administrator or a designated confidential employee that is authorized to act in the event of the absence of the appointed Director. Only the designated Director or alternate may serve on the board. Individuals may be appointed to serve as alternates by one or more Authority Members so long as the qualified alternate represents a member PEA from the same county.
- E. The Board of Directors shall hold at least one regular meeting each fiscal year. The date, time, and location for each such regular meeting shall be fixed by the Board of Directors, and shall be publicly noticed prior to the meeting. All meetings of the Board of Directors shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Sections 54950, et seq., of the California Government Code), as said Act may be modified by subsequent legislation, and as the same may be augmented by rules of the Board of Directors not inconsistent therewith. The Board may hold additional meetings as determined by the Board and consistent with Brown Act. Except as otherwise provided or permitted by law, all meetings of the Board are open and public. The Board of Directors will cause minutes of its meetings to be kept, and post the true and correct copies of the minutes of such meetings after Board approval.
- F. The principal office for the transaction of business of NCSIG and receipt of all notices is hereby fixed and located as described in Appendix A attached hereto and incorporated herein by reference. The Board of Directors shall have the authority to change the location of the principal office.
- G. The Board of Directors may establish and dissolve operating committees and establish such committees and their operating policies.
- H. The Board of Directors may establish, revise and discontinue policies related to the operation of NCSIG and such approved policies are binding upon the Members unless otherwise specified by policy established by the Board of Directors.
- I. The Board of Directors shall determine Contributions and the method by which Contributions will be paid to NCSIG. The Board of Directors will also provide for additional assessments during the year, if necessary or appropriate, to allow for increased costs and expenses that may occur. The Board of Directors shall insure that a complete and accurate system of accounting of the NCSIG financials are maintained at all times consistent with established auditing standards and accounting procedures.
- J. The Board of Directors shall review coverages that are provided to Members and establish policies and procedures for claims administration.

- K. The Board of Directors shall approve the terms of all related insurance, excess insurance, reinsurance and other agreements, including the terms of coverage, claims services, cost and compensation.
- L. The Board of Directors shall directly or by contract provide for services required to effectively implement all aspects of the Joint Program.
- M. The Board may authorize any Officer or Officers, agent or agents, to enter into any contract or execute any instrument in the name and on behalf of NCSIG, and such authorization may be general or confined to specific instances. Unless so authorized by the Board of Directors, no Officer, agent or employee shall have any authority to bind NCSIG by any contract or to pledge its credit or to render it liable for any purpose.

ARTICLE II

RULES OF THE BOARD OF DIRECTORS

- A. The Board of Directors may establish rules governing its own conduct and procedures and have such expressed or implied authority as is not inconsistent with, or contrary to, the laws of the State of California, these Bylaws, or the Joint Powers Agreement.
- B. A quorum for the transaction of business by the Board of Directors shall consist of a majority weighted vote of the Directors or their alternate. All action shall require the approval of a majority weighted vote of the Directors or their alternate present at the meeting, unless a higher percentage vote is required by the Agreement or these Bylaws.
- C. No one serving on the Board of Directors shall receive any salary or compensation from NCSIG.
- D. The Board of Directors may approve reimbursement for expenses incurred.

ARTICLE III

OFFICERS

- A. The principal Officers of NCSIG shall be a President, a Vice President, a Secretary/Auditor-Controller, a Treasurer, and a Finance Chair ("Officers").
- B. Election of Officers:
 - 1. The Officers of NCSIG shall be elected by the weighted vote of the Directors or his/her alternate.
 - 2. The Officers of NCSIG shall serve a term of two years, beginning July 1 of even-numbered years.
 - 3. Elections shall take place at the last regularly scheduled Board of Directors meeting prior to the commencement of even-numbered Program Years. Directors may make nominations of individuals who meet the requirements for the office at the time of election. If such nomination is seconded, the nominated individual shall be a candidate

for that office for which the candidate was nominated. The candidate with the greatest number of weighted votes shall be elected to the office.

4. Any person elected as an Officer may be removed at any time, with or without cause, by a majority of the weighted votes of Directors or their alternate present at the Board meeting.
 5. Officers shall at all times during their term be the designated Director of a Member. In the event an Officer is no longer a designated Director of a Member, then such individual shall no longer be an Officer of NCSIG.
 6. All vacancies arising may be filled at any time by the weighted vote of the Directors or their alternate present at that Board of Directors meeting.
- C. The President will preside at all meetings of NCSIG. The President shall appoint the Finance Chair to serve as a NCSIG Officer and members of committees as necessary or appropriate for carrying on the activities of NCSIG. Committees appointed by the President may hold office beyond the President's term subject to the approval of the new President. The President shall execute documents on behalf of NCSIG as authorized by the Board of Directors and shall serve as the back-up liaison to the JPA Manager between this and any other organization. The President shall have authority to approve demands.
- D. The Vice President shall have such powers and perform such duties as may be prescribed from time to time by the Board of Directors or the President. In the absence or disability of the President, the Vice President shall be vested with all the powers and authorized to perform all the duties of the President. The Vice-President shall also serve as the auditor/controller of NCSIG in the absence of the auditor-controller and shall approve demands.
- E. The Secretary shall be present at all meetings of NCSIG to cause minutes to be kept, to maintain or cause to be maintained all accounting and other financial records of NCSIG, to file all financial reports of NCSIG and perform such other duties as the Board may specify. The Secretary shall also serve as the Auditor/Controller of NCSIG and shall approve demands.
- F. The Treasurer shall be those specified in Sections 6505.5 or 6505.6 of the California Government Code, to cause to be received and safe kept all money coming into the treasury, to comply or cause to be complied with all laws governing the deposit and investment of funds, and to cause to be submitted a quarterly report (Treasurer's Report) to the Board summarizing receipts, disbursements, and fund balances, along with a listing of all investments and other duties as specified by the Board. The Treasurer shall have authority to approve demands.
- G. The Board of Directors may appoint or elect such additional Officers, and assign such duties and authorities, as it determines.
- H. The NCSIG Officers shall comprise the Claims Committee and will be subject to the Ralph M. Brown Act (Sections 54950, et seq., of the California Government Code).

ARTICLE IV EXECUTIVE DIRECTOR

All decisions related to NCSIG shall be made by the Board of Directors. NCSIG may contract with a company with demonstrated expertise and experience to assist NCSIG with the management and operation of NCSIG ("Executive Director").

- A. The Executive Director shall provide employees and/or contractors to act as JPA Manager and Associate JPA Manager(s) to:
1. Monitor the status of NCSIG's programs and operations, losses, administrative and operational costs, service companies' and Servicing Agents performance and report to the Board.
 2. Prepare an annual budget.
 3. Assist the Board in selecting brokers, excess insurance companies or excess insurance Joint Powers Authorities.
 4. Assist the Board in selecting claims administrators, risk control consultants and other program services.
 5. Contract for claims audits and actuarial studies to determine cost allocations.
 6. Perform whatever functions are necessary and within the Executive Director's authority to manage the daily activities of NCSIG.
 7. Conduct the business of NCSIG in a manner consistent with the standards set forth by the California Association of Joint Powers Authorities (CAJPA) for their accreditation program.
- B. NCSIG shall compensate the Executive Director for services to NCSIG in such amount and manner as may be fixed from time-to-time by the Board of Directors. Details respecting compensation, termination, and other employment related matters pertaining to the Executive Director shall be governed by the Bylaws and such terms and conditions as the Board shall set forth in a contract or agreement.

ARTICLE V MEMBERSHIP IN NCSIG

- A. Membership in NCSIG shall be open to any California Public Educational Agency which has been duly approved by the Board of Directors. NCSIG shall provide application forms and establish procedures for their completion and submission for review prior to being approved.

- B. Upon approval, a Public Educational Agency may become a Member of NCSIG by executing a copy of the NCSIG Joint Powers Agreement, whereby said Public Educational Agency agrees to comply with the terms of the NCSIG Joint Powers Agreement and these Bylaws, as the same may from time to time be amended and in effect.
- C. NCSIG may establish special rules and terms for membership as defined in NCSIG Policies.

ARTICLE VI FINANCE

- A. NCSIG shall operate on a fiscal year from July 1st through June 30th.
- B. The Board of Directors shall annually and in accordance with Policy adopt a budget showing each of the purposes for which NCSIG will need money and the estimated amount of money that will be needed for each such purpose for the ensuing fiscal year. A copy of the budget shall be provided to each of the Directors.
- C. Each Member shall pay to NCSIG each fiscal year the annual Contribution as calculated and adopted by the Board of Directors pursuant to the following:
 - 1. Each Member's Contribution shall be based upon such Member's retention, selected coverages, ADA, Total Insured Values and other information relative to providing coverage for the Member including rating factors as established by the NCSIG Underwriting Policy.
 - 2. Contributions are due and payable as established by the NCSIG Delinquent Contribution/Termination of Coverage Policy.
- D. Each Program Year shall be accounted for separately from every other Program Year in regard to the accounting for its assets and Obligations.
 - 1. All Contributions, Obligations, expenditures and disbursements of NCSIG that can be separately and distinctly identified by Program Year shall be accounted for separately by each Program Year.
 - 2. Any revenues, Obligations and expenses that cannot be separately and distinctly identified to a specific Program Year may be allocated among Program Years.
 - 3. Should the total Obligations for a Program Year exceed the total assets of that year, the Members participating in such Program Year may be assessed a Pro-Rata Share of the additional contribution required based on actuarial analysis and approved by the Board of Directors.
 - 4. Net Position Funds may be utilized for the benefit of NCSIG as determined and approved by the Board of Directors, including but not limited to a distribution of any positive net position funds to Members.

5. NCSIG's Contingency Reserve must be met before any positive net position funds are eligible to be returned to the Members.
 6. Any unanticipated non-claim expenditures, not incorporated into the current annual budget, will be assessed against the Members, as determined by the Board of Directors. The assessment, if any, will be added to the Member's subsequent Program Year's Contribution.
- E. Any subrogation recoveries received by NCSIG shall be credited to NCSIG with any remaining balance refunded to the member for any incurred Self Insured Retention.
- F. An account shall be established and maintained to receive monies, pay operating expenses hold reserves and pay claims of NCSIG.

ARTICLE VII RECEIPT AND DISBURSEMENT OF FUNDS

- A. Revenues of NCSIG shall be received at its principal office. The Treasurer shall cause to be safeguarded and invested funds in accordance with NCSIG's current investment policy.
- B. The President, Vice-President, Secretary, Treasurer, Finance Chair, JPA Manager and Associate JPA Managers shall be authorized signatories of NCSIG's checking account. All checks disbursing funds of NCSIG shall be signed as established by action of the Board.
- C. A register of all checks issued since the previous Board meeting shall be provided at each subsequent Board meeting for approval
- D. The JPA Manager shall be authorized to make all expenditures for goods or services without specific approval, to the extent such funds have been included and approved by adoption of the budget or as previously approved by the Board.

ARTICLE VIII INVESTMENT OF FUNDS

NCSIG shall have the power to invest or cause to be invested, in compliance with Section 6509.5 of the California Government Code, such funds as are not necessary for the immediate operation of NCSIG as allowed by Section 53601 of the California Government Code.

ARTICLE IX ACCOUNTS AND RECORDS

- A. NCSIG is strictly accountable for all funds received and disbursed by it and, to that end, NCSIG shall establish and maintain such funds and accounts as may be required by Generally

Accepted Accounting Principles or by any provision of law or any resolution of NCSIG. Books and financial records of NCSIG shall be open to inspection at all reasonable times by representatives of the Members. NCSIG, as soon as practical after the close of each fiscal year, shall give, or cause to be given, a complete written report of all financial activities for such fiscal year to each Member of NCSIG.

- B. The Board of Directors shall make, or contract with a Certified Public Accountant to make, an annual audit of the accounts, records, and financial affairs of NCSIG. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for Special Districts under Section 26909 of the California Government Code and shall conform to Generally Accepted Auditing Standards. When such an audit of accounts and reports is made by a Certified Public Accountant, a report thereof shall be filed within six months of the end of the fiscal year under examination with the State Controller and county auditor. Any costs of the audit, including contracts with, or employment of, Certified Public Accountants in making the audit(s) provided for herein, shall be appropriate administrative charges against the funds of NCSIG.
- C. The Board of Directors shall contract with an independent claims auditor at least every two years to conduct and audit of claims paid by NCSIG and to deliver an audit report to the Board of Directors.

ARTICLE X HOLD HARMLESS AND INDEMNIFICATION

The Board of Directors and the Officers of NCSIG, including former Directors and Officers, shall not be liable to NCSIG, to any Member or Former Member, or to any other person, for actual or alleged breach of duty, mistake of judgment, neglect, error, misstatement, misleading statement, or any other act or omission in the performance of their duties hereunder as provided by California Government, except in the event of fraud, gross negligence, or intentional misconduct of such director or Officer. NCSIG shall defend and shall indemnify and hold harmless its Directors and Officers, including former Directors and Officers, from any claim, demand, cause of action, and damages arising out of their performance of their duties as such Directors or Officers of NCSIG, to the extent authorized by Government Code Section 995. NCSIG may purchase conventional insurance to protect NCSIG, and its participating Members or Former Members, against any such acts or omissions by its Directors and Officers, including former Directors and Officers.

ARTICLE XI RISK MANAGEMENT

The Board of Directors of NCSIG may adopt recommended minimum standards for risk management/loss control practices. These standards and best practices shall be reviewed by each Member as part of each Member's risk management practices.

ARTICLE XII
WITHDRAWAL FROM OR TERMINATION OF MEMBERSHIP

Any Member having completed three complete program years as a Member of NCSIG may withdraw from its status as a Member and party to the Joint Powers Agreement at the end of the fiscal year subject to the following terms and conditions.

- A. Member must submit a written request to NCSIG JPA Manager no later than December 31 of the preceding Program Year.
- B. Termination of participation in future Program years does not relieve the terminated Member of any benefits or obligations of those Program Years in which the Member participated. These obligations including payment of assessments or any other amounts due and payable, and the terminated Member shall participate in all dividends for the Program Years in which the Member participated.
- C. A Member may be involuntarily terminated from membership in NCSIG upon the weighted vote of two-thirds of all the remaining Directors. Such involuntary termination shall become effective at the end of the Program Year in which the action is taken or upon such other date as the Board of Directors may specify, but in no case less than sixty days after notice of involuntary termination is given. As a result of such involuntary termination:
 - a. The incurred claims, incurred but not reported claims, and all Contributions of the terminated Member applicable to Program Years of membership shall stay with NCSIG.
 - b. The terminated Member shall continue to participate in each of the Program Years for which the agency was a Member.
 - c. The terminated Member shall continue to be bound by the JPA Agreement and the Bylaws for the Program Years during which such agency was a Member.
- D. Grounds for involuntary termination include, but are not limited to, the following:
 - a. Failure or refusal to abide by the JPA Agreement or Bylaws;
 - b. Failure or refusal of a Member to abide by an amendment of the JPA Agreement or Bylaws which has been adopted by the Board of Directors or by the Members of NCSIG as provided in the Agreement or these Bylaws;
 - c. Failure or refusal to pay Contributions or assessments to NCSIG as provided in the Agreement or Bylaws;
 - d. Failure to comply with risk management or safety programs implemented by NCSIG; or
 - e. Failure of a Member to disclose a material fact to NCSIG or its JPA Manager.

ARTICLE XIII
DISPOSITION OF PROPERTY AND FUNDS

Upon termination of the JPA Agreement, all assets of NCSIG shall be distributed only among the parties that have been participants in the Program, including any of those parties which previously withdrew pursuant to the JPA Agreement, in and proportionate to their Deposit Premiums and Assessments paid during the term of the JPA Agreement. The Board of Directors shall determine such distribution within six months after the last pending claim or loss covered by this JPA Agreement has been finally resolved and there is a reasonable expectation that no new claims will be filed.

The Board is vested with all powers of NCSIG for the purpose of concluding and dissolving the business affairs of NCSIG. These powers shall include the power to require Members, including those which were participants at the time the claim arose or at the time the loss was incurred, to pay their share of any assessments deemed necessary by the Board for final disposition of all claims and losses covered by the JPA Agreement for any program year.

ARTICLE XIV
AMENDMENTS

- A. Amendment to these Bylaws may be proposed by any Member of NCSIG.
- B. All amendments to these Bylaws must be approved by a two-thirds (2/3) weighted vote of the members of NCSIG Board of Directors, followed by a 2/3 vote of the entire membership. The effective date of any amendment will be on the first day of the next month following adoption, unless otherwise stated.

ARTICLE XV
SEVERABILITY

Should any portion, term, condition or provision of these Bylaws be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

ARTICLE XVI
SUBORDINATION

Should any portion, term, condition or provision of these Bylaws be in conflict with the JPA Agreement, the terms of the Bylaws will be subordinate to the JPA Agreement.

ARTICLE XVII
RECORDS RETENTION POLICY

NCSIG's records will be retained in accordance with the policy adopted by the Board of Directors.

ARTICLE XVIII NOTICES

- A. Notices to NCSIG shall be in writing and delivered to NCSIG.
- B. Notices to Members shall be in writing and delivered to the Member.
- C. Reportable claims against Members shall be reported to the Member's Servicing Agent and/or the NCSIG Claims Administrator.

ARTICLE XIX EFFECTIVE DATE

The effective date of any amendment will be the first day of the next month following adoption, unless otherwise stated.

ARTICLE XX DEFINITIONS

The terms in these Bylaws shall be as defined herein and in the JPA Agreement creating the Northern California Schools Insurance Group, unless otherwise specified herein.

- A. "Associate JPA Manager" shall be an alternate JPA Manager in the event of a conflict of interest with the JPA Manager, in the absence of the JPA Manager, or for other duties as outlined in NCSIG documents, and will be subject to the direction and control of the Board and Executive Director.
- B. "Board" or "Board of Directors" shall mean the governing body of NCSIG as determined in Article I of the Bylaws.
- C. "Contribution" shall mean the amount determined by the Board of Directors as each Member's share of the cost of each Program Year of the Joint Program.
- D. "Contingency Fund" shall mean the excess by which NCSIG's assets exceed the Obligations for all the Program Years measured at a point in time as determined by the Board of Directors.
- E. "Director" shall be the person(s) appointed to the Board of Directors as provided for in this agreement. The Director shall have the authority to bind the Members on any and all matters relating to the business of NCSIG.
- F. "Excess Insurance" shall mean that insurance purchased by NCSIG either through other Joint Powers Authorities or through commercial insurance companies to cover losses in excess of NCSIG's pooled limits.

- G. "Executive Director" shall be the entity engaged by NCSIG under written contract for the day-to-day administration, management, and operation of NCSIG's programs of risk management and will be subject to the direction and control of the Board.
- H. "JPA Agreement" shall mean the Joint Powers Agreement creating the Northern California Schools Insurance Group.
- I. "JPA Manager" shall be the person (employee or contractor) of the Executive Director responsible for the day-to-day administration, management, and operation of NCSIG's programs of risk management and will be subject to the direction and control of the Board and Executive Director.
- J. "Joint Program" shall mean the coverage for property and liability claims in excess of the Member's retention pursuant to NCSIG's coverage documents along with the purchasing of insurance or reinsurance or the setting aside of funds and reserves to pay for a self-insured retention or for losses not covered by insurance or reinsurance of such claims.
- K. "Servicing Agent" shall be the person or entity designated by the Members to act on their behalf in providing insurance services as determined by the Servicing Agent Policy.
- L. "Member" shall mean any Public Educational Agency who has been approved by the NCSIG Board of Directors for membership in NCSIG and is bound by the NCSIG JPA Agreement, Bylaws and other program policies which may be amended from time to time.
- M. "NCSIG" shall mean the Northern California Schools Insurance Group.
- N. "Obligations" shall mean to include, but not limited to, all payments required by law together with any other legal obligations incurred or potentially payable by NCSIG pursuant to the JPA Agreement or these Bylaws.
- O. "Program Year" shall mean one year of the Joint Program separate from each and every other Program Year and shall operate on fiscal year from July 1st through June 30th, or as otherwise determined by the Board of Directors.
- P. "Pro-Rata Share" shall mean the ratio of each Member's Contribution in proportion to the total of all Members' Contributions for each Program Year.
- Q. "Public Educational Agency" shall include individual school districts, community college districts, Regional Occupational Center or Program, County Superintendent of Schools or Board of Education, Charter Schools sponsored by NCSIG Members, or other Joint Powers Authorities approved by the NCSIG Board of Directors for membership.
- R. "Subrogation" shall mean the recovery of payments which NCSIG has made on behalf of a Member.

APPENDIX "A"

The principal address of the Northern California Schools Insurance Group (NCSIG) for the transaction of business and receipt of all notices shall be:

EXECUTIVE DIRECTOR

NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP

310 HEMSTED DRIVE, SUITE 200

REDDING, CA 96002

FLOURNOY ELEMENTARY SCHOOL DISTRICT

SUBJECT: **ADOPT RESOLUTION # 2026-27#1, acknowledging the five-year Facilities Master Plan certifications required under one or more SAB-Administered Program(s) of the Office of Public School Construction**

RECOMMENDATION:

That the Board of Trustees adopt Resolution # 2026-27#1 acknowledging the five-year Facilities Master Plan certifications required to submit small school district funding applications to the Office of Public School Construction (OPSC).

BACKGROUND:

The Kindergarten through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024 (Proposition 2) established the Small School District Program (Program). At the February 25 and April 29, 2026 State Allocation Board (Board) meetings, the Board approved regulations for implementation of the Program. The regulations were approved by the Office of Administrative Law on June 15, 2026. SFP Regulation Sections 1859.156-1859.158 and the Application for Small School District Preliminary Apportionment (Form SAB 50-12) were added to implement this Program. This service provides dedicated funding for eligible small school districts or county offices of education with an enrollment of 2,500 pupils or fewer at the time of application submittal. The Program includes \$400 million for Modernization projects and \$330 million for New Construction projects. Districts request a preliminary apportionment (reservation of bond authority) for their projects by submitting a Form SAB 50-12 during the following Program opening dates:

- Modernization Applications: November 2, 2026
- New Construction Applications: January 15, 2027

Districts who have a successful Preliminary Program Apportionment reserve bond authority for up to four years, with a potential one-time, one year extension subject to Board approval in accordance with School Facility Program Regulation Section 1859.157.6. Districts must then convert their Preliminary to a Final Program Apportionment using the Application for Funding (Form SAB 50-04) within four years of the Board approval date for the Form SAB 50-12, along with required documentation such as, but not limited to, any California Department of Education Plan Approvals, Division of the State Architect Plan Approvals, the District's Five-Year Facility Master Plan, and other required documentation that accompanies a complete and valid Form SAB 50-04 submittal.

**GOVERNING BOARD RESOLUTION ON THE FIVE-YEAR SCHOOL FACILITIES
MASTER PLAN REQUIREMENT
FOR**

**SCHOOL FACILITY PROGRAM SMALL SCHOOL DISTRICT PROGRAM FUNDING
APPLICATIONS**

RESOLUTION NO. 2026-27#1

RESOLUTION AUTHORIZING FILING OF APPLICATION(S) FOR
STATE ALLOCATION BOARD-ADMINISTERED SMALL SCHOOL
DISTRICT PROGRAM FOR THE FLOURNOY ELEMENTARY SCHOOL

DISTRICT ON Tuesday, August 18, 2026,

WHEREAS, Education Code established multiple programs to be administered by the Department of General Services (DGS) as staff to the State Allocation Board (SAB); and

WHEREAS, the Flournoy Elementary School District intends to file applications for eligibility determination, file applications for funding, and/or certify information under the Small School District Program (SSDP), a program within the School Facility Program (SFP); and

WHEREAS, the Flournoy Elementary School District is aware of the minimum requirements for the five-year school facilities master plan as outlined in Section 17070.54 of the Education Code and SFP Regulation Section 1859.18; and

NOW, THEREFORE BE IT RESOLVED THAT, as a condition of participating in the SSDP, as administered by the SAB, the Flournoy Elementary School District shall submit to the DGS a five-year school facilities master plan, updated five-year school facilities master plan, or a governing board resolution updating the required components of the master plan that were materially affected and a description of what changed, approved by the governing board of the Flournoy Elementary School District for all Application for Funding (Form SAB 50-04) submittals on or after October 31, 2024, of which are subject to Section 17070.54 of the Education Code and SFP Regulation Section 1859.18; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(f)(1), if the Flournoy Elementary School District receives a Preliminary Small School District Apportionment on or after October 31, 2024, as a condition of SSDP participation, shall submit a complete and valid master plan with the Form SAB 50-04 request for Final Small School District Apportionment; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(f), the Flournoy Elementary School District acknowledges that the Apportionment may be rescinded for failure to submit a complete and valid master plan within the timeline specified in (f)(1).

PASSED AND ADOPTED on insert date here by the Flournoy Elementary School District Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

Date: Tuesday, August 18, 2026

Cathy Tobin, Board President

Flournoy Elementary School District

CERTIFICATION

I, Nicole Durant, certify that the foregoing is a correct copy of a resolution passed and adopted by the Flournoy Elementary School District on Tuesday, August 18, 2026.

Date: _____

_____, Board Secretary/Clerk

Flournoy Elementary School District

Policy 0410: Nondiscrimination In District Programs And Activities

Status: ADOPTED

Original Adopted Date: 02/01/2014 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:**
08/01/2026

08/18/2026

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities.

This policy shall apply to all acts related to a school activity or school attendance occurring within a school under the district's jurisdiction and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. (Education Code 234.1)

District programs, activities, and practices shall be free from unlawful discrimination against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, marital, and family status; and veteran or military status; a perception of one or more, or any combination, of such characteristics; or association with a person or group with one or more, or any combination, of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 210.3, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on any of the categories identified above. The immigration or citizenship status of a student, a student's family member, or district staff may only be collected and disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

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

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

Additionally, the use of any textbook, instructional material, supplemental instructional material, staff development material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be adopted by the Board or district if the use would subject a student to unlawful discrimination as specified in Education Code 220. (Education Code 244)

The district shall not sponsor any activity, and a teacher shall not provide instruction, that promotes a discriminatory bias on the basis of race or ethnicity, gender, religion, disability, nationality, sexual orientation, or any other characteristic listed in Education Code 220. Instructional materials and teacher

instruction shall be factually accurate, align with adopted curriculum and standards, as specified in Board Policy and Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials, and be consistent with accepted standards of professional responsibility, as specified in Board Policy 4119.21/4219.21/4319.21 and accompanying exhibits, rather than advocacy, personal opinion, bias, or partisanship. (Education Code 51500, 51501)

Additionally, the Board shall not adopt the use of any staff development materials or services that promote, endorse, or otherwise support actions or the use of any textbook, instructional material, supplemental instructional material, or curriculum which would subject a student to unlawful discrimination pursuant to Education Code 220. (Education Code 244)

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

Derogatory Native American terms, including but not limited to, Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3.

The district shall not discriminate against any person on the basis of sex or gender in the operation, conduct, or administration of community youth athletics programs, or in the allocation of parks and recreation facilities and resources, or school and recreation facilities and resources, that support or enable such programs. (Government Code 53080)

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

Complaints

All complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, for students, and Administrative Regulation 4030 - Nondiscrimination in Employment, for employees.

Notices

Pursuant to 34 CFR 104.8 and 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parent/guardian notification distributed in accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. Additionally, the notification shall be posted on the district's website, in both English and Spanish and at a reading level that may be comprehended by students in high school, and on social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the Superintendent or designee shall, in accordance with Board Policy 5145.6 - Parent/Guardian notifications, include in the annual parent/guardian notification the protections, requirements, and responsibilities regarding unlawful discrimination related to instruction and instructional and staff development materials, as specified in Education Code 244, 262.3, 280, 33800, 33801, 33802, 33803,

33803.1, 33804, 51500, 51501, 60151, 60152. (Education Code 48980)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

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

Access for Individuals with Disabilities

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

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

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

(title or position)

(address)

(telephone number)

(email)

Policy Reference Disclaimer:

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

State

Description

Policy 0441: Artificial Intelligence

Status: ADOPTED

Original Adopted Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

08/18/2026

The Governing Board recognizes the transformative potential of artificial intelligence (AI) to increase student access to information, support teacher effectiveness, and facilitate the administration of student assessments, as well as the potential for AI to undermine student achievement, health, and well-being. Therefore, the Board is committed to supporting the use of AI by students and staff in accordance with the following principles:

1. **Student-Centered:** AI should be used to personalize and enhance the learning experience for each student and to support digital citizenship and literacy
2. **Staff-Centered:** AI should be used as a tool to augment and support, rather than replace, staff in the performance of their duties and responsibilities
3. **Ethical Use and Transparency:** AI should be used ethically and transparently by all staff and students, with careful consideration of potential biases, and in compliance with all applicable intellectual property and copyright laws
4. **Accountability and Responsibility:** AI should be used in a manner that ensures accountability by those who use it and that those who use it are responsible for such use, including when and how it is used
5. **Equity and Access:** AI should be implemented in a manner that ensures equitable access and opportunity for all students, regardless of background or ability, and for all schools across the district
6. **Secure and Private:** The district should prioritize security and privacy when changing existing practices or adopting new practices regarding AI
7. **Professional Development:** The district should provide ongoing professional development for staff in all aspects of AI, with a particular focus on the ethical and responsible use of AI
8. **Community Engagement:** The district should engage with the community to share these principles, to educate the community on AI, and to discuss the permitted and prohibited uses of AI in the district
9. **Continuous Improvement:** The district should regularly evaluate the use of AI by students and staff, and adapt its policies, procedures, and professional development to align with best practices and evolving technologies

The Superintendent shall ensure that the use of AI in the district is consistent with this policy, Board Policy 0440 - District Technology Plan, Board Policy/Exhibit (1) 4040 - Employee Use of Technology, Board Policy 5131.9 - Academic Honesty, Board Policy 6154 - Homework/Makeup Work, Board Policy 6162.5 - Student Assessment, and Board Policy/Exhibit (1) 6163.4 - Student Use of Technology.

Artificial intelligence means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer, from the input it receives, how to generate outputs that can influence physical or virtual environments. (Education Code 33328.5)

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:** 08/01/2026

08/18/2026

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

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500, 52616.18)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.13-299.15)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, a person's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more, or any combination, of these actual or perceived characteristics (Education Code 200, 210.1, 210.2, 210.3, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 5 CCR 4610; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

Unlawful discrimination includes district sponsorship of any activity or program that promotes discriminatory bias on the basis of race or ethnicity, gender, religion, disability, nationality, sexual orientation, or any other characteristic listed in Education Code 220. (Education Code 51500)

Additionally, the district is prohibited from discriminating against any person on the basis of sex or

gender in the operation, conduct, or administration of community youth athletics programs, or in the allocation of parks and recreation facilities and resources, or school and recreation facilities and resources, that support or enable such programs. (Government Code 53080)

However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (Education Code 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 49069.5, 51225.1, 51225.2, 51225.25)
12. Every Student Succeeds Act (Education Code 12030, 52059.5, 64000; 20 USC 6301 et seq.)
13. Instruction, Instructional Materials, Staff Development Materials, and Curriculum: Diversity (Education Code 243, 244, 51500)

A complaint alleging unlawful discrimination pursuant to Education Code 243 or 244 may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)
14. Local control and accountability plan (Education Code 52075)
15. Migrant child education (Education Code 54440-54445)
16. Physical education instructional minutes (Education Code 51210, 51222, 51223)
17. Student fees (Education Code 49010-49013)
18. Reasonable accommodations to a lactating student (Education Code 222)
19. Regional occupational centers and programs (Education Code 52300-52334.7)
20. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
21. School or athletic team names, mascots, or nicknames (Education Code 221.3, 33315)
22. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
23. State preschool programs (Education Code 8200-8488, 33315)
24. State preschool health and safety issues in license-exempt programs (Education Code 8212)
25. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
26. Any other state or federal educational program the SPI or designee deems appropriate

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

Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

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

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

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

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

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity, was subjected to sexual harassment, as defined in 34 CFR 106.30

Such a complaint shall be addressed through the federal Title IX complaint procedures as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board

Policy 3555 - Nutrition Program Compliance (5 CCR 15580-15584)

7. Any complaint alleging discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures (Education Code 35186)

Policy Reference Disclaimer:

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

State	Description
2 CCR 11023	Harassment and discrimination prevention and correction
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries
Ed. Code 200-280	Prohibition of discrimination
Ed. Code 32280-32289.6	School safety plans
Ed. Code 33315	Uniform complaint procedures
Ed. Code 33315.5	Uniform complaint procedures; discrimination data collected/posted by CDE
Ed. Code 33800-33804	California Office of Civil Rights
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 46015	Parental leave for students
Ed. Code 48645.7	Juvenile court schools
Ed. Code 48850-48859	Foster youth
Ed. Code 48900.5	Suspension; other means of correction
Ed. Code 48985	Notices to parents/guardians in language other than English

Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:**
08/01/2026

08/18/2026

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

Compliance Officers

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

Superintendent

(title or position)

(unit or office)

15850 Paskenta Road, Flournoy, CA 96029

(address)

1-530-833-5331

(telephone number)

rdavis@flournoyschool.org

(email)

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

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

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

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are

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

Notifications

The district's UCP policy and administrative regulation shall be prominently and conspicuously displayed at each school site and district office in areas that are accessible to, and commonly frequented by, school site employees, students and members of the public, including but not limited to, school office lobbies, staff lounges, and student government meeting rooms. Additionally, such policy and administrative regulation shall be posted on the district's website. (Education Code 234.1)

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

The notice shall include, but need not be limited to, all of the following:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such person(s) will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and newcomer students as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2, and 51225.25, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 and 34 CFR 106.8 shall be posted on district and school websites, published in handbooks or catalogs, and may be provided through district-supported social media, if available.

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

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

Filing of Complaints

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance (Education Code 49013, 52075)

A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. (Education Code 49013)

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred (5 CCR 4630)

For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination (5 CCR 4630)

The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action

When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

8. A complaint alleging discriminatory bias in instruction or district-sponsored activities does not require a showing of direct harm to members of a protected group and members of a protected group need not be present while the discriminatory bias is occurring for the act to be considered discriminatory bias. (Education Code 51500)

Mediation

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

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

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

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

Investigation of Complaint

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

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

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

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

To investigate a complaint alleging discriminatory bias in instruction or district-sponsored activities, the compliance officer is not required to interview members of the protected class.

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

Timeline for Investigation Report

OPTION 1: (Districts that do not allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

END OF OPTION 1

OPTION 2: (Districts that allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the investigation report shall be sent to the

complainant within 60 calendar days of the district's receipt of the complaint.

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

If the Board decides not to hear the complaint, the compliance officer's decision shall be final.

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

END OF OPTION 2

Investigation Report

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

1. The findings of fact based on the evidence gathered

For a complaint of discriminatory bias in instruction and district-sponsored activities, a showing of direct harm to members of a protected group is not required as part of such findings of fact. (Education Code 51500)

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

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

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint.

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

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

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

2. The 60-day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education's Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination

Corrective Actions

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

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

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

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal,

in accordance with applicable law and collective bargaining agreement.

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

If the Board knows or has reason to know that materials were used in a classroom, staff development materials or services were used, or an action occurred which subjected an individual to unlawful discrimination pursuant to Education Code 220, the Superintendent or designee shall remediate the action, which may include, but is not limited to, implementation of restorative justice practices. (Education Code 244)

Additionally, if the Board is notified by the Superintendent of Public Instruction (SPI) that the district has violated Education Code 244 related to the adoption, approval, or use of any textbook, instructional material, supplemental instructional material, staff development material, or curriculum for classroom instruction, the district shall implement any required corrective actions as soon as possible and no later than the beginning of the next school year. (Education Code 60151)

If it is determined that any textbook, instructional material, supplemental instructional material, staff development material, or curriculum provided by an organization has violated Education Code 244, the district shall notify the organization that corrective action is required unless the SPI has already done so. If corrective action is not taken within 60 days, CDE may use any means authorized by law to effect compliance. (Education Code 60152)

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

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

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

Appeals to the California Department of Education

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

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

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law

3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Additionally, for complaints alleging unlawful discrimination, the complainant may file an appeal directly with the SPI if the district fails to issue an investigation report within the timeline specified above. (Education Code 262.3)

When the complainant is appealing a complaint alleging unlawful discrimination directly to the SPI on the grounds that the district failed to issue an investigation report within the timeline specified above, the complainant shall present evidence that supports the basis for the direct filing and why immediate action is necessary. (Education Code 262.3)

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

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

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

Health and Safety Complaints in License-Exempt Preschool Programs

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

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

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

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

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

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

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

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

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

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

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

Policy Reference Disclaimer:

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

State	Description
2 CCR 11023	Harassment and discrimination prevention and correction
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | **Last Revised Date:** 05/01/2026 | **Last Reviewed Date:** 05/01/2026

Types of Complaints

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

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class
 - b. A student does not have access to textbooks or instructional materials to use at home or after school

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

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

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

Misassignment means the placement of a certificated employee in a teaching or services

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

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

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

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

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

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

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

In any school serving students any of grades 3-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Additionally, starting July 1, 2026, in any school that has more than one female and more than one male restroom designated exclusively for student use, a complaint may be filed alleging noncompliance with the requirements specified in Education Code 35292.5 to maintain at least one all-gender restroom for student use. (Education Code 35292.5)

Forms and Notices

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

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

The Superintendent or designee shall post in each classroom in each school a notice containing the

components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

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

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

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

Investigation and Response

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

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

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

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

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

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the SPI within 15 calendar days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4610, 4687)

However, no other type of complaint regarding the condition of school facilities as described in "Types of Complaints" above may be appealed to the SPI. (Education Code 35186; 5 CCR 4610, 4687)

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

Reports

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

Policy Reference Disclaimer:

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State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	School Facility Emergency Repair Account; urgent or emergency repairs
Ed. Code 200-280	Prohibition of discrimination
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 44258.9	Monitoring of educator assignments
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents/guardian in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150-60152	Penalty for insufficiency of textbooks and instructional materials
Federal	Description
20 USC 6314	Title I schoolwide program
Management Resources	Description
CA Office of the Attorney General Publication	Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024
CSBA Publication	Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February

Policy 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/1999 | **Last Revised Date:** 09/01/2025 | **Last Reviewed Date:** 09/01/2025

08/18/2026

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Because school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Policy Reference Disclaimer:

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State	Description
48980	Parent/guardian notification
5 CCR 306	<u>Explanation of absence</u>
5 CCR 420-424	<u>Record of verification of absence due to illness and other causes</u>
Ed. Code 1740	<u>Employment of personnel to supervise attendance</u>
Ed. Code 37201	<u>School month</u>
Ed. Code 37223	<u>Weekend classes</u>

Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 09/01/2025 | **Last Reviewed Date:** 09/01/2025

08/1/2026

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following purposes:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Education Code 48205)

A student may be excused for this reason for up to five days for each incident. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Attendance or appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than one school day each semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)

12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (Education Code 48205)

Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (Education Code 48205)

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)

- a. To access services from a victim services organization or agency
- b. To access grief support services
- c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

14. For a student's participation in military entrance processing

15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Education Code 46014)

16. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)"

17. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code

18. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

Any of the following methods may be used to verify student absences:

1. Written, digital, or audio message from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative

The employee shall subsequently record the following:

- a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated

The employee shall document the verification and include the information specified in Item #2 above.

4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment

- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences

Parent/Guardian and Student Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (Education Code 48980)

Such notice shall include the full text of Education Code 48205. (Education Code 48980)

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State	Description
48980	Parent/guardian notification
5 CCR 306	<u>Explanation of absence</u>
5 CCR 420-424	<u>Record of verification of absence due to illness and other causes</u>
Ed. Code 1740	<u>Employment of personnel to supervise attendance</u>
Ed. Code 37201	<u>School month</u>
Ed. Code 37223	<u>Weekend classes</u>
Ed. Code 41601	<u>Reports of average daily attendance</u>
Ed. Code 42238-42252.1	<u>Apportionments</u>
Ed. Code 46000	<u>Attendance records</u>
Ed. Code 46010-46015	<u>Absences</u>
Ed. Code 46110-46120	<u>Attendance in kindergarten and elementary schools</u>
Ed. Code 46140-46148	<u>Attendance in junior high and high schools</u>
Ed. Code 48200-48208	<u>Children ages 6-18; compulsory full-time attendance</u>

Policy 5113.1: Chronic Absence And Truancy

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 12/01/2024 | **Last Reviewed Date:** 12/01/2024

08/18/2026

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district, and that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy, including in relation to grade level and student subgroup patterns of chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment; relevant and engaging learning experiences; school activities that help develop students' feelings of connectedness with the school, including personalized relationships between students and teachers and/or support staff; school-based health services; letters alerting parents/guardians to the value of regular school attendance, including the use of bilingual aides and communication in the primary language used by parents/guardians; and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals; transportation assistance; counseling, including trauma-informed practices, for mental or emotional difficulties; academic supports; efforts to address school or community safety concerns; discussions with the student and parent/guardian about their attitudes regarding schooling; or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

To provide students with an opportunity to make up lost instructional time and offset absences, the Superintendent or designee may implement an attendance recovery program for students in grades transitional kindergarten-12. Any such attendance recovery program shall be operated in accordance with Education Code 46211 and as specified in the accompanying administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

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State	Description
5 CCR 306	<u>Explanation of absence</u>
5 CCR 420-424	<u>Record of verification of absence due to illness and other causes</u>
Ed. Code 1740	<u>Employment of personnel to supervise attendance</u>
Ed. Code 37223	<u>Weekend classes</u>
Ed. Code 44266	<u>Pupil Personnel Services credential</u>
Ed. Code 46000	<u>Attendance records</u>
Ed. Code 46010-46015	<u>Absences</u>
Ed. Code 46110-46120	<u>Attendance in kindergarten and elementary schools</u>
Ed. Code 46140-46148	<u>Attendance in junior high and high schools</u>
Ed. Code 46210-46211	<u>Attendance recovery programs</u>
Ed. Code 48200-48208	<u>Children ages 6-18; compulsory full-time attendance</u>
Ed. Code 48225.5	<u>Work permits; entertainment and allied industries</u>
Ed. Code 48240-48246	<u>Supervisors of attendance</u>
Ed. Code 48260-48273	<u>Truants</u>
Ed. Code 48290-48297	<u>Failure to comply; complaints against parents</u>
Ed. Code 48320-48325	<u>School attendance review boards</u>
Ed. Code 48326	<u>Absence intervention teams</u>

Regulation 5113.1: Chronic Absence And Truancy

Status: ADOPTED

Original Adopted Date: 11/01/2010 | **Last Revised Date:** 12/01/2024 | **Last Reviewed Date:** 12/01/2024

08/18/2026

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and the student's parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, a valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5, and Administrative Regulation 5113 - Absences and Excuses. A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the Superintendent, attendance supervisor, or designee shall communicate with the student and the student's parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs to assist the student. When necessary, the student may be referred to a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee, in accordance with Education Code 48263 and Item #3 in "Addressing Truancy" below.

A student who is struggling academically may be offered tutoring or other supplemental instruction, expanded learning opportunities, and/or alternative educational options as appropriate.

Students who are absent shall be given an opportunity to make up missed assignments or assessments and shall receive full credit for satisfactory completion of the work. Students with excessive absences shall be

supported to the extent possible to limit the impact of absences on the student's grades.

Whenever chronic absenteeism is linked to a health, social-emotional, family, or other nonschool issue, the Superintendent or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and the student's family.

Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

The Superintendent, attendance supervisor, or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of trancies the student has committed:

1. Initial truancy

- a. The student shall be reported to the Superintendent, attendance supervisor, or designee (Education Code 48260)
- b. The student's parent/guardian shall be notified, by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
 - i. The student is truant
 - ii. The parent/guardian is obligated to compel the student to attend school
 - iii. Alternative educational programs are available in the district
 - iv. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy
 - v. Mental health and supportive services may be available to the student and the family
 - vi. School personnel are available to meet with the student and family to develop strategies to support the student's attendance at school
 - vii. Research shows that missing 10 percent of school for any reason can translate into students having difficulty learning to read by third grade, achieving in middle school, and graduating from high school
- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223 (Education Code 48264.5)
- d. The student and, as appropriate, the student's parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance (Education Code 48264.5)