

# LAKESIDE UNION SCHOOL DISTRICT

*Office of the Superintendent*  
12335 Woodside Avenue  
Lakeside, California 92040  
(619) 390-2600

**November 14, 2024**

Closed Session: 5:30 p.m.

Open Session: 6:00 p.m.

## NOTICE OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Members of the public who require disability modification or accommodation in order to participate in the meeting should contact the Superintendent's Office at (619) 390-2606 or in writing, at least twenty-four (24) hours before the meeting. (Government Code section 54954.2).

If you wish to speak under Public Comment, complete the **Public Comment Form**. Advance written information regarding the subject will be appreciated so that all might be better informed regarding the matter. In the interest of time and order, presentations from the public are limited to four (4) minutes per person.

### A. CALL TO ORDER AND ROLL CALL – 5:30PM

### B. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY ITEM DESCRIBED IN THIS NOTICE (GOVERNMENT CODE SECTION 54954.3) Public Comment Form

Opportunity for Members of the Public to address the Board on any item on the agenda. In the interest of time and order, presentations from the public are limited to four (4) minutes per person. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comment or Public Hearings, follow the directions for speaking to agenda items as listed above.

### C. CLOSED SESSION

1. Conference with Labor Negotiator, Lisa Davis, regarding the Lakeside Teachers Association, pursuant to Government Code §54957.6; and
2. Conference with Legal Counsel regarding Existing Litigation, pursuant to Government Code §54956.9-San Diego Superior Court Case No. 37-2023-00055188-CU-PO-CTL.

### D. OPENING PROCEDURES – 6:00PM

1. Reconvene
2. Welcome Visitors
3. Closed Session Report
4. The Pledge of Allegiance will be led by students from Lakeside Middle School. Following the pledge, Principal Steve Mull, will share highlights from the school.

### E. TRUSTEE REPORTS AND COMMENTS

Trustees will report and comment as desired.

### F. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY ITEM DESCRIBED IN THIS NOTICE (GOVERNMENT CODE SECTION 54954.3) Public Comment Form

Opportunity for Members of the Public to address the Board on any item on the agenda. In the interest of time and order, presentations from the public are limited to four (4) minutes per person. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comment or Public Hearings, follow the directions for speaking to agenda items as listed above.

G. PUBLIC HEARINGS/ACTION ITEMS

1. **PUBLIC HEARING:** The Governing Board will conduct a public hearing to receive input from the public regarding the findings contained in the annual and five-year developer fees report for the fiscal year 2023-2024.
2. **Adoption** is requested of Resolution No. 2025-08, to adopt the findings contained in the annual and five-year developer fees report for fiscal year 2023-2024.

H. ITEMS OF BUSINESS

- 1.1 Designate consent agenda items.  
Note: Consent agenda items are generally routine items of business. The Board will designate those items to be approved as a whole, unless a member of the public requests consideration of an item on an individual basis. The Board will review and act on the remaining items of business.
- 1.2 Discussion/adoption of consent agenda items.

SUPERINTENDENT

- 2.1 **Adoption** is requested of the minutes of the regular board meeting of October 10, 2024.
- 2.2 **Nomination** is requested for a representative for the California School Boards Association's Delegate Assembly, Region 17 (San Diego County) before January 7, 2025. Delegates will serve a two-year term beginning April 1, 2025.
- 2.3 **Authorization** is requested, per Education Code §35143 and 7200, to hold the annual organizational meeting for 2024, between December 13 and December 27, inclusive. A recommendation to set Thursday, December 19, 2024, at 6:00 p.m. in the boardroom of the District Administration Center located at 12335 Woodside Avenue in Lakeside, California, as the date, time, and place of the organizational meeting.
- 2.4 **Approval** of Out-of-State travel for seven administrators to attend Courageous Principals in Dallas, Texas January 31, 2025-February 2, 2025.
- 2.5 **Adoption** is requested for the 2025-2026 revised school calendar to make necessary changes to errors in days of the week (August 2025) and start dates for principals and 11-month employees.

HUMAN RESOURCES

- 3.1 **Approval/Ratification** is requested of Personnel Assignment Order 2025-06.
- 3.2 **Approval** of agreement with Spring Arbor University and Lakeside Union School District for an intern to work with our school nurses.

BUSINESS SERVICES

- 4.1 **Approval** is requested of the following monthly business reports: A) Commercial Warrants; B) Revolving Cash; C) Purchase Orders and Change Orders; and D) Purchase Card Expenditures.

BUSINESS SERVICES (continued)

- 4.2 **Approval** of a Memorandum of Understanding between the District and California School Employee Association and its Chapter 240 regarding CSESAP (Summer Assistance Program) for the 2025-26 school year. The approximate cost of the program is \$27,000.
- 4.3 **Approval** of an adjustment to the Confidential Salary Schedule to move the current \$200/month stipend for the Executive Assistant to the base pay to be creditable through CalPERS. Retro payment will be issued to the previous Executive Assistant and current Executive Assistant for any increases related to the stipend.
- 4.4 **Approval** of the 2024-25 Agricultural Career Technical Education Incentive Grant in the amount of \$15,660.35.
- 4.5 **Approval** is requested of Change Order #3, Gem Industrial, for the Lakeview Extended Student Services building in the amount of \$5,201.47.
- 4.6 **Approval** is requested of Change Orders #8-15, Gem Industrial, for the Central Kitchen Project in the amount of \$57,078.14
- 4.7 **Approval** is requested of the following annual contracts for the 2024-2025 school year: A) San Diego County Health and Human Services Agency (Ed Services), B) Edison Fire Protection (Child Nutrition), C) Southern Indian Health (Pupil Services), D) Connect 4 Kids (SPED), E) Rizalyn Remotigue (Mileage Reimbursement), F) Joceyln McCullough (Mileage Reimbursement), G) Ernest Almendarez (SPED), H) Rancho Coastal Speech Addendum (SPED), I) Margan Barrigan-Husted (Lindo Park, National School Lunch Program/Child and Adult Care Food Program (Child Nutrition).
- 4.8 **Approval** is requested of the following gifts to the District: A) Kelsey Thomas/Blackbaud Giving Fund-\$650, B) Kasey Collins-Variou school supplies, C) Grocery Outlet-30 backpacks to LMS, D) East County Federal Credit Union-30 backpacks to District, E) PTA-RV Donation (homework folders), F) PTA RV Donation (student planners)
- 4.9 **Approval** is requested of the following fundraisers for Lakeview Elementary for the 2024-25 school year: Charleston Wrap, See's Candy, Fall Carnival, Spring Fundraiser-Fun Run, Kona Ice, Chuck E Cheese Family Night, San Diego Gulls Family Night.

EDUCATION SERVICES

- 5.1 **Adoption** of Expeditionary Learning English Language Arts curriculum for Lakeside Middle School and Tierra del Sol Middle School.

BOARD POLICIES, ADMINISTRATIVE REGULATIONS AND/OR EXHIBITS

- 6.1 **Adoption** is requested for Board Policy and Administrative Regulation 1114: District Sponsored Social Media.
- 6.2 **Adoptions** is requested for Administrative Regulation 3580: District Records.
- 6.3 **Adoption** is requested for Administrative Regulation and Exhibit E (1) 4119.12/4219.12/4319.12: Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Lakeside Union School District

Board of Trustees Agenda

November 14, 2024

BOARD POLICY (continued)

6.4 **Adoption** is requested for Board Policy 4033: Lactation Accommodation

6.5 **Adoption** is requested of Board Policy 3400: Management of District Assets/Accounts (First Reading and Adoption) and Resolution 2025-09: Asset Capitalization Threshold.

I. DISCUSSION ITEMS

Miscellaneous:

1. Enrollment Report for Month 2 (September 16, 2024-October 11, 2024)
2. Quarterly Investment Reports, San Diego County Treasury Investment Pool as of the quarter ended on September 30, 2024.
3. Zero Williams complaints were filed with the State.
4. Review of Committee Representation
5. Review of Diligent Online Agenda System

First Readings:

6. Board Policy and Administrative Regulation 0510: School Accountability Report Card
7. Administrative Regulation 3517 and Exhibit 3517-E (1) (new): Facilities Inspection
8. Board Policy and Exhibit 1(new) 4040: Employee Use of Technology
9. Board Bylaw 9010: Public Statements
10. Board Policy and Administrative Regulation 6112: School Day

J. REPORTS TO THE BOARD

1. Union Representatives:

- A. **Kerry Strong**, will present comments as the Lakeside Teachers Association President.
- B. **David Myers**, will present comments as the California School Employees Association President.

2. District Superintendents

- A. **Lisa Davis** will present business and operations updates.
- B. **Robin Ballarin** will present human resources updates.
- C. **Dr. Natalie Winspear** will present educational services updates and closing remarks.

K. ADJOURNMENT

Respectfully Submitted,

*Rhonda L. Taylor, Ed.D.*  
Superintendent

Administration:

RHONDA L. TAYLOR, Ed.D.  
*Superintendent*  
NATALIE WINSPEAR, Ed.D.  
*Assistant Superintendent*  
LISA DAVIS  
*Assistant Superintendent*  
ROBIN BALLARIN  
*Assistant Superintendent*



Board of Trustees:

JIM BENNETT  
AUTUMN ELLENSON  
ANDREW HAYES  
LARA HOEFER MOIR  
RON KASPER

**NOTICE OF PUBLIC HEARING AND PROPOSAL FOR THE ANNUAL AND FIVE-YEAR  
DEVELOPER FEES REPORT FOR FISCAL YEAR 2023-2024**

PLEASE TAKE NOTICE that immediately following a public hearing on the matter, a resolution 2025-08 will be considered by the Governing Board of the Lakeside Union School District at its regular meeting on November 14, 2024 located at Lakeside Union School District Administrative Center, 12335 Woodside Avenue, Lakeside CA 92040, regarding the findings contained in the annual and five-year developer fee report for fiscal year 2023-24. The information was made available for viewing 15 days prior to the board meeting.

October 25, 2024

Rhonda L. Taylor, Ed.D.  
Secretary to the Board

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Adoption of Resolution 2025-08, to adopt the findings contained in the Annual and Five-Year Developer Fee Report for Fiscal Year 2023-24

**Background (Describe purpose/rationale of the agenda item):**

Pursuant to Government Code Sections 66006 (b) and 66001 (d) the District is required to prepare an Annual and Five-Year Report of the developer fees collected for residential and commercial development projects within 180 days of the end of the fiscal year, which must be reviewed by the Board of Education at a regularly scheduled public meeting.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**Addresses Emphasis Goal(s):**

#1: Academic Achievement       #2: Social Emotional       #3: Physical Environments

**Recommended Action:**

- |  |   |
|--|---|
| <input type="checkbox"/> Informational       | <input type="checkbox"/> Denial/Rejection                       |
| <input type="checkbox"/> Discussion          | <input type="checkbox"/> Ratification                           |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption            |   |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Lisa Davis, Assistant Superintendent



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**RESOLUTION NO. 2025-08**

**A RESOLUTION OF THE BOARD OF EDUCATION OF  
THE LAKESIDE UNION SCHOOL DISTRICT ADOPTING  
THE FINDINGS CONTAINED IN THE ANNUAL AND  
FIVE-YEAR DEVELOPER FEE REPORT FOR FISCAL  
YEAR 2023-24**

**WHEREAS**, pursuant to its authority under Education Code Section 17620 and Government Code Section 65995, the Board of Education has previously adopted and imposed statutory school fees for the 2023-24 fiscal year on residential, commercial, and industrial development (“Developer Fees”) to mitigate the impact of new development on the Lakeside Union School District (“District”); and

**WHEREAS**, the District has deposited all Developer Fees that it has received in a separate non-commingled capital facilities fund (“Capital Facilities Fund”) established for such a purpose, pursuant to Government Code Section 66006(a) and (b); and

**WHEREAS**, the District has made available to the public within one hundred and eighty (180) days of the end of the 2023-24 fiscal year the Annual and Five-Year Developer Fee Reports for Fiscal Year 2023-24; and

**WHEREAS**, the District has reviewed the information provided in the Annual and Five-Year Developer Fee Reports and has determined the information contained therein to be true and correct; and

**WHEREAS**, the Annual Developer Fee Report was prepared in accordance with Government Code Section 66006(b)(1); and

**WHEREAS**, the Five-Year Developer Fee Report was prepared in accordance with Government Code Section 66001(d); and

**WHEREAS**, the District has mailed notice at least fifteen (15) days prior to this meeting to all interested parties who have requested notice of any meeting relative to the District's imposition of Developer Fees; and

**WHEREAS**, the Board of Education has reviewed and considered the Annual and Five-Year Developer Fee Reports at a duly noticed, regularly scheduled public meeting at least fifteen (15) days after the District made this information publicly available, pursuant to Government Code Section 66006(b)(2).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE LAKESIDE UNION SCHOOL DISTRICT AS FOLLOWS:**

Section 1. The Board has reviewed the information provided in the Annual and Five-Year Developer Fee Reports, and finds it to be true and correct.

Section 2. The Board, based upon the information contained in the Annual Developer Fee Report, finds as follows:

Section 2.1 That the Annual Developer Fee Report describes the types of fees contained in the Capital Facilities Fund, including the amount of the fees, the beginning and ending balance of the Capital Facilities Fund, as well as the amount of fees collected, and the interest earned thereon.

Section 2.2 That the Annual Developer Fee Report identifies each public improvement on which Developer Fees were expended, and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with Developer Fees.

Section 2.3 That sufficient funds have not been collected to complete the financing on any incomplete public improvement.

Section 2.4 That there were no interfund transfers or loans made from the Capital Facilities Fund.

Section 2.5 That sufficient funds have not been collected to complete the financing of any incomplete public improvement, and that there were no refunds made of Developer Fees.

Section 3. The Board, based upon the information contained in the Five-Year Developer Fee Report, finds as follows:



Section 3.1 That the purpose of Developer Fees imposed on new residential, commercial, and industrial development within the District is to fund the school facilities required to serve the additional grade K-12 students generated by such new development and that the Developer Fees will be used for the construction and/or acquisition of additional school facilities and the remodeling of existing school facilities to provide additional capacity.

Section 3.2 That there is a proportional and reasonable relationship between the Developer Fees imposed on new development and the need for additional District school facilities because new development will generate new students to be enrolled in the District which will lead to increased need for school facilities, and that the Developer Fees imposed do not exceed the cost of providing such additional school facilities.

Section 3.3 That there is a further proportional and reasonable relationship between the unexpended Developer Fees contained in the Capital Facilities Fund and the need for additional school facilities because the Developer Fees imposed on new developments will not fully cover the costs of providing such school facilities for these new students.

Section 3.4 That portion of the Capital Facilities Fund that remains unexpended will be used for the construction and/or acquisition of additional school facilities, remodeling existing school facilities in order to increase capacity, and the acquisition of additional portable classrooms to accommodate students generated from new development.

Section 3.5 That the funding anticipated to complete the financing of incomplete projects will be obtained from the State School Facilities Program and additional Developer Fees as set forth in the Five-Year Developer Fee Report.

Section 3.6 That the dates upon which the District's school facilities projects employing the unexpended funds in the Capital Facilities Fund will commence are not presently known.

Section 4. The Annual and Five-Year Developer Fee Reports have been made available to the public within one hundred and eighty (180) days after the last day of the fiscal year pursuant to Government Code Sections 66001(d) and 66006(b).

Section 5. The District made the Annual and Five-Year Developer Fee Reports available for public review at least fifteen (15) days prior to the Board’s consideration of these reports.

Section 6. The District mailed notice of the time and place of the Board meeting in which the Annual and Five-Year Developer Fee Reports would be considered, as well as the location where the reports could be reviewed, at least fifteen (15) days before the meeting, to each individual who had filed a written request for such notice.

PASSED AND ADOPTED this 14th day of November, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF EDUCATION OF THE  
Lakeside Union SCHOOL DISTRICT

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Superintendent

ATTEST:

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO)

I, Jim Bennett, Clerk of the Governing Board of the Lakeside Union School District of San Diego County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2025-08 of said Board and that the same has not been amended or repealed.

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Clerk of the Governing Board  
Dated: 14 November, 2024

**LAKESIDE UNION SCHOOL DISTRICT  
ANNUAL AND FIVE-YEAR DEVELOPER FEES REPORT  
FOR FISCAL YEAR 2023-24**

Government Code Sections 66006 and 66001 provide that the District shall make available to the public certain information and adopt described findings relative to statutory school facility fees ("Statutory School Fees") collected pursuant to Education Code Sections 17620 et. seq. and Government Code Sections 65995 et. seq. ("Level 1 fees," "Level 2 fees," and "Level 3 fees," collectively, "Statutory School Facility Fees" and as to Level 2 and Level 3 fees, "Alternative School Facility Fees.") The foregoing for this purpose is also referred to as reportable fees ("Reportable Fees"). The described information and findings relate to Reportable Fees received, expended or to be expended in connection with school facilities ("School Facilities") to accommodate additional students from new development if funded or partially funded with Reportable Fees. The Reportable Fees do not include letters of credit, bonds, or other instruments to secure payment of Reportable Fees at a future date. The Reportable Fees have not been levied, collected or imposed for general revenue purposes.

The following is the information for review and the proposed findings scheduled for adoption in accordance with Government Code Sections 66006 and 66001.

**I. INFORMATION MADE AVAILABLE PURSUANT TO GOVERNMENT CODE  
SECTION 66006 FOR FISCAL YEAR 2023-24:**

In accordance with Government Code Section 66006(b)(1) and (2), the District provides the following information for fiscal year 2023-24:

**A. DESCRIPTION OF THE TYPE OF REPORTABLE FEES IN THE ACCOUNT OR SUB-ACCOUNT(S) OF THE DISTRICT:**

The Reportable Fees consist of Statutory School Fees and Mitigation Payments.

**B. AMOUNT OF REPORTABLE FEES:**

The Statutory School Fee and Mitigation Payment rates for fiscal year 2022-23 are set forth in Schedule A, which is incorporated herein. These Statutory School Fee and Mitigation Payment rates were previously adopted on behalf of the Board of Education ("Board") of the District. The Statutory School Fee amounts only partially mitigate the impacts to the District caused by new residential development because the Statutory School Fees do not adequately fund the school facility needs resulting from additional development within the District. The amounts of the Mitigation Payments are essential to fund interim and permanent school facilities to accommodate students from additional development within the District.

**C. BEGINNING AND ENDING BALANCE OF ACCOUNT:**

	Statutory School Fees	Mitigation Payments
Beginning Balance (7/1/23)	\$ 1,694,035.15	-0-
Ending Balance (6/30/24)	\$ 954,134.74	-0-

**D. AMOUNT OF THE REPORTABLE FEES COLLECTED AND INTEREST EARNED:**

Amount of Fees Collected	Amount of Interest Earned	Proceeds from Sale of Portable Buildings
\$229,225	\$ 45,818.50	-0-

**E. IDENTIFICATION OF EACH PROJECT IF THE DISTRICT ON WHICH REPORTABLE FEES WERE EXPENDED AND THE AMOUNT OF THE EXPENDITURES ON EACH PROJECT OF THE DISTRICT FOR FISCAL YEAR 2023-24, INCLUDING THE TOTAL PERCENTAGE OF THE COST OF THE PROJECT OF THE DISTRICT, THAT WAS FUNDED WITH REPORTABLE FEES:**

PROJECT NAME	ANTICIPATED AMOUNT OF FUNDING FROM SCHOOL FACILITIES FEES	PERCENTAGE OF TOTAL PROJECT COST
Relocatable Lease Payments District Office (1)	\$ 10,693.20	100%
Direct Support Costs (Admin Fees)	\$ 7,659.12	100%
Restroom Trailer Rental, Dream	\$ 24,455.38	100%
Kinder Portable Replacement	\$ 48,398.43	100%
Technology Expansion	\$ 923,738.25	41%

**F. IDENTIFICATION OF AN APPROXIMATE DATE BY WHICH THE CONSTRUCTION OF PROJECT(S) OF THE DISTRICT WILL COMMENCE IF THE DISTRICT DETERMINES THAT SUFFICIENT FUNDS HAVE BEEN COLLECTED TO COMPLETE FINANCING ON AN INCOMPLETE PROJECT OF THE DISTRICT, AS IDENTIFIED IN PARAGRAPH (2) SUBDIVISION (A) OF SECTION 66001, AND THE PROJECT OF THE DISTRICT REMAINS INCOMPLETE:**

The District proposes to determine that for fiscal year 2023-24, Reportable Fees and other sources of funding were not sufficient to complete the financing of any School Facilities construction project ("Project") of the District. Please refer to the School Facilities Needs Analysis Report.

**G. DESCRIPTION OF EACH INTERFUND TRANSFER OR LOAN MADE FROM THE ACCOUNT OR SUB-ACCOUNT(S), INCLUDING PROJECT(S) OF THE DISTRICT ON WHICH THE TRANSFERRED OR LOANED REPORTABLE FEES WILL BE EXPENDED, AND, IN THE CASE OF AN INTERFUND LOAN, THE DATE ON WHICH THE LOAN WILL BE REPAYED, AND THE RATE OF INTEREST THAT THE ACCOUNT OR SUB-ACCOUNT(S) WILL RECEIVE ON THE LOAN:**

No interfund transfers or loans were made from Reportable Fees.

**H. THE AMOUNT OF REFUNDS MADE OR REVENUES ALLOCATED FOR OTHER PURPOSES IF THE ADMINISTRATIVE COSTS OF REFUNDING UNEXPENDED REVENUES EXCEED THE AMOUNT TO BE REFUNDED:**

No refunds were made or revenues allocated for other purposes.

In accordance with Government Code Section 66006(b)(2), the foregoing information, including the proposed five (5) year findings set forth below will be made available to the public at least fifteen (15) days prior to consideration of the Reportable Fees Report. The Board of the District will review such annual information and proposed five (5) year findings at its next regular meeting occurring at least fifteen (15) days subsequent to the availability of this Reportable Fees Report.

**II. PROPOSED FIVE (5) YEAR FINDINGS WITH RESPECT TO THAT PORTION OF THE REPORTABLE FEES REMAINING UNEXPENDED. WHETHER COMMITTED OR UNCOMMITTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 66001.**

**A. IDENTIFICATION OF THE PURPOSE FOR REPORTABLE FEES ARE:**

The purpose of the Reportable Fees imposed and collected on new residential, commercial, and industrial development within the District is to fund additional School Facilities required to serve the students of the District generated by this new development within the District. See Schedule C for the District's School Facilities Projects. Specifically, the Reportable Fees have been and will continue to be used for the construction and/or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, as well as acquiring and installing additional portable classrooms.

**B. DEMONSTRATION OF REASONABLE RELATIONSHIP BETWEEN THE REPORTABLE FEES AND THE PURPOSES OF WHICH THEY ARE CHARGED:**

There is roughly a proportional, reasonable relationship between the new development upon which the Reportable Fees are charged and the need for additional School Facilities by reason of the fact that additional students will be generated by additional development within the District and the District does not have student capacity in the existing School Facilities to accommodate these new students. Furthermore, the Reportable Fees charged on new development will be used to fund School Facilities which will provide capacity to serve the students generated from new development and the Fees do not exceed the costs of providing such School Facilities for new students.

**C. IDENTIFICATION OF ALL SOURCES AND AMOUNTS OF FUNDING THE ANTICIPATED TO COMPLETE FINANCING OF THE SCHOOL FACILITIES THE DISTRICT HAS IDENTIFIED IN THE DISTRICT'S REPORTS FOR FISCAL YEAR 2024-25:**

Source of Funding	Amount of Funding Anticipated to be Received to Complete Financing of School Facilities
1. State School Building Program	-
2. State Hardship Funds	-
3. Community Facilities Districts	-
4. General Obligation Bond Proceeds	-
5. Redevelopment Pass-Through Agreements	-
6. Statutory School Facility Fees	\$ 240,000.00
7. Mitigation Payments	-
8. Certificates of Participation	-
9. S.B. No. 201 Fees (Government Code Section 65970 et seq.)	-
10. Beginning Balance (7/01/2024)	\$ 954,134.74
11. Total Funding (Lines 1-10) above	\$ 1,194,134.74
12. Total Costs Funded by Developer Fees: See Schedule B	\$ 1,192,301.00
13. Minus total of All Funds in Source (Enter from Line 11 above)	\$ 1,194,134.74
14. Surplus Balance (Line 13, minus Line 12)	\$ 1,833.74

**D. DESIGNATION OF THE APPROXIMATE DATE ON WHICH THE FUNDING REFERRED TO IN PARAGRAPH 3 ABOVE IS EXPECTED TO BE DEPOSITED IN THE APPROPRIATE ACCOUNT OR SUB-ACCOUNT(S):**

Source of Funding	Approximate Date Expected to be Deposited
State School Building Program	N/A
State Hardship Funds	N/A
Community Facilities Districts	N/A
General Obligation Bond Proceeds	N/A
Redevelopment Pass-Through Agreements	N/A
Statutory School Facility Fees	Immediately Upon Receipt
Mitigation Payments	N/A
Certificates of Participation	N/A
S.B. No. 201 Fees (Government Code Section 65970 et. Seq.)	N/A

**SCHEDULE A**  
**2024-25**  
**STATUTORY SCHOOL FEES**

**Effective 8/17/2020:**

**Statutory School Fees:**

Residential Development	\$2.53 per square foot of assessable space
Commercial/Industrial	\$0.41 per square foot of assessable space

Development  
 Storage Development \$0.16 per square foot of assessable space

Mitigation Payments:

Residential Development -0-

**SCHEDULE B**

**LAKESIDE UNION SCHOOL DISTRICT**  
 ITEMIZED PROJECT FUNDING FROM SOURCES IDENTIFIED IN II (C)  
 ARE ANTICIPATED COSTS/FEEES FOR NEXT FISCAL YEAR 2024-25

<b>PROJECT</b>	<b>AMOUNT</b>	<b>PERCENTAGE</b>
Relocatable Lease Payments District Office (1)	\$ 10,693.00	100%
Direct Support Costs (Admin Fees)	\$ 7,200.00	100%
Restroom Trailer Rental, Dream	\$ 24,186.00	100%
Technology Expansion	\$ 1,150,222.00	100%
<b>Total of Lines</b>	<b>\$ 1,192,301.00</b>	

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Approval of Board Minutes

**Background (Describe purpose/rationale of the agenda item):**

It is recommended to approve the following minutes of the Governing Board Meetings below with any necessary modifications:

\*October 10, 2024 Minutes

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**Recommended Action:**

- |  |   |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial/Rejection                       |
| <input type="checkbox"/> Discussion    | <input type="checkbox"/> Ratification                           |
| <input type="checkbox"/> Approval      | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption      |   |

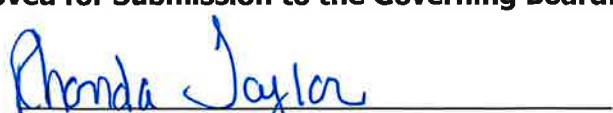
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**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**

  
Rachel Camarero, Executive Assistant

  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_



Administration:

RHONDA L. TAYLOR, Ed.D.  
*Superintendent*  
NATALIE WINSPEAR, Ed.D.  
*Assistant Superintendent*  
LISA DAVIS  
*Assistant Superintendent*  
ROBIN BALLARIN  
*Assistant Superintendent*



Board of Trustees:

JIM BENNETT  
AUTUMN ELLENSON  
ANDREW HAYES  
LARA HOEFER MOIR  
RON KASPER

*Minutes of the Regular Meeting of the Board of Trustees*

October 10, 2024  
District Administration Center

- |  |  |
|--|--|
| <p>A. The regular meeting of the Lakeside Union School District Board of Trustees was called to order at 5:15 p.m. by Andrew Hayes, President with the following members present: Lara Hoefer Moir, Vice President; Jim Bennett, Clerk; Autumn Ellenson, Member; and Ron Kasper, Member. Also in attendance were Dr. Rhonda Taylor, Superintendent; Dr. Natalie Winspear, Assistant Superintendent; Robin Ballarin and Lisa Davis, Assistant Superintendent. Rachel Camarero was present to record the minutes.</p>  | <p>Call to Order</p>   |
| <p>B. There was one request to speak to the Board prior to closed session: a parent spoke regarding concerns with celebrations for Halloween and Fall Festivals.</p>   | <p>Public Comment</p>  |
| <p>C. At 5:21 p.m., the Governing Board moved to closed session to discuss the following: 1) Conference with Labor Negotiator, Lisa Davis, regarding the California School Employees Association and its Chapter 240, pursuant to Government Code §54957.6; 2) Conference with Labor Negotiator, Lisa Davis, regarding the Lakeside Teachers Association, pursuant to Government Code §54957.6; 3) Conference with Legal Counsel-Anticipated Litigation, significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section §54956.9: (1 case); and 4) Public Employee Evaluation, Superintendent, pursuant to Government Code §54957.6</p>  | <p>Closed Session</p>  |
| <p>D. The Board reconvened at 6:00 p.m. President Hayes welcomed visitors and reported out on closed session items:</p> <ol style="list-style-type: none"> <li>1. No action was taken on Conference with Labor Negotiator, Lisa Davis, regarding the California School Employees Association and its Chapter 240, pursuant to Government Code §54957.6.</li> <li>2. No action was taken on Conference with Labor Negotiator, Lisa Davis, regarding the Lakeside Teachers Association, pursuant to Government Code §54957.6.</li> <li>3. No action was taken on-Anticipated Litigation, significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section §54956.9: (1 case)</li> <li>4. No action was taken on Public Employee Evaluation, Superintendent, pursuant to Government Code §54957.</li> </ol> | <p>Reconvene<br/>Welcome Visitors</p> <p>Closed Session<br/>Report</p> |
| <p>Students from Lemon Crest led the pledge of allegiance. Following the pledge, Principal Jennifer Price shared highlights from the school, including three main goals for the year: academic achievement, social-emotional well-being and safety, and attendance. Principal Price expanded upon plans for restorative practices with students, fall bingo with Principal Price, monthly coffees with the principal, and trophies for best attendance.</p>  | <p>Flag Salute Lemon<br/>Crest Spotlight</p>                           |

- E. Clerk Bennett mentioned thoughts and prayers to victims of Helen and Milton hurricanes in Florida. He noted the public speaker, emphasizing the importance of recognizing all religious holidays and how to make sure we are consistent as a district.

Trustee Reports and  
 Comments

Member Ellenson gave a shout-out to Dr. Hardiman for making great connections in the community with her “sit-downs” with parents at Tierra Del Sol Middle School. She also recognized the teachers for all the hard work that goes into getting ready for parent conference week.

Member Kasper noted the Open House nights he was able to visit, including Lakeside Middle School and Lindo Park Elementary. Mr. Kasper also noted the emphasis on the board goals for the school year, both academic and social-emotional.

Vice President Hoefler Moir had no formal report.

President Hayes was looking forward to the Bulls Only Rodeo in Lakeside this weekend.

- F. There were no requests to speak to the board.

Public Comments

- G. 1. At 6:30 p.m., the Board opened a public hearing regarding the availability of textbooks and/or instructional materials for fiscal year 2023-2024. Hearing no comments, President Hayes closed the hearing at 6:30 p.m.

Public Hearing:  
 Textbook  
 Availability

- 2. It was moved by Vice President Hoefler Moir and seconded by Jim Bennett to adopt Resolution No. 2025-06, determining that every pupil has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum, framework adopted by the State Board of Education: Mathematics; Science, History-Social Science; and Reading/Language Arts. Motion carried unanimously 5:0 (Ayes: Bennett, Ellenson, Hayes, Hoefler Moir, Kasper).

Adopt Resolution  
 No. 2025-06:  
 Textbook  
 Availability

- H. 1.1 It was moved by Vice President Hoefler Moir and seconded by Autumn Ellenson to designate all Items of Business to the consent agenda with the exception of Items 5.1 and 5.2

Consent Agenda-  
 Items of Business

- 1.2 It was moved by Member Ellenson and seconded by Vice President Hoefler Moir to adopt the following items of business (there was no discussion on the items):

Discussion/Adoption

SUPERINTENDENT

- 2.1 A motion to adopt the minutes of the regular board meeting of September 12, 2024, and September 16, 2024.

Adopt Minutes

- 2.2 A motion to adopt Resolution No. 2025-07, authorizing the District to enter into a contract with the California Department of Education for Child Development Services and authorizing the Superintendent to sign the contract documents for fiscal year 2025-26.

Adopt Resolution  
 No. 2025-07

- 2.6 A motion to adopt Resolution No. 2025-05, declaring the week of October 21-25, 2024, as Red Ribbon Week in the Lakeside Union School District. The District encourages the community to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug free, tobacco and alcohol abuse-free community.

Adopt Resolution  
 No. 2025-05

H. ITEMS OF BUSINESS (CONTINUED)

HUMAN RESOURCES

- 3.1 A motion to approve/ratify Personnel Assignment Order 2025-05.

Approve PAO

BUSINESS SERVICES

- 4.1 A motion to approve the following monthly business reports: A) Commercial Warrants; B) Purchase Orders and Change Orders; and C) Purchase Card Expenditures.
- 4.2 A motion to approve amendment 1 and Resolution No. 2025-04 for RFQ 2024-008F, Gold Star Foods, as a secondary vendor.
- 4.3 A motion to approve the fresh produce award to American Produce through RFQ 2024-08F in the approximate amount of \$100,000.
- 4.4 A motion to approve Change Order #2, American Modular Systems (AMS), credit of \$3,920 at Lakeside Farms Elementary and credit of \$3,920 Lakeview Elementary
- 4.5 A motion to approve Change Order #1-6 to GEM Technology Building Project in the amount of \$28,180.23.
- 4.6 A motion to approve Change Order #1R to GEM Industrial for Lakeside Farms ESS in the amount of \$25,653.50.
- 4.7 A motion to approve Change Order #1 to GEM Industrial for Lakeview ESS in the amount of \$27,023.30.
- 4.8 A motion to approve Change Orders #1-4 to GEM TDS Fence Project in the amount of \$13,460.12.
- 4.9 A motion to approve Change Order #7 to GEM Industrial Central Kitchen Project in the amount of \$1,515.25.
- 4.10 A motion to approve Settlement Agreement OAH Case No. 2024080040 in the amount of \$8,800.
- 4.11 A motion to approve Climatec Notice of Final Completion for solar and controls, lighting, mechanical, roofing and transformers.
- 4.12 A motion to approve the following annual contracts for the 2024-2025 School Year: A) Sandy Hook Promise (Pupil Services), Cornerstone Educational Solutions (SPED), Global Captioning Solutions, Inc (SPED), Specialized Education of California-Sierra School of San Diego (SPED), Jostens PIX (LMS), TIEE-Children's Workshop (SPED), TIEE-Mission Valley Academy (SPED), Helen Woodward Animal Center (Lindo Park), Amergis Healthcare Staffing (SPED), Oak Grove Institute (SPED), Ambrosia Travel, LLC (LMS), Soliant Health LLC (SPED), West Shield Adolescent Services (SPED), Empowerment Through Outreach & Urban Redevelopment (DETOUR) (Pupil Services), WestEd-CalSCHLS (SPED), Knotts Berry Farm (TDS/LMS)

Approve Bus Reports

Resolution No. 2025-04  
Gold Star Foods

American Produce Award

Credit-American Modular Systems

GEM Change Order-Technology

GEM Change Order-Lakeside Farms

GEM Change Order-Lakeview

GEM Change Order-TDS Fence

GEM Change Order-Central Kitchen

Settlement OAH No. 2024080040

Climatec Notice of Completion

H. ITEMS OF BUSINESS (CONTINUED)

- |      |   |                                      |
|------|---|--------------------------------------|
| 4.12 | Atkinson, Andelson, Loya, Ruud & Romo (Business Services), Consulting & Inspection Services (MAINT), Jennifer Perrault (Pupil Services), Patrice Ruppel (Pupil Services). | Approve Annual Contracts (continued) |
| 4.13 | A motion to approve an out-of-county field trip for LMS and TDS for the Band and Orchestra to perform at Knotts Berry Farm on March 11, 2025.                             | Out of County Field Trip             |

BOARD POLICIES, REGULATIONS, BYLAWS AND/OR EXHIBITS

- |     |  |                                     |
|-----|--|-------------------------------------|
| 6.1 | A motion to adopt Board Policy and Regulation 4030: Nondiscrimination in Employment.   | Adopt BP/AR 4030                    |
| 6.2 | A motion to adopt Board Policy and Administrative Regulation 4119.11/4219.11/4319.11: Sex Discrimination and Sex-Based Harassment. | Adopt BP/AR 4119.11/4219.11/4319.11 |


Motion carried unanimously 5:0 (Ayes: Bennett, Ellenson, Hayes, Hoefler Moir, Kasper).

PULLED ITEMS:

- |     |  |   |
|-----|--|---|
| 5.1 | Clerk Bennett noted the heavy lifting and enormous amount of work that went into the Annual School Plan for Student Achievement for every school site. <u>It was moved</u> by President Hayes and Seconded by Vice President Hoefler Moir to approve the 2024-25 School Plans for Student Achievement (SPSA) for each school site. Motion carried unanimously 5:0 ( <u>Ayes</u> : Bennett, Ellenson, Hayes, Hoefler Moir, Kasper). | Approve Annual SPSA's                         |
| 5.2 | Clerk Bennet noted the robust planning for the Comprehensive School Safety Plans for each school site. It was moved by Member Ellenson and Seconded by Ron Kasper to approve the 2024-25 Comprehensive School Safety Plans (CSSP's). Motion carried unanimously 5:0 ( <u>Ayes</u> : Bennett, Ellenson, Hayes, Hoefler Moir, Kasper).   | Approve Annual CSSP's                         |
| I.  | 1. Review of Enrollment Report for Month 1 from August 19 to September 13, 2024. There were no comments.   | Enrollment Report                             |
|     | 2. Second Reading of Board Policy 4033: Lactation. The Board will adopt at the next regular meeting.   | BP 4033                                       |
|     | 3. Second Reading of Administrative Regulation and Exhibit E (1): 4119.12/4219.12/4319.12: Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. The Board will adopt at the next regular meeting.  | AR and Exhibit E (1): 4119.12/4219.12/4319.12 |
|     | 4. First reading of Board Policy and Administrative Regulation 1114: District Sponsored Social Media. The Board will adopt at the next regular meeting.  | BP/AR 1114                                    |
|     | 5. First Reading of Administrative Regulation 3580: District Records. The Board will adopt at the next regular meeting.  | AR 3580                                       |
|     | 6. First Reading of Board Policy 6158: Independent Study. The Board will adopt at the next regular meeting.  | BP 6158                                       |

Lakeside Union School District  
Board of Trustees Regular Meeting  
October 10, 2024

- |  |   |
|--|---|
| J. 1A. Kerry Strong, LTA President, was not in attendance.   | LTA President                                     |
| 1B. David Myers, CSEA President, was not in attendance.  | CSEA President                                    |
| 2A. Lisa Davis, Assistant Superintendent, noted that the kitchen would be doing a field trip for several schools on November 7 <sup>th</sup> at the District Office, including a tour of the new composter machine. She also reported that the new Extended Student Services buildings are almost complete. She reminded the Board that Barona Indian School's charter is up for renewal this year and they are in the process of changing their school name.  | Assistant Superintendent<br>Lisa Davis            |
| 2B. Robin Ballarin, Assistant Superintendent, reported that Human Resources has hired 37 classified staff members and 31 certificated staff members since July 1 <sup>st</sup> . She commented that she has gotten out to many school sites and getting to know many of our staff and teachers.  | Assistant Superintendent<br>Robin Ballarin        |
| 2C. Dr. Natalie Winspear, Assistant Superintendent, spoke about the Strong Workforce Grant the District is applying for the third-year in a row and the various programs both middle schools plan on implementing. Encore after school literacy intervention has launched. The LETRS training has begun with 64 teachers participating in professional development on the "science of reading."  | Assistant Superintendent, Dr.<br>Natalie Winspear |
| 2D. Dr. Rhonda Taylor, Superintendent, noted that she is participating again this year in the "Classrooms of the Future" presenting in a podcast with Mr. Goergens about the immersion programs and pathways offered between LUSD and El Capitan High School. Dr. Taylor also participated in a few community booths to help the Riverview/Winter Gardens Elementary PTA's recruit for students in the programs. Dr. Taylor mentioned that every principal had to do an "attendance improvement" plan this year. She also thanked Kelcy Sutton, Counselor at Lemon Crest, for setting up the Feeding San Diego food distribution program at Lemon Crest this year. | Superintendent Dr.<br>Rhonda Taylor               |
| K. President Hayes asked if there was any further business to come before the board. There being none, the president declared the regular board meeting adjourned at 6:46 p.m.   | Adjournment                                       |

  
Rhonda L. Taylor, Ed.D.  
Secretary to the Board

\_\_\_\_\_  
Jim Bennett  
Clerk of the Board

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

CSBA Delegate Assembly Nominations

**Background (Describe purpose/rationale of the agenda item):**

The Board is asked to nominate a representative for the California School Boards Association's Delegate Assembly, Region 17 (San Diego County) before January 7, 2025. Delegates will serve a two-year term beginning April 1, 2025.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**Recommended Action:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Informational</b> | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>               | <input type="checkbox"/> <b>Ratification</b>                           |
| <input type="checkbox"/> <b>Approval</b>                 | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>                 |  |
- 

**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**

  
Rachel Camarero, Executive Assistant

  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

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## Call for nominations for the Delegate Assembly

1 message

CSBA <csba@csba.org>  
To: rcamarero@lsusd.net

Fri, Oct 25, 2024 at 8:02 AM

Submit a nomination today!

Trouble viewing this email? [Click here »](#)



## Call for nominations for the Delegate Assembly

### Nomination, appointment and candidate biographical sketch forms due Tuesday, Jan. 7, 2025

CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices of education, the Board of Directors and the Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices throughout the state. The Delegate Assembly is composed of Delegates who are elected and appointed by local board members in 21 geographic regions throughout the state. Delegates will serve two-year terms beginning April 1, 2025, through March 31, 2027. The Delegate Assembly meets twice each year.

Nomination, appointment and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until Tuesday, Jan. 7, 2025. Please see memorandum from President Albert Gonzalez for [districts](#) and [odd-numbered counties](#). Links to the nomination and appointment materials along with the candidate biographical sketch can be accessed on [CSBA's website](#).

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**Nominations are now being accepted!**

If you have questions, please contact the Executive Office at [nominations@csba.org](mailto:nominations@csba.org).

[Learn more](#)

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Date of Organizational Meeting of the Governing Board

**Background (Describe purpose/rationale of the agenda item):**

Per Education Code §35143 and 7200, the annual organizational meeting for 2024 must be held between December 13 and December 27 inclusive. A recommendation to set Thursday, December 19, 2024, at 6 p.m. in the boardroom of the District Administration Center located at 12335 Woodside Avenue in Lakeside, California, as the date, time, and place of the organizational meeting of the Board of Trustees.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A


**Recommended Action:**

- |  |   |
|--|---|
| <input type="checkbox"/> Informational       | <input type="checkbox"/> Denial/Rejection                       |
| <input type="checkbox"/> Discussion          | <input type="checkbox"/> Ratification                           |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption            |   |

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**Originating Department/School:** Superintendent

**Submitted/Recommended By:**



Rachel Camarero, Executive Assistant

**Approved for Submission to the Governing Board:**



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_



**NOTICE OF DECEMBER 2024  
ORGANIZATIONAL MEETING OF THE GOVERNING BOARD**

Complete and submit no later than **Nov. 1, 2024**, to:

Email: [legal@sdcoe.net](mailto:legal@sdcoe.net)

School District: Lakeside Union School District

Date of Organizational Meeting: December 19, 2024  
*(Date between Dec. 13 and Dec. 27 inclusive)*

Time of Meeting: 6:00 p.m.

  
Clerk/Secretary to the Governing Board

10/23/2024  
Date

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Approval of out-of-state travel for Courageous Principals to Dallas, Texas in January 2025.

**Background (Describe purpose/rationale of the agenda item):**

Approval is requested of out-of-state travel for Robin Ballarin, Janette Ridgels, Jennifer Price, Alejandra Garcia, John Greenwell, Leslie Hardiman and Paula Macias-Gonzalez to attend the Courageous Principals training at Deloitte in Dallas, Texas 1/31/2025-2/2/2025.

**Fiscal Impact (Cost):**

Flights: \$3,000  
Program: \$5,250

**Funding Source:**

Superintendent Budget

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b> | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>    | <input type="checkbox"/> <b>Ratification</b>                           |
| <input type="checkbox"/> <b>Approval</b>      | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>      |  |

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**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**

  
Rachel Camarero, Executive Assistant

  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

## Courageous Principals Program

### Session Dates and Timing

**January 31 - February 2, 2025**

Deloitte University–Westlake, TX

All program participants should arrive to Deloitte University by 2:00p.m. CT on Friday, January 31 and depart after the program send at 12:30p.m. CT on Sunday, February 2.

*All visitors should allow 2-hours of transit time between flight arrivals/departures and event timing. All participants must **attend the 2.5-day programs in-full** and are advised to **stay on-site** to engage in special receptions and activities honoring school leaders. 1 and 2 programs run on the same weekends. All participants may arrive by personal car at no additional charge for on-site parking.*

Courageous Principals 1 & 2 Program Details	
1	<p><b>COURAGEOUS PRINCIPALS 1</b></p> <p>Participants of the Courageous Principals 1 (CP1) program are immersed in a series of learning experiences focused on enhancing the critical relationship building, communication, and influence skills of K-12 school leaders.</p> <p><b>PARTICIPANT ROLE REQUIREMENTS</b></p> <p>This session is offered to <u>Superintendents, Principals, and Assistant Principals</u> of K-12 schools. Teachers are not permitted. Due to limited seating and a lengthy waitlist, the session will only be open to <u>first-time participants</u> in Courageous Principals with these roles.</p> <p><b>PARTICIPANT FEE</b></p> <p>\$750 (Air travel is <u>not</u> included). Additional fee details below.</p>
2	<p><b>COURAGEOUS PRINCIPALS 2</b></p> <p>CP1 participants must put learning into practice for <u>no less than six months</u> to be eligible to attend the Courageous Principals 2 (CP2) program. This program builds on the CP1 curriculum by diving deeper into driving culture, leading change, and building resilience.</p> <p><b>PARTICIPANT ROLE REQUIREMENTS</b></p> <p>This session is offered to <u>Superintendents, Principals, and Assistant Principals</u> who have completed the Courageous Principals 1 program no less than six months prior to attending CP2.</p> <p><b>PARTICIPANT FEE</b></p> <p>\$750 (Air travel is <u>not</u> included). Additional fee details below.</p>

### COVID-19 Guidelines

Based on the advice of our expert medical professionals and the evolution of COVID-19 trends and impacts, we are lifting the vaccine access requirement for Deloitte US facilities and the vaccine and booster access requirement for Deloitte University.

1. Because we are operating at full capacity, there are limited opportunities for social distancing.
2. There is no contact tracing being done in the event we are made aware of a positive COVID-19 diagnosis. The CDC no longer recommends universal contact tracing (only recommended for specific settings and groups at increased risk).
3. Masks are not required at DU, but you should feel empowered to wear a mask if you wish to do so.

To learn more about Deloitte University's COVID-19 policies and protocols, please visit this [website](#) where the most up to date information will be posted.

### Participant Fee Details

The participant fee for the Courageous Principals programs includes the following:

- Private room accommodations at Deloitte University—your own hotel room!
- DFit: Deloitte University's onsite fitness center
- Shuttle service to/from the Dallas Fort Worth and Dallas Love Field airports
- All meals and beverages on-site
- All program materials
- Included gratuities for service staff (transportation, servers, housekeepers, etc.)—Deloitte University is a no tip facility

### **Air travel is not included in the participant fee**

*The overnight accommodations at Deloitte University are limited to **one person per room**. Spouses, family members, or guests who are not registered for a qualified learning event are not permitted. The participant fee is not reduced for individuals who choose to stay **off-site**.*

### Cancellation Policy

The number of seats confirmed in your group is a commitment to send that number of attendees. No-shows and cancellations received **after January 17** will be charged the program fee in full.

- For large groups of more than 50, a 10 percent variance is permitted. Remaining smaller groups and any variances exceeding 10 percent for large groups will incur a 50 percent fee for each cancellation after the deadline. Individuals must cancel or decline invitations to avoid charges.
- Any change to the number of seats you have reserved in total for your entire group should be communicated to Deloitte immediately.

### Payment Process

Individuals and groups will receive statements and payment instructions **after** the session concludes. If you need to pre-pay for the session, please notify the [Courageous Principals team](#). If there are multiple attendees from one school district or group, all must be included on the same invoice and billed together.

### Gift Acceptance Letter Overview

To offer the discounted rate to participants, Deloitte requires all groups to provide a signed electronic copy of a gift acceptance letter on your district or organization letterhead. Please use the attached gift acceptance letter template and return to the [Courageous Principals team](#).

Why is this important?

- Public school principals and other roles that participate in Courageous Principals often meet the definition of “public officials.”
- This is a necessary step to adhere to gift acceptance policies for Deloitte to offer the discounted rate to participants.
- This document must be on file for participants to enter Deloitte University.

Who should sign this document?

- The signature should be provided by the participants’ supervisor, district or school leader, or other similar member of the organization responsible for approving payment of the participant fee payment, accepting the discounted rate, and confirming alignment with your organizations gift acceptance policies.
- Please return the attached letter on district or organization letterhead by the deadline listed above. This can be sent electronically; you do not need to mail a hard copy.

### Additional Information

These programs adapt Deloitte’s award-winning leadership development curriculum to offer school leaders 2.5-day leadership learning experiences. These will be facilitated by experienced Deloitte professionals and co-facilitated by education leaders drawn from school districts across the country. Please visit the [Courageous Principals website](#) to learn more about the Courageous Principals curriculum and why Deloitte offers this opportunity to school leaders. Watch this [video to learn more about the conference location, Deloitte University](#). And note, the University will be filled with hundreds of school principals from across the country to help you expand your professional network!

#### About Deloitte

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# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

2025-2026 District Calendar revisions.

**Background (Describe purpose/rationale of the agenda item):**

Approval is requested of the 2025-2026 District Calendar revisions (previously approved by the Board) to include “days” of the week error, start date for Principals and start date for 11-month employees to match contracted days in the work year. All changes are in bold to indicate the change from the previous approved calendar.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**Recommended Action:**

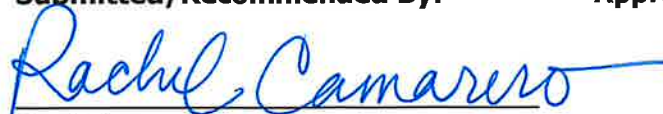
- |  |   |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial/Rejection                       |
| <input type="checkbox"/> Discussion    | <input type="checkbox"/> Ratification                           |
| <input type="checkbox"/> Approval      | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption      |   |

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**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

# LAKESIDE UNION SCHOOL DISTRICT

## 2025-2026 Calendar

S	M	T	W	T	F	S
<b>JULY 2025</b>						
0						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
<b>OCTOBER 2025</b>						
22						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
<b>JANUARY 2026</b>						
18						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
<b>APRIL 2026</b>						
14						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
<b>AUGUST 2025</b>						
10						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
<b>NOVEMBER 2025</b>						
13						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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<b>FEBRUARY 2026</b>						
18						
1	2	3	4	5	6	7
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S	M	T	W	T	F	S
<b>MAY 2026</b>						
20					1	2
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17	18	19	20	21	22	23
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31						

S	M	T	W	T	F	S
<b>SEPTEMBER 2025</b>						
21						
	1	2	3	4	5	6
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28	29	30				

S	M	T	W	T	F	S
<b>DECEMBER 2025</b>						
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<b>MARCH 2026</b>						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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S	M	T	W	T	F	S
<b>JUNE 2026</b>						
9						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### SPECIAL DAYS

- .....Non-Student Day
- First Day of School**..... August 18
- Last Day of School** ..... June 11
- 100<sup>th</sup> Day ..... January 29

### GRADING PERIODS

- Trimester Grading Periods.....
- 1<sup>st</sup> (61 Days)..... November 14, 2025
- 2<sup>nd</sup> (61 Days).....March 6, 2026
- 3<sup>rd</sup> (61 Days) ..... June 11, 2026

### REPORT CARDS

- Trimester 1 .....December 5, 2025
- Trimester 2.....March 27, 2026
- Trimester 3.....June 12, 2026

### PARENT CONFERENCES

- Parent Conferences for Elementary and Middle Schools
- .....October 6-9, 2025
- At-Promise Parent Conferences for Elementary Only
- ..... December 11-12, 2025
- At-Promise Parent Conferences for Elementary and Middle Schools
- ..... March 12-13, 2026

# LAKESIDE UNION SCHOOL DISTRICT

Month 1	August 18 – September 12, 2025	19 days
Month 2	September 15 – October 10, 2025	19 days
Month 3	October 13 – November 7, 2025	20 days
Month 4	November 10 – December 5, 2025	13 days
Month 5	December 8, 2025 – January 2, 2026	10 days
Month 6	January 5 – January 30, 2026	18 days
Month 7	February 2 – February 27, 2026	18 days
Month 8	March 2 – March 27, 2026	20 days
Month 9	March 30 – April 24, 2026	10 days
Month 10	April 27 – May 22, 2026	20 days
Month 11	May 25 – June 11, 2026	13 days

2025	July 4 <b>July 28</b> <b>July 31</b> August 4 August 4 August 13 August 14* August 15 August 18 September 1 September 26 October 6-9 October 10 November 10 November 11 November 24-28 December 11-12 Dec 22-Jan 2 December 24 December 25 December 26	Friday <b>Monday</b> <b>Thursday</b> Monday Monday <b>Wednesday</b> <b>Thursday</b> <b>Friday</b> <b>Monday</b> Monday Friday Monday-Thursday Friday Monday Monday Tuesday Monday-Friday Thursday-Friday Monday-Friday Wednesday Thursday Friday	Fourth of July (Legal Holiday) Middle School Principals Return 11-Month Employees Return Site Administrators Return 10-Month Clerical Employees Return Teacher Workday Professional Development Teacher Workday Classes Begin Labor Day (Legal Holiday) School Site Goal Setting and Planning Day (Minimum Day) Elem & Middle School Parent Conferences (Minimum Day) Non-Student, Non-Staff Day (Exc. 11/12-Mth Employees) Non-Student, Non-Staff Day (All) Veterans Day (Legal Holiday) Thanksgiving Holidays (Student and Legal Holidays) At-Promise Elementary Parent Conferences (Minimum Day) Winter Recess Local Holiday Christmas Day (Legal Holiday) Local Holiday **
2026	January 1 January 2 January 19 January 30* February 9 February 16 March 12-13 March 30-April 10 April 3 May 6 May 18-22 May 22 May 25 June 11  June 19 June 24 June 26 June 30	Thursday Friday Monday Friday Monday Monday Thursday-Friday Monday-Friday Friday Wednesday <b>Monday-Friday</b> Friday Monday Thursday  Friday Wednesday Friday Tuesday	New Year's Day (Legal Holiday) Local Holiday Martin Luther King, Jr. Day (Legal Holiday) Professional Development Day ( <b>Non-Student Day</b> ) Lincoln's Day (Legal Holiday) Washington's Day (Legal Holiday) At-Promise Elem/Middle Parent Conferences (Minimum Day) Spring Recess Good Friday (Local Holiday) Day of the Teacher Classified Employees Week School Site Goal Setting and Planning Day (Minimum Day) Memorial Day (Legal Holiday) Last Day of Student Attendance/Final Workday for Teachers Juneteenth Holiday Final Workday for 10-month Clerical Employees Final Workday for Administrators Final Workday for 11-month Employees

*\*Professional Development Day*

*\*\*Local holiday for employees, December 26, 2025, in lieu of Admissions Day*

Adopted by the Board on December 14, 2023, September 12, 2024



# LAKE SIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date: November 14, 2024**

**Agenda Item: 2025-06**

Approval/Ratification of Personnel Assignment Order 2025-06:

**Background (Describe purpose/rationale of the agenda item):**

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

**Recommended Action:**

**Informational**

**Discussion**

**Approval**

**Denial**

**Ratification**

**Explanation:** Click here to enter text.

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**Originating Department/School:** Human Resources

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Principal/Department Head Signature



Dr. Rhonda Taylor, Superintendent

This form must be typed written and have all signatures before it will be placed on the agenda. All agenda item requests must be submitted for approval 10 days prior to the board meeting.

**LAKESIDE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES BOARD MEETING, November 14, 2024**

**Personnel Assignment Order – 2025-06**

**BACKGROUND:**

The following personnel appointments, changes of status, leave requests, resignations, dismissals, and consultant requests are submitted for Board consideration. Italicized information indicates a change.

**Certificated Staff**

**A. New Hire:**

Employee	Assignment/Location	Class/Step	New Annual Salary	Effective Date
Devlin, Tiffany	RSP Teacher/Itinerant LMS/TDS	E/11	\$90,212.00	10/14/2024
Jacobson, Sarah	Art/Music Teacher/LV	A/1	\$58,750.00	10/01/2024

**B. Provisional Internship Permit:**

Employee	Assignment/Location	Reason	Recommendation	Effective Date

**C. New Hire Certificated Management:**

Employee	Assignment/Location	Range/Step	Effective Date

**E. LAO:**

Employee	Location	Position	Reason	Effective Date

**F. Reduction of FTE:**

Employee	Location	Position	Effective Date	Recommendation

**G. Resignation:**

Employee	Assignment/Location	Reason	Effective Date

**H. Retirement:**

Employee	Assignment/Location	Effective Date

## Classified Staff

### I. New Hire:

Employee	Location	Position/Class/Step	New Monthly Salary	Effective Date
Barat, Abdul	LMS	LVN	\$3,274.80	11/4/2024
Bringino-Harmon, Leslie	RV ESS	Child Dev Assistant/8/2	\$952.80	10/1/2024
Corona, Paola	WG ESS	Child Dev Assistant/8/2	\$1,224.94	10/1/2024
Frazier, Jasmine	LP	IA-I-SPED/10/7	\$1,203.24	10/1/2024
Fuchs, Annemarie	LC	Art & Music IA/13/2	\$1,465.36	10/7/2024
Gonzalez, Dylan	RV ESS	Child Dev Assistant/8/2	\$680.35	10/1/2024
Grassa, Sofia	LF ESS	Child Dev Assistant/8/2	\$1,343.92	10/1/2024
Grondin, Abigail	RV ESS	Child Dev Assistant/8/2	\$986.66	10/1/2024
Horn, Brooke	LC ESS	Child Dev Assistant/8/2	\$1,343.92	10/1/2024
Loftis, Jordan	LC ESS	Child Dev Assistant/8/2	\$1,343.92	10/1/2024
Root, Allison	LF ESS	Child Dev Assistant/8/2	\$1,020.84	10/1/2024
West, Chelsea	LF	IA-II-Sped/12/7	\$2,527.87	11/4/2024

### J. Change of Status/Location:

Employee	Location	Position	Previous Monthly Salary	New Monthly Salary	Effective Date
Clinger, Ashley	ESS	Child Dev Assist	\$3,342.07	\$1,010.61	10/1/2024
Gallenkamp, Luke	LP	IA-II-SPED	\$1,203.24	\$2,527.87	11/1/2024
Junk, Katie	LF	IA-II-SPED	\$1,203.24	\$2,527.87	11/1/2024
Quinn, Tina	LMS	IA-II-Sped	\$1,343.92	\$2,087.86	10/23/2024
Root, Alison	ESS	ESS Health Tech Site Lead	\$1,020.84	\$2,493.25	11/1/2024

### K. Management Position:

Employee	Location	Position/Range/Step	Effective Date

### L. Resignation/Termination:

Employee	Location	Position	Reason	Effective Date
Bacon, Bonnie	TDS	CSS	N/A	10/11/2024
Cortez, Cecilia	LMS	IA-II-Sped	N/A	11/01/2024
Cunningham, Jean	ESS	Child Dev Asst	N/A	10/16/2024
Eaton, Kenneth	Technology	Information Rech Specialist	Employment	11/16/2024
Robertson, Alexis	RV	IA	N/A	11/16/2024

### M. Return from Leave (FMLA):

Employee Name	Location	Position	Effective Date

### N. Short Term Staff Agreement

Employee	Title	Start/End Date	Job Duties	Hourly Rate

**RECOMMENDATION:**

Administration recommends approval of listed personnel appointments, changes of status, leave requests, resignations, dismissals, and consultants. This recommendation supports the following District goal: Assure the highest quality of school district services, including, but not limited to, academic, social, emotional and health services by hiring and retaining employees with not only required technical skills in the areas of their responsibilities but also the ability to handle diverse challenges.

# LAKE SIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date: November 14, 2024**

**Agenda Item:**

Approval of agreement between Spring Arbor University and Lakeside Union School District.

**Background (Describe purpose/rationale of the agenda item):**

**Fiscal Impact (Cost):**

This is to allow a candidate to work with our two District Nurses (providing free nursing services under their direction) as she pursues her Physician's Assistant qualifications specializing in school nursing. The candidate, Lindsey Cornish.

**Funding Source:**

**Recommended Action:**

**Informational**

**Discussion**

**Approval**

**Denial**

**Ratification**

**Explanation:** Click here to enter text.

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**Originating Department/School:** Human Resources

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



\_\_\_\_\_  
**Principal/Department Head Signature**



\_\_\_\_\_  
**Dr. Rhonda Taylor, Superintendent**

This form must be typed written and have all signatures before it will be placed on the agenda. All agenda item requests must be submitted for approval 10 days prior to the board meeting.

**EDUCATIONAL AFFILIATION AGREEMENT  
BETWEEN  
SPRING ARBOR UNIVERSITY  
AND  
Lakeside Union School**

This *EDUCATIONAL AFFILIATION AGREEMENT* ("Agreement") is made and entered into this 4th day of October, 2024 (the "Effective Date"), by and between **Spring Arbor University**, a Michigan State institution of higher education ("University") and Lakeside Union School District, ("Cooperating Agency").

**PREMISES**

WHEREAS, University, through its educational program, has the responsibility for the training of Students (hereinafter "Students") who are already enrolled in the program(s) described in Attachment A ("Program(s)") at University and who require clinical rotations in order to complete their professional development; and

WHEREAS, Cooperating Agency is an elementary school district with state mandated health screenings and services to students which provides various health care services to its patients and has an interest in supporting various educational programs for the development of health care professionals and has agreed to provide administrative and clinical staff and facilities for the training of these health care professionals who are Students at University ("Student(s)") and who require clinical rotations in order to complete their professional development; and

WHEREAS, University and Cooperating Agency enter into this Agreement for the purpose of affording Students the opportunity to participate in these clinical rotations with patients of Cooperating Agency and to provide University and its Faculty ("Faculty") with a site for the education of these Students.

NOW THEREFORE, in consideration of these premises and the following terms and conditions, the mutual benefits to be received and other good and valuable consideration, the receipt of which is acknowledged, the parties agree as follows:

WHEREAS, University is in need of clinical facilities for teaching its students who are enrolled in University Programs, and

WHEREAS, University desires to utilize Cooperating Agency schools and clinical facilities in the teaching of University's students, and

WHEREAS, Cooperating Agency has agreed to allow University to utilize Cooperating Agency's school facilities for educational programs pursuant to the terms and conditions hereafter set forth, and

Therefore, it is to the mutual benefit of the parties that students use the facilities of the Cooperating Agency for clinical learning, and the parties agree as follows:

**AGREEMENT**

**1. RESPONSIBILITIES OF UNIVERSITY**

**1.1 Preparation and Supervision of Students.** University shall provide the necessary preparatory instruction and overall supervision for the Students to ensure proper application of principle and theory during the clinical rotation, and shall provide Students who are acceptable to Cooperating Agency for participation in the clinical rotation.

**1.2 Policies and Procedures.** University shall become familiar with the Cooperating Agency, its policies, procedures and standards, including but not limited to, the policy for dress and conduct so as to ensure that Faculty and Students comply with the requirements of Cooperating Agency.

**1.3 Program Coordinators.** University shall recommend Students and certain Faculty to the Cooperating Agency's Clinical Experience Coordinator ("Coordinator") who shall be responsible for coordinating the clinical rotation for the Cooperating Agency and for working with designated Cooperating Agency employees and/or staff who may provide daily direction to individual Students.

**1.4 Planning Program.** University shall be responsible for planning the clinical rotation, including the schedule for classes, subject material and course objectives in consultation with the Cooperating Agency's Coordinator.

**1.5 Cooperation.** University shall cooperate with the Coordinator so as to facilitate optimum Student education and training while simultaneously ensuring the patient care mission of the Cooperating Agency.

**1.6 Performance Evaluation.** University shall continuously monitor and evaluate the performance of each Student and shall remove any Student who is not competent or qualified to participate in the clinical rotation. Furthermore, University shall cooperate with the Cooperating Agency in matters of Student discipline when the welfare of the Cooperating Agency, its employees, patients, visitors, Medical Staff, or volunteers has been or will be jeopardized and shall assist Cooperating Agency in the immediate removal of any Student for whom the Cooperating Agency has determined, through its Coordinator, acted in an incompetent, negligent or careless manner, or who is unable to continue to participate in the clinical rotation for reasons of health, performance or other reasonable cause.

**1.7 Insurance.** University shall secure and maintain during the term of this Agreement, comprehensive general and professional liability insurance, and property damage insurance providing minimum limits of liability as follows:

Comprehensive General Liability:        \$1,000,000/\$3,000,000

University shall provide insurance to Students which meets such requirements or shall require all Students to possess professional liability insurance coverage prior to the initiation of the clinical rotation and to require Student to provide a copy of the policy to the Cooperating Agency upon request. Upon request by Cooperating Agency, University shall provide a certificate of insurance evidencing such coverage of the University. University immediately shall notify Cooperating Agency of any notice from its insurance carrier of intent to modify or cancel such insurance coverage.

**1.8 Student Health.** University shall require all Students, and any Faculty who will be on site at Cooperating Agency to undergo a physical examination to include the following immunizations and tests as per CDC guidelines: (i) a complete Hepatitis B vaccination series; (ii) annual TB screening (including chest x-ray, if applicable); (iii) MMR vaccination(s) or positive titer(s); (iv) varicella vaccinations or a varicella titer.

**1.9 Required Training.** University shall require each Student to complete training and education as identified by the Cooperating Agency prior to participating in the clinical education experience, (e.g. (1) universal precautions and infection control; (2) body mechanics; (3) fire safety and disaster safety; (4) HIPAA).

**1.10 Criminal Background Checks and Drug and Alcohol Testing.** If required by State law or Cooperating Agency policy, University shall require criminal background checks and drug and alcohol testing on all Students who will be providing direct patient care services at the Cooperating Agency. University shall provide copies of such criminal background checks and negative test results to Cooperating Agency, upon Cooperating Agency's request. Fees for the drug and alcohol testing will be paid by the University or Student.

## **2. RESPONSIBILITIES OF COOPERATING AGENCY**

**2.1 Patient Care.** Cooperating Agency shall retain ultimate responsibility for the quality and provision of patient care.

**2.2 Resource.** Cooperating Agency, through its Coordinator and any designated employees, shall serve as a clinical resource for Students in connection with the clinical rotation.

**2.3 Program Coordinator.** Cooperating Agency agrees and hereby designates a Cooperating Agency Coordinator who will plan with Faculty for an appropriate Student clinical rotation and designated Cooperating Agency employees and/or staff who will provide instruction to individual Students while in the Cooperating Agency in connection with the clinical rotation and the Program.

**2.4 Refusal of Student.** Cooperating Agency shall have the right to refuse any Student for any reason unless such refusal is prohibited by law.

**2.5 Orientation.** Cooperating Agency shall provide for the orientation of Faculty and Students to the Cooperating Agency's environment, policies, procedures, and rules of conduct and dress. Students and Faculty may also be required to attend all Joint Commission (TJC) and OSHA training on occupational exposure, universal precautions, body mechanics and electrical and fire safety, as well as HIPAA compliance training, that may be required of Cooperating Agency's clinical employees and staff.

**2.6 Access to Facility.** Cooperating Agency shall make the cafeteria available to Faculty and Students at the Cooperating Agency's established prices. Cooperating Agency may also make available to Faculty and Students library facilities, classrooms, conference rooms, and other facilities which may be needed and have been arranged in advance in accordance with Cooperating Agency policies and scheduling requirements.

**2.7 Treatment of Injuries.** Cooperating Agency shall provide emergency medical treatment consistent with the Cooperating Agency policies when injuries are sustained while functioning in the formal capacities of Student or Faculty, as applicable. The Cooperating Agency will bill the Student/student's primary insurance for medical payments incurred as a result of accidents occurring within the scope of Student's duties during the clinical rotation.

**2.8 Educational Resources.** Cooperating Agency shall, with appropriate planning and notice, make available for the instruction of the Students during supervised educational sessions, appropriate personnel and equipment resources of the department(s) in which the Student are doing clinical rotation and of any related Cooperating Agency departments which may add to the clinical educational experience of the Student.

**2.9 Authority.** Cooperating Agency shall retain ultimate administrative authority consistent with the established Cooperating Agency policies for all Faculty and Student activities which influence Cooperating Agency operations or the direct or indirect care of Cooperating Agency's patients.



### 3. TERMINATION

**3.1 Termination.** This affiliation agreement is in force until further notice and supersedes any previous affiliation agreement. It may be terminated in writing at any time by mutual consent with due consideration of patient care and educational commitments, or by written notice by either party 6 months in advance of the next training experience.

### 4. GENERAL PROVISIONS

**4.1 Attire.** Students and Faculty may be required to wear attire consistent with Cooperating Agency policy, which shall be neat and attractive at all times, and that the cost of the attire or of cleaning shall not be the Cooperating Agency's responsibility.

**4.2 Limitations of Program.** Student assignments are to be of an educational and training nature with the understanding that such assignments are not to be construed to be a substitute for the services of an employee of the Cooperating Agency.

**4.3 Wages and Benefits.** Students are not entitled to wages for activities which are related to the education and training which they receive during the clinical rotation at the Cooperating Agency nor are Students entitled to workers' compensation benefits for any injury sustained during the clinical rotation.

**4.4 Policies and Procedures.** Students and Faculty shall adhere to Cooperating Agency's policies relative to matters that concern Cooperating Agency's internal operations: there shall be a strict interpretation of, and respect for, information which is received but which is confidential in nature and may pertain to matters related to patient privacy or Cooperating Agency's internal operations.

**4.5 Duties.** At all times during the term of this Agreement, University agrees to abide by the Cooperating Agency policies and procedures.

**4.6 FERPA.** University and Cooperating Agency acknowledge that certain student educational records are protected by the Family Educational Rights and Privacy Act (FERPA)(34 CFR 99) and that student permission must be obtained before releasing specific student data to anyone other than University or Cooperating Agency, except as otherwise permitted by law.

**4.7 Indemnification.** Each party agrees to hold each other harmless. Each party agrees, to the extent authorized by law, it will be responsible for its own acts or omissions and the results thereof and will not be responsible for the acts or omissions of the other party and the results thereof.

**4.8 Notice.** Any notice required, permitted or desired to be give under this Agreement will be in writing and personally delivered or sent by certified mail, return receipt requested, addressed as follows:

*If to University:*  
Spring Arbor University Nursing Dept  
106 East Main Street  
Spring Arbor, MI 49283  
Attn: MSN Program Coordinator

*If to Cooperating Agency:*  
Lakeside Union School District  
12335 Woodside Ave  
Lakeside, CA 92040

Attn: Robin Ballarin  
Email: rballarin@lsusd.net

**4.9 Entire Agreement.** This Agreement, including all attachments and exhibits, constitutes the entire agreement between the parties and supersedes all previous contracts or agreements between the

AGREED TO AND APPROVED BY:

**SPRING ARBOR UNIVERSITY**

(Cooperating Agency)

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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

## ATTACHMENT A

### **SPRING ARBOR UNIVERSITY PROGRAMS**

#### **Clinical Education Departments/Programs Covered Under this Affiliation Agreement**

- Nursing (including Undergraduate and Graduate programs)
- Social Work (including Undergraduate and Graduate programs)
- Counseling (Graduate program)

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** NOVEMBER 14, 2024

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**Agenda Item:**

COMMERCIAL WARRANT LISTING SHEET – for the period 09/25/2024 THRU 10/24/2024

**Background (Describe purpose/rationale of the agenda item):**

This is a required monthly report - per Board Policy #3300, "the Governing Board shall review all warrants issued by the district at their monthly Board meeting".

**Fiscal Impact (Cost):**

\$ 2,187,212.68

**Funding Source:**

General, ASB, Child Development, Child Nutrition, Bond, & Charter Schools (Barona, RVCS)

**Addresses Emphasis Goal(s):**

#1: Academic Achievement       #2: Social Emotional       #3: Physical Environments

**Recommended Action:**

- |  |   |
|--|---|
| <input type="checkbox"/> Informational       | <input type="checkbox"/> Denial/Rejection                       |
| <input type="checkbox"/> Discussion          | <input type="checkbox"/> Ratification                           |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption            |   |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Lisa Davis, Assistant Superintendent



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
0100	027016	AMERICAN FIDELITY ADMIN. SERVICES, LLC	9/25/2024	ACA Reporting Services	1,378.80
0100	027017	DION & SONS, INC.	9/25/2024	FUEL CHARGES	3,234.00
0100	027115	WAXIE SANITARY SUPPLY	9/30/2024	SUPPLIES	10,415.14
0100	027277	AMAZON CAPITAL SERVICES, INC.	10/2/2024	SUPPLIES	2,553.57
0100	027278	SYCAMORE LANDFILL	10/2/2024	DISPOSAL SERVICE	378.57
0100	027279	WAXIE SANITARY SUPPLY	10/2/2024	SUPPLIES	708.53
0100	027389	AMAZON CAPITAL SERVICES, INC.	10/7/2024	SUPPLIES	4,113.43
0100	027390	CLARK SECURITY PRODUCTS	10/7/2024	SUPPLIES	102.85
0100	027634	DION & SONS, INC.	10/15/2024	FUEL CHARGES	3,905.01
0100	027780	CAL PACIFIC TRUCK CENTER, LLC	10/17/2024	MOT PARTS	199.76
0100	027781	GOPHER SPORT	10/17/2024	SPORT SUPPLIES	45.54
0100	14203597	Barrett Joseph Braun	9/26/2024	Teacher Induction	1,000.00
0100	14203598	Ashleigh Jean Wyatt	9/26/2024	Teacher Induction	1,000.00
0100	14203599	LYNDSEY MARIE BURD	9/26/2024	Teacher Induction	1,000.00
0100	14203600	AAA WATER TENDER	9/26/2024	SUPPLIES/REPAIRS	218.61
0100	14203601	AMPLIFY EDUCATION, INC.	9/26/2024	CURRICULUM	10,800.00
0100	14203602	ALLIANCE FOR AFRICAN ASSISTANCE	9/26/2024	TRANSLATION SERVICES	72.50
0100	14203603	AMY GALEANO	9/26/2024	Teacher Induction	1,000.00
0100	14203604	ANGELA BRIZUELA	9/26/2024	Teacher Induction	1,000.00
0100	14203605	ANITA VILLIANI BARNES, DBA	9/26/2024	SERVICE/REPAIR	185.74
0100	14203606	ASHLEY OSULLIVAN	9/26/2024	Teacher Induction	1,000.00
0100	14203607	AZUMA TECH SYSTEMS INC.	9/26/2024	MOT SERVICES	328.00
0100	14203609	JESSICA BESAW	9/26/2024	Teacher Induction	1,000.00
0100	14203610	KELSEY BRANNON	9/26/2024	Teacher Induction	1,000.00
0100	14203615	NICOLE CORMODE	9/26/2024	Teacher Induction	1,000.00
0100	14203616	TYANA CULLEN	9/26/2024	Teacher Induction	1,000.00
0100	14203618	DATEL SYSTEMS INCORPORATED	9/26/2024	TECH EQUIPMENT/SUPPLIES	1,904.50
0100	14203619	DEPARTMENT OF JUSTICE	9/26/2024	HR Fingerprinting	827.00
0100	14203620	CAL PACIFIC TRUCK CENTER, LLC	9/26/2024	TRANSPORTATION PARTS	762.63
0100	14203622	ESGI	9/26/2024	ESGI SOFTWARE-ADDED ANOTHER TE	246.00
0100	14203623	EXPLORE LEARNING LLC	9/26/2024	CLASSROOM SUPPLIES	2,760.00

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
0100	14203624	FAIN DRILLING & PUMP CO., INC	9/26/2024	TDS WELL PUMP AND MOTOR	9,537.68
0100	14203626	FERGUSON ENTERPRISES, INC	9/26/2024	MOT PARTS	298.32
0100	14203627	SHEILA FLOREY	9/26/2024	REIMBURSEMENT	516.86
0100	14203628	FOLLETT SCHOOL SOLUTIONS	9/26/2024	BOOKS	7,957.12
0100	14203629	GRAINGER	9/26/2024	MOT SUPPLIES/PARTS	73.43
0100	14203630	HEIDI HANNA	9/26/2024	TECH REFUND	425.00
0100	14203632	JESSICA PETTIGREW	9/26/2024	Teacher Induction	1,000.00
0100	14203633	KENDALL FLETCHER	9/26/2024	Teacher Induction	1,000.00
0100	14203634	KHEYSTEN SEUFERER	9/26/2024	Teacher Induction	1,000.00
0100	14203635	HOLLY VANCE KING	9/26/2024	Teacher Induction	1,000.00
0100	14203636	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	9/26/2024	COPIER LEASE AND COPIES	171.12
0100	14203637	LAKESHORE LEARNING MATERIALS	9/26/2024	CLASSROOM CARPET	591.55
0100	14203638	LAKESIDE WATER DISTRICT	9/26/2024	MONTHLY WATER	3,047.79
0100	14203639	Law Offices of Kathleen M. Loyer, Inc.	9/26/2024	PROFESSIONAL SERVICES	8,500.00
0100	14203640	LEXIA VOYAGER SOPRIS INC.	9/26/2024	CORE 5 POWER UP	1,540.00
0100	14203641	LYNNS LOCKSMITH SERVICE	9/26/2024	MOT SUPPLIES	13.00
0100	14203643	MISSION FEDERAL CREDIT UNION	9/26/2024	P CARD	12,230.85
0100	14203644	SYDNEY MOREHOUSE	9/26/2024	Teacher Induction	1,000.00
0100	14203646	NoRedInk Corp	9/26/2024	SUBSCRIPTION	6,835.00
0100	14203647	SAL HANNA	9/26/2024	TRANSPORTATION REPAIR	652.55
0100	14203648	ANDREA PRECIADO	9/26/2024	Teacher Induction	1,000.00
0100	14203649	ROCHESTER 100, INC.	9/26/2024	PARTS_REPLACEMENT PART ROBOCOL	1,093.67
0100	14203650	SAN DIEGO COUNTY OFFICE OF ED	9/26/2024	LEARNING INNO. SUMMIT	160.00
0100	14203652	SCHOLASTIC INC	9/26/2024	CLASSROOM SUPPLIES	4,351.90
0100	14203654	SETH HANSON	9/26/2024	Teacher Induction	1,000.00
0100	14203656	SOUTHWEST SCHOOL & OFFICE SUPPLY	9/26/2024	SUPPLIES	2,641.01
0100	14203657	HANNAH SPRAGUE	9/26/2024	Teacher Induction	1,000.00
0100	14203658	JESSICA STROMAN	9/26/2024	Teacher Induction	1,000.00
0100	14203659	STS EDUCATION	9/26/2024	THINKPADS	48,784.90
0100	14203660	TEACHERS CURRICULUM INSTITUTE	9/26/2024	CURRICULUM	6,255.37
0100	14203662	JEWELL ENTERPRISES SD LLC	9/26/2024	PRINTING SERVICE	573.47

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
0100	14203663	WELLS FARGO VENDOR FINANCIAL SERVICES	9/26/2024	COPIER LEASE	266.85
0100	14203664	SEAN YEUNG	9/26/2024	Teacher Induction	1,000.00
0100	14205225	BENJAMIN IRA THOMAS-STEVENS	9/30/2024	Teacher Induction	1,000.00
0100	14205226	CRISP ENTERPRISES, INC. CRISP IMAGING	9/30/2024	PRINTING SERVICE	824.24
0100	14205227	DANNIS WOLIVER KELLEY	9/30/2024	LEGAL FEES	2,780.50
0100	14205228	DEBRA DUPREE	9/30/2024	PROFESSIONAL SERVICES	697.50
0100	14205229	ELIZABETH UPCHURCH	9/30/2024	REIMBURSEMENT	43.49
0100	14205230	Gillian Mooney	9/30/2024	Teacher Induction	1,000.00
0100	14205231	PAULA GILCHRIST	9/30/2024	REIMBURSEMENT	160.82
0100	14205232	HELIX WATER DISTRICT	9/30/2024	WATER SERVICE	2,939.60
0100	14205233	IMPERIAL SPRINKLER SUPPLY, INC.	9/30/2024	MOT PARTS	131.01
0100	14205234	JDBaudio Jose Balderrama	9/30/2024	EQUIPMENT CALIBRATION	1,360.00
0100	14205235	Jonathan Velazquez	9/30/2024	Teacher Induction	1,000.00
0100	14205236	VICTORIA JONES	9/30/2024	REIMBURSEMENT	84.00
0100	14205237	The Koonings Center	9/30/2024	NPS FEES	7,939.49
0100	14205238	McGRAW-HILL SCHOOL EDUCATION HOLDING	9/30/2024	CURRICULUM	23.45
0100	14205240	JERRED MURPHY	9/30/2024	REIMBURSEMENT	4,981.52
0100	14205241	MUSIC THEATRE INTERNATIONAL	9/30/2024	DRAMA SUPPLIES	740.00
0100	14205242	AMANDA NELSON	9/30/2024	REIMBURSEMENT	64.65
0100	14205243	OFFICE DEPOT, INC.	9/30/2024	SUPPLIES	178.50
0100	14205244	PECKS HEAVY FRICTION INC	9/30/2024	PARTS/REPAIRS	38.14
0100	14205245	SAFETY-KLEEN SYSTEMS, INC.	9/30/2024	MOT SERVICES	180.00
0100	14205246	Sandra Gobiecki	9/30/2024	REIMBURSEMENT	156.61
0100	14205247	SAN DIEGO GAS & ELECTRIC	9/30/2024	GAS AND ELECTRIC	54,835.67
0100	14205248	Jacqueline Siragusa	9/30/2024	REIMBURSEMENT	91.51
0100	14205249	SIERRA STARK	9/30/2024	Teacher Induction	1,000.00
0100	14205250	TEACHERS CURRICULUM INSTITUTE	9/30/2024	CURRICULUM	50,950.35
0100	14205251	JEWELL ENTERPRISES SD LLC	9/30/2024	PRINTING SERVICE	158.39
0100	14205252	KELSEY THOMAS	9/30/2024	REIMBURSEMENT	124.97
0100	14206488	ALBERTSONS	10/3/2024	SUPPLIES	408.05
0100	14206489	ALLIED REFRIGERATION INC	10/3/2024	MOT SUPPLIES	127.86

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
0100	14206491	Daniel Sarich American Modular Systems I	10/3/2024	ESS RELOCATION	502,385.84
0100	14206492	Aspire Technology Partners, LLC	10/3/2024	NEW TELEPHON SYSTEM	186,117.75
0100	14206493	BLANCHE MAINE	10/3/2024	SPED REIMBURSEMENT	600.00
0100	14206494	CALIFORNIA SCHOOL BOARDS ASSN	10/3/2024	BOARD SELF EVALUATION TOOL	300.00
0100	14206496	CONSULTING & INSPECTION SERVICES, LLC	10/3/2024	ESS PROJECT INSPECTIONS SERVICE	16,215.00
0100	14206502	LESLIE HARDIMAN	10/3/2024	REIMBURSEMENT	29.98
0100	14206503	IMPERIAL SPRINKLER SUPPLY, INC.	10/3/2024	MOT SUPPLIES	6.42
0100	14206505	JOSHUA TENNEY	10/3/2024	REIMBURSEMENT	55.00
0100	14206507	KIM MESSINA	10/3/2024	REIMBURSEMENT	180.18
0100	14206508	ONE STONE APPAREL INC	10/3/2024	SUPPLIES	4,298.38
0100	14206512	LAKESIDE UNION SCHOOL DISTRICT	10/3/2024	REVOLVING CASH	9,348.70
0100	14206513	Sandra Gobiecki	10/3/2024	Teacher Induction	1,000.00
0100	14206514	SMART & FINAL	10/3/2024	SUPPLIES	1,417.28
0100	14206515	SOUTHWEST SCHOOL & OFFICE SUPPLY	10/3/2024	TDS Lottery Inst	249.61
0100	14207995	ASCEND SERVICES, INC.	10/7/2024	SPED SERVICES	3,432.32
0100	14207996	THE EVAL GROUP	10/7/2024	SPED SERVICES	7,520.00
0100	14208001	Jennifer Collado-Perez	10/7/2024	PARENT MILEAGE REIMBURSEMENT	526.62
0100	14208002	Lindamood-Bell Learning Processes	10/7/2024	WORKSHOP	750.00
0100	14208003	MARIANA MESNIK	10/7/2024	SPED SERVICES	1,748.00
0100	14208004	MOMENTUM TUTORING	10/7/2024	SPED SERVICES	1,513.22
0100	14208005	NEW HAVEN YOUTH AND FAMILY SERVICES	10/7/2024	SPED SERVICES	2,200.00
0100	14208006	TEXTHELP INC	10/7/2024	12 MONTH READ&WRITE SUBSCRIPTI	2,400.00
0100	14208007	VERBAL BEHAVIOR ASSOCIATES, INC.	10/7/2024	SPED SERVICES	17,835.36
0100	14209382	APPLE INC.	10/10/2024	13-INCH MACBOOK AIR: APPLE M3	31,766.18
0100	14209383	ASCEND SERVICES, INC.	10/10/2024	SPED SERVICES	7,690.36
0100	14209384	ROBIN BALLARIN	10/10/2024	CONFERENCE	887.34
0100	14209385	YARISEL BLUMKA	10/10/2024	CONFERENCE	53.87
0100	14209386	BMX FREESTYLERS	10/10/2024	BMX BIKE ASSEMBLY SHOW FEE	1,844.00
0100	14209392	CRISP ENTERPRISES, INC. CRISP IMAGING	10/10/2024	PRINTING SERVICE	355.58
0100	14209394	EDCO DISPOSAL CORPORATION	10/10/2024	DISPOSAL SERVICE	8,357.25
0100	14209395	ENABLING DEVICES	10/10/2024	SUPPLIES	157.95



BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
0100	14209396	SHELLY ENYART	10/10/2024	REIMBURSEMENT	55.74
0100	14209397	3 CHORDS EPIC SPECIAL EDUCATION STAFFING	10/10/2024	SPED SERVICES	9,651.20
0100	14209398	eSpecial Needs, LLC	10/10/2024	SPED REPAIRS	92.06
0100	14209399	THE EVAL GROUP	10/10/2024	SPED SERVICES	15,040.00
0100	14209400	FAIN DRILLING & PUMP CO., INC	10/10/2024	TDS BOOSTER DRIVE AND PUMP REPLA	16,416.02
0100	14209402	FULCRUM MANAGEMENT SOLUTIONS INC.	10/10/2024	MANAGEMENT SERVICE	20,175.75
0100	14209403	GEM INDUSTRIAL	10/10/2024	ESS RELOCATION	302,765.00
0100	14209405	Jennifer Collado-Perez	10/10/2024	PARENT MILEAGE REIMBURSEMENT	315.97
0100	14209406	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	10/10/2024	COPIER LEASE AND COPIES	3,203.64
0100	14209408	LCS - TRAINING	10/10/2024	CALPAPDS/SEIS TRAINING	658.33
0100	14209410	MARIANA MESNIK	10/10/2024	SPED SERVICES	4,204.48
0100	14209411	MTZ BAND AND ORCHESTRA REPAIR SHOP	10/10/2024	MUSICAL INSTUMENTS REPAIR INVO	1,095.00
0100	14209413	PAR, INC.	10/10/2024	PSYCH SUPPLIES	1,053.62
0100	14209414	PARTS AUTHORITY LLC	10/10/2024	MOT SUPPLIES	634.68
0100	14209415	PAYTONS TRUE VALUE HARDWARE	10/10/2024	MOT SUPPLIES	992.52
0100	14209417	SAN DIEGO COUNTY OFFICE OF ED	10/10/2024	THREAT ASSESSMENT TRAINING	130.00
0100	14209418	SCHOLASTIC INC	10/10/2024	CLASSROOM SUPPLIES	2,800.34
0100	14209419	SOUTH COAST COPY SYSTEMS	10/10/2024	COPIER COPIES	616.03
0100	14209420	STS EDUCATION	10/10/2024	THINKPADS	6,969.28
0100	14209424	VERBAL BEHAVIOR ASSOCIATES, INC.	10/10/2024	SPED SERVICES	8,654.88
0100	14209425	WELLS FARGO VENDOR FINANCIAL SERVICES	10/10/2024	COPIER LEASE	620.81
0100	14211238	HANNAH LAURA WIEHER	10/14/2024	Teacher Induction	1,000.00
0100	14211239	4IMPRINT, INC.	10/14/2024	SUPPLIES	337.23
0100	14211240	AAA WATER TENDER	10/14/2024	MOT PARTS/REPAIRS	231.46
0100	14211241	Adrienne Kamena	10/14/2024	INDEPENDENT CONTRACTOR AGREEM	900.00
0100	14211244	BEST VALUE GLASS	10/14/2024	MOT SUPPLIES	129.30
0100	14211245	BOB STALL CHEVROLET	10/14/2024	PARTS	10.85
0100	14211246	CED-SAN DIEGO CONSOLIDATED ELECTRIC	10/14/2024	M&O parts	75.43
0100	14211247	RON COOK	10/14/2024	MEDIA SERVICE	1,800.00
0100	14211249	CRISP ENTERPRISES, INC. CRISP IMAGING	10/14/2024	PRINTING SERVICE	266.81
0100	14211251	FERGUSON ENTERPRISES, INC	10/14/2024	M&O parts	423.09

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
0100	14211253	LAKESIDE WATER DISTRICT	10/14/2024	WATER SERVICE	2,348.43
0100	14211255	AUDREY LENT	10/14/2024	REIMBURSEMENT	580.69
0100	14211256	LYNNS LOCKSMITH SERVICE	10/14/2024	M&O supply/parts	25.98
0100	14211257	McGRAW-HILL SCHOOL EDUCATION HOLDING	10/14/2024	CURRICULUM	6,616.53
0100	14211261	DAVIS CONSULTING CORPORATION	10/14/2024	Printer Management	1,578.00
0100	14211262	OREILLY AUTO PARTS	10/14/2024	MOT PARTS	1,451.91
0100	14211265	PARTS AUTHORITY LLC	10/14/2024	M&O parts	716.04
0100	14211267	RAYNE OF SAN DIEGO	10/14/2024	MONTHLY WATER SERVICE	111.00
0100	14211268	SAN DIEGO COUNTY OFFICE OF ED	10/14/2024	SDCOE THREAT ASSESSMENT TRAINI	130.00
0100	14211269	SAN DIEGO GAS & ELECTRIC	10/14/2024	GAS AND ELECTRIC	10,590.00
0100	14211270	SAN JOAQUIN CO. OFFICE OF EDUC	10/14/2024	SEIS BILLING	43.00
0100	14211273	Tony Gomez Tree Service & Landscape Inc	10/14/2024	TREE SERVICE	3,900.00
0100	14211274	TOTAL VISION PC, INC.	10/14/2024	SPED SERVICES	760.00
0100	14211275	RAMONA YAKES	10/14/2024	REIMBURSEMENT	24.75
0100	14212590	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	10/17/2024	SPED Legal Fees	6,095.00
0100	14212591	ANTONS SERVICE INC.	10/17/2024	TREE SERVICE	7,000.00
0100	14212592	ASELTINE SCHOOL	10/17/2024	NPS FEES	25,128.15
0100	14212594	Claire Summy	10/17/2024	Teacher Induction	1,000.00
0100	14212595	Hannah Brewer	10/17/2024	Teacher Induction	1,000.00
0100	14212596	The Koonings Center	10/17/2024	NPS FEES	5,161.00
0100	14212597	SPECIALIZED EDUCATION OF CALIFORNIA, INC	10/17/2024	NPS FEES	4,914.13
0100	14212598	SOLIANT HEALTH LLC	10/17/2024	SPED SERVICES	1,604.40
0100	14214227	INSTITUTE FOR EFFECTIVE EDUCATION	10/21/2024	NPS FEES	18,550.02
0100	14214228	LAKESIDE UNION SCHOOL DISTRICT	10/21/2024	REVOLVING CASH	12,611.04
0100	14215690	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	10/24/2024	LEGAL FEES	5,117.50
0100	14215691	AT&T	10/24/2024	PHONE SERVICE	2,869.57
0100	14215692	BEVERLY JIMENEZ	10/24/2024	REIMBURSEMENT	300.14
0100	14215695	CRISP ENTERPRISES, INC. CRISP IMAGING	10/24/2024	PRINTING SERVICE	225.02
0100	14215696	California Dept of Tax and Fee	10/24/2024	SALES AND USE TAX Q1	2,182.00
0100	14215697	California Dept of Tax and Fee	10/24/2024	DIESEL TAX	21.00
0100	14215698	DANNIS WOLIVER KELLEY	10/24/2024	LEGAL FEES	743.50

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
0100	14215699	DANIELLE CLARK	10/24/2024	REIMBURSEMENT	302.81
0100	14215700	TIMOTHY D ARMSTRONG	10/24/2024	PRINTING SERVICES	1,811.48
0100	14215701	3 CHORDS EPIC SPECIAL EDUCATION STAFFING	10/24/2024	SPED SERVICES	17,817.60
0100	14215702	MICHELLE FURMAN, M.S., P.T	10/24/2024	SPED SERVICES	4,853.00
0100	14215703	TESSA GREEN	10/24/2024	REIMBURSEMENT	269.89
0100	14215705	INSTITUTE FOR EFFECTIVE EDUCATION	10/24/2024	NPS FEES	1,549.20
0100	14215706	JENNIFER MARTIGNETTI	10/24/2024	REIMBURSEMENT	266.81
0100	14215707	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	10/24/2024	COPIER LEASE AND COPIES	83.32
0100	14215708	LAKESIDE WATER DISTRICT	10/24/2024	WATER SERVICE	5,239.24
0100	14215709	HEGGERTY PHONEMIC AWARENESS	10/24/2024	PHONEMIC AWARENESS	267.00
0100	14215710	MISSION FEDERAL CREDIT UNION	10/24/2024	PCARD	6,134.57
0100	14215711	MOMENTUM TUTORING	10/24/2024	SPED SERVICES	907.72
0100	14215713	MTZ BAND AND ORCHESTRA REPAIR SHOP	10/24/2024	INSTRUMENT REPAIRS	1,840.00
0100	14215715	OFFICE DEPOT, INC.	10/24/2024	SUPPLIES	238.64
0100	14215718	PEPSI-COLA	10/24/2024	VENDING	305.64
0100	14215719	JENNIFER PERRAULT	10/24/2024	MILEAGE REIMBURSEMENT	293.39
0100	14215722	JENNIFER PRICE	10/24/2024	REIMBURSEMENT	266.81
0100	14215723	JIM ROSA	10/24/2024	REIMBURSEMENT	266.81
0100	14215724	PATRICE RUPPEL	10/24/2024	MILEAGE REIMBURSEMENT	100.50
0100	14215725	SAN DIEGO COUNTY OFFICE OF ED	10/24/2024	ARTS EMPOWERING CONF-ARTFUL NA	99.00
0100	14215726	SAN DIEGO GAS & ELECTRIC	10/24/2024	GAS AND ELECTRIC	108,610.26
0100	14215727	SHRED IT	10/24/2024	SHREDDING SERVICES	201.58
0100	14215728	SMART & FINAL	10/24/2024	SUPPLIES	1,570.88
0100	14215729	SOCIAL STUDIES SCHOOL SERVICE	10/24/2024	SUPPLIES	231.52
0100	14215730	SOLIANT HEALTH LLC	10/24/2024	SPED SERVICES	3,073.70
0100	14215731	STS EDUCATION	10/24/2024	Yubico Equipment	2,424.38
0100	14215732	Total Compensation Systems, Inccc.	10/24/2024	GASB REPORT	3,420.00
0100	14215734	WELLS FARGO VENDOR FINANCIAL SERVICES	10/24/2024	COPIER LEASE	133.78
0100	14215735	WILKINSON HADLEY KING & CO LLP	10/24/2024	PROFESSIONAL SERVICES	12,000.00
0100	14215736	NATALIE WINSPEAR	10/24/2024	REIMBURSEMENT	34.00
0100	14215737	WPS	10/24/2024	SUPPLIES	80.60

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
<b>0100 TOTAL</b>				<b>GENERAL</b>	<b>1,826,332.58</b>
0800	14209412	CLIFFORD MULL	10/10/2024	ASB REIMBURSEMENT	838.94
0800	14211250	DARIN CURTIS	10/14/2024	ASB REIMBURSEMENT	937.01
<b>0800 TOTAL</b>				<b>ASB</b>	<b>1,775.95</b>
1200	027017	DION & SONS, INC.	9/25/2024	FUEL	105.31
1200	027277	AMAZON CAPITAL SERVICES, INC.	10/2/2024	SUPPLIES	4,715.74
1200	027634	DION & SONS, INC.	10/15/2024	FUEL	115.29
1200	14203643	MISSION FEDERAL CREDIT UNION	9/26/2024	P CARD	3,625.86
1200	14205247	SAN DIEGO GAS & ELECTRIC	9/30/2024	GAS AND ELECTRIC	1,392.52
1200	14206511	SERENA PITULA	10/3/2024	PARENT REFUND	250.00
1200	14209391	CORODATA SHREDDING, INC.	10/10/2024	SHREDDING SERVICES	44.71
1200	14209394	EDCO DISPOSAL CORPORATION	10/10/2024	DISPOSAL SERVICE	127.39
1200	14209407	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	10/10/2024	COPIER LEASE AND COPIES	393.55
1200	14215726	SAN DIEGO GAS & ELECTRIC	10/24/2024	GAS AND ELECTRIC	1,862.21
<b>1200 TOTAL</b>				<b>CHILD DEVELOPMENT</b>	<b>12,632.58</b>
1300	027018	SYSCO FOODS SERVICES	9/25/2024	CN Broadline	1,180.79
1300	027277	AMAZON CAPITAL SERVICES, INC.	10/2/2024	SUPPLIES	1,853.73
1300	027391	WAXIE SANITARY SUPPLY	10/7/2024	SUPPLIES	1,092.42
1300	027634	DION & SONS, INC.	10/15/2024	FUEL	450.73
1300	027782	SYSCO FOODS SERVICES	10/17/2024	CN Broadline	519.87
1300	14203612	CALIFORNIA DEPT OF EDUCATION	9/26/2024	CN Commodities	243.75
1300	14203621	EL CAJON FORD	9/26/2024	PARTS/REPAIRS	786.70
1300	14203625	FEDEX FREIGHT	9/26/2024	SHIPPING	87.00
1300	14203631	Imagine Your Space	9/26/2024	SUPPLIES	1,500.00
1300	14203642	MELLO SMELLO LLC.	9/26/2024	BLAST OF GOOD NUTRITION	1,761.55
1300	14203643	MISSION FEDERAL CREDIT UNION	9/26/2024	P CARD	971.26
1300	14203651	SAN DIEGO RESTAURANT SUPPLY	9/26/2024	HEATED HOLDING CABINETS	15,852.38
1300	14203655	RHIANNON SLAGLE	9/26/2024	LUNCH ACCOUNT REFUND	100.00
1300	14203661	TEMPERATURE DESIGN REFRIGERATION	9/26/2024	CN Repair/Rental	219.00
1300	14206487	Jennifer Lynn Chandler	10/3/2024	CONFERENCE	204.29
1300	14206490	AMERICAN PRODUCE DISTRIBUTORS	10/3/2024	CN Produce	35,274.20

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
1300	14206495	CHEMSEARCH	10/3/2024	CN Services	374.13
1300	14206497	COZZINI BROS, INC	10/3/2024	CN Repair/Rental	45.00
1300	14206498	DASSI FAMILY FARM	10/3/2024	CN Produce	2,112.00
1300	14206499	DOMINOS PIZZA	10/3/2024	CN Broadline	19,352.88
1300	14206500	FREEZING POINT LLC	10/3/2024	CN Snack	2,255.76
1300	14206501	GARCIAS PUEBLA MERCADO	10/3/2024	CN Broadline	1,381.50
1300	14206504	IMPERIAL DADE	10/3/2024	CN Supplies	5,177.45
1300	14206506	K GRAPHICS POSTERS	10/3/2024	CN Services	360.00
1300	14206509	INDIVIDUAL FOODSERVICE	10/3/2024	CN Supplies	5,250.41
1300	14206514	SMART & FINAL	10/3/2024	CN Broadline	40.17
1300	14206516	TEMPERATURE DESIGN REFRIGERATION	10/3/2024	CN Repair/Rental	593.61
1300	14206518	WEBBS RV SUPPLY	10/3/2024	CN Gas/Oil	22.19
1300	14207997	GOLD STAR FOODS INC	10/7/2024	NUTRITION	77,431.74
1300	14209393	CULLIGAN	10/10/2024	WATER SERVICE	123.08
1300	14209394	EDCO DISPOSAL CORPORATION	10/10/2024	DISPOSAL SERVICE	155.69
1300	14209415	PAYTONS TRUE VALUE HARDWARE	10/10/2024	CN Supplies	43.09
1300	14209419	SOUTH COAST COPY SYSTEMS	10/10/2024	COPIER COPIES	10.04
1300	14209422	Top Step Electric Inc.	10/10/2024	ELECTRIC FOR COMPOSTING MACHIN	3,450.00
1300	14211242	BAK-RE-PAIR, INC.	10/14/2024	REPAIRS	459.38
1300	14211252	Hobart Service	10/14/2024	REPAIRS	329.25
1300	14211271	SMART & FINAL	10/14/2024	CN Supplies	33.23
1300	14212599	ULINE, INC	10/17/2024	ULINE-U-BOAT CART	674.23
1300	14215691	AT&T	10/24/2024	PHONE SERVICE	19.35
1300	14215704	HOLLANDIA DAIRY	10/24/2024	DAIRY NUTRITION	23,942.41
1300	14215710	MISSION FEDERAL CREDIT UNION	10/24/2024	FOODP_KITCHEN FIELD TRIP MATER	740.13
1300	14215717	BRANDI PATTON	10/24/2024	REFUND	53.50
1300	14215721	PREFERRED PACKAGING	10/24/2024	PACKAGING SUPPLIES	2,092.27
1300	14215728	SMART & FINAL	10/24/2024	CN Broadline	215.92
<b>1300 TOTAL</b>				<b>CHILD NUTRITION</b>	<b>208,836.08</b>
2139	14203645	NINYO & MOORE	9/26/2024	PROFESSIONAL SERVICES	4,086.00
<b>2139 TOTAL</b>				<b>BOND FUND</b>	<b>4,086.00</b>

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
2519	027635	PACIFIC MOBILE STRUCTURES, INC.	10/15/2024	Rental	891.10
2519	14203613	CONSULTING & INSPECTION SERVICES, LLC	9/26/2024	DSA PROJECT INSPECTION & QUALI	9,200.00
2519	14211258	NATIONAL CONSTRUCTION RENTALS, INC.	10/14/2024	Bathroom Trailer rental	2,015.50
<b>2519 TOTAL</b>				<b>CAPITAL FACILITIES</b>	<b>12,106.60</b>
4000	14206517	WATKINS ENVIRONMENTAL	10/3/2024	ASBESTOS ABATEMENT RV KITCHEN	5,965.00
4000	14212593	CONSULTING & INSPECTION SERVICES, LLC	10/17/2024	TDS FENCING	3,565.00
<b>4000 TOTAL</b>				<b>SPECIAL RESERVE</b>	<b>9,530.00</b>
6200	027015	AMAZON CAPITAL SERVICES, INC.	9/25/2024	BICS SUPPLIES	8,530.16
6200	14203611	Barona Band of Mission Indians	9/26/2024	FUEL CHARGES	79.45
6200	14203614	RON COOK	9/26/2024	MEDIA SERVICE	750.00
6200	14203617	CURRICULUM ASSOCIATES LLC	9/26/2024	CURRICULUM	12,439.85
6200	14209416	PROCOPIO CORY HARGREAVES	10/10/2024	PROFESSIONAL SERVICES	3,645.00
6200	14209421	Technical Support For Special Education,	10/10/2024	SPED SERVICES	4,080.00
6200	14209423	U.S. BANK CORPORATE PYMT SYS	10/10/2024	BICS CREDIT CARD	10,669.30
6200	14211243	BARONA BAND OF MISSION INDIANS	10/14/2024	FACILITY RENTAL 3RD QTR	26,950.00
6200	14211259	MARCELLA CHRISTINE NINO	10/14/2024	SPED SERVICES	5,862.50
6200	14211266	PROCOPIO CORY HARGREAVES	10/14/2024	PROFESSIONAL SERVICES	405.00
6200	14211272	SPECIALIZED THERAPY SERVICES	10/14/2024	SPED SERVICES	5,620.62
6200	14215733	EDNA VAZQUEZ	10/24/2024	SPED SERVICES	5,775.00
<b>6200 TOTAL</b>				<b>BARONA CHARTER</b>	<b>84,806.88</b>
6201	14203608	B.E. PUBLISHING	9/26/2024	SUPPLIES	434.23
6201	14203653	SCHOOL HEALTH CORP.	9/26/2024	AED BATTERYREPLACEMENT	534.11
6201	14205239	MRC	9/30/2024	Printer Service 2024-25	808.77
6201	14206510	PITNEY BOWES INC.	10/3/2024	RVCS Mail Station Lease 2024-2	104.94
6201	14209381	ANECO PEST MANAGEMENT	10/10/2024	PEST CONTROL	75.00
6201	14209387	BRIGHAM YOUNG UNIVERSITY	10/10/2024	HSS Enrollment 2024-25	1,560.00
6201	14209388	CALIFORNIA COAST CREDIT UNION	10/10/2024	RVCS CREDIT CARD	1,392.58
6201	14209389	CAROLINA BIOLOGICAL SUPPLY	10/10/2024	RVCS Supplies	132.57
6201	14209390	CDW GOVERNMENT, INC.	10/10/2024	RVCS Devices	337.00
6201	14209394	EDCO DISPOSAL CORPORATION	10/10/2024	DISPOSAL SERVICE	284.82
6201	14209401	FRONTIER CONFERENCE ATHLETIC ASSOCIATI	10/10/2024	CONFERENCE DUES	950.00

BOARD WARRANT REPORT 9/25/2024 - 10/24/2024

Fund	Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Amount Charged to Fund
6201	14209404	HOME CAMPUS	10/10/2024	ATHLETIC CLEARANCE	995.00
6201	14209409	MIKE FARMER ENTERTAINMENT	10/10/2024	GRADUATION CEREMONY	400.00
6201	14209426	XEROX FINANCIAL SERVICES, LLC	10/10/2024	RVCS Copier Lease	1,506.60
6201	14211248	COX COMMUNICATIONS	10/14/2024	NETWORK FEES	990.00
6201	14211260	NWEA	10/14/2024	MAP GROWTH FOUNDATIONS ONLINE	4,375.00
6201	14215691	AT&T	10/24/2024	PHONE SERVICE	99.44
6201	14215693	BRIGHAM YOUNG UNIVERSITY	10/24/2024	HSS Enrollment 2024-25	3,120.00
6201	14215694	CENGAGE LEARNING	10/24/2024	LEARNING SUPPLIES	263.90
6201	14215712	MRC	10/24/2024	Printer Service	214.59
6201	14215714	National Federation of State High School	10/24/2024	FUNDAMENATALS OF COACHING X 6	300.00
6201	14215716	CATHERINE DeROSIA-PACIFIC PORTRAITS	10/24/2024	STUDENT ID CARDS	639.00
6201	14215720	PITNEY BOWES INC.	10/24/2024	RVCS Mail Station Lease	84.01
6201	14215726	SAN DIEGO GAS & ELECTRIC	10/24/2024	GAS AND ELECTRIC	7,504.45
<b>6201 TOTAL</b>				<b>RIVER VALLEY CHARTER</b>	<b>27,106.01</b>
				<b>GRAND TOTAL</b>	<b>\$ 2,187,212.68</b>

# LAKE SIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

REVOLVING CASH FUND REGISTER

**Background (Describe purpose/rationale of the agenda item):**

LISTING OF ALL TRANSACTIONS (PAYROLL MISCELLANEOUS, OVERAGE CHECK) FOR THE PERIOD OF 9/16/24 - 10/16/24, PRIOR TO BOARD MEETING.

**Fiscal Impact (Cost):**

**\$ 12,611.04**

**Funding Source:**

GENERAL FUND

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b>       | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>          | <input type="checkbox"/> <b>Ratification</b>                           |
| <input checked="" type="checkbox"/> <b>Approval</b> | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>            |  |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Lisa Davis, Assistant Superintendent



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_



LAKESIDE UNION SCHOOL DISTRICT  
RCF 2425-0004

#	Date	Ck#	PAYEE / EMP ID#	Memo/Description	Check Amount
RCF 2425-0004	10/1/2024	40349	EMP #662713	September 2024 paycheck was lost in the mail	1,047.49
RCF 2425-0004	10/10/2024	40350	EMP #665610	September 2024 paycheck was lost in the mail	1,014.56
RCF 2425-0004	10/14/2024	40351	EMP #409958	Sept 2024 Direct Deposit fraud	7,879.46
RCF 2425-0004	10/16/2024	40352	EMP #659146	August paycheck lost in mail JN# 1348744	116.87
RCF 2425-0004	10/16/2024	40353	J.R. Filanc Construction Co., Inc.	Refund for Ck# 2087671 (Exempt Developer Fees)	2,552.66
					<b>\$ 12,611.04</b>

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Ratification of Purchase Orders and Change Orders Listing (September 20 ,2024 2024, to October 15, 2024)

**Background (Describe purpose/rationale of the agenda item):**

The Governing Board must ratify all purchase orders and change orders that have been created pursuant to the authority granted under Education Code 17605 and Board Policy 3300 that authorizes staff to purchase supplies, materials, equipment, and services up to the amounts specified in Public Contract Code 20111. In addition, the Governing Board should review and ratify all purchase orders and change orders from September 20 ,2024 to October 15, 2024, are attached.

**Fiscal Impact (Cost):**

\$1,503,028.71

**Funding Source:**

General Fund Total: \$1,379,099.09, ASB Fund Total: \$0.00, Child Development Total: \$538.75 Child Nutrition Total: \$108,940.87, Developer Fees Fund Total \$0.00, Special Reserve Fund \$14,450.00

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b> | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>    | <input checked="" type="checkbox"/> <b>Ratification</b>                |
| <input type="checkbox"/> <b>Approval</b>      | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>      |  |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Lisa Davis, Assistant Superintendent



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

SEP/ OCT 2024 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Site/Dept	Total
10970	NO TEARS LEARNING INC.	WG TK Handwriting W/out Tears	0100	Education Services	816.64
10974	SCHOLASTIC INC	SCHOLASTIC - 24/25 - ALL GRADE	0100	Lakeside Farms	4,689.22
10975	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	TECH Copier Lease & CHG 24/25	0100	Technology	2,711.18
10977	SAN DIEGO COUNTY OFFICE OF ED	Genet Training-SDCOE	0100	Psychology Services	130.00
10978	4IMPRINT, INC.	Sped Dept Polo Shirts	0100	Special Education	338.36
10980	PREMIERE MARKETING, INC dba BULK BOOKS C	PREMIERE MARKETING, INC dba BU	0100	Lakeside Farms	190.39
10981	OMNI GRAPHICS	OMNI-CUME FOLDERS	0100	Lakeside Farms	570.00
10982	The Koonings Center	SPED NPS 2024/25	0100	Special Education	47,997.00
10983	DEBRA DUPREE	Dr. Dupre 24/25	0100	Human Resources	5,000.00
10984	INSTITUTE FOR EFFECTIVE EDUCATION	SPED NPS 2024/25	0100	Special Education	181,552.00
10987	CALIFORNIA ASSOCIATION OF SCHOOL PSYCHOLOGIST	N Wood CASP Conference	0100	Special Education	620.00
10988	PUT IN CUPS	LF PUT IN CUPS	0100	Lakeside Farms	616.34
10989	OMNI GRAPHICS	Omni Graphics - Business Cards	0100	Business Services	158.39
10991	HEGGERTY PHONEMIC AWARENESS	LV Heggerty 24/25	0100	Lakeview	287.69
10992	MTZ BAND AND ORCHESTRA REPAIR SHOP	MTZ BAND AND ORCHESTRA REPAIR	0100	Tierra Del Sol	1,095.00
10994	SCHOLASTIC INC	TDS Scholastic Vote	0100	Tierra Del Sol	858.83
10995	CONSULTING & INSPECTION SERVICES, LLC	CIS - INSPECTIONS FOR LF & LV	0100	ESS/ASES	28,900.00
10997	AMAZON CAPITAL SERVICES, INC.	SPED Amazon Order	0100	Lakeview	591.31
10998	TIMOTHY D ARMSTRONG	LMS Band Shirts	0100	Lakeside Middle School	1,811.48
11000	SCHOOL LEADERSHIP ALLIANCE	Courageous Principals-In House	0100	Superintendent	17,285.00
11001	JENNIFER COLLADO-PEREZ	Perez Parent Mileage Reimburse	0100	Special Education	6,319.00
11002	AMAZON CAPITAL SERVICES, INC.	Amazon Headphones	0100	Lakeview	620.12
11003	ASCEND SERVICES, INC.	Staffing Agency 2024/25	0100	Lemon Crest	142,524.00
11004	BLANCHE MAINE	Settlement Reimbursement	0100	Special Education	600.00
11005	ENABLING DEVICES	Enabling Devices-Adapt (Noah)	0100	Special Education	168.80
11006	THE EVAL GROUP	Staffing Agency 2024/25	0100	Special Education	135,360.00
11007	HAWTHORNE EDUC. SERVICES, INC.	ECADDES S/H FORMS	0100	Psychology Services	175.99
11009	MULTI-HEALTH SYSTEMS INC.	ASRS-Spanish Online Forms	0100	Psychology Services	511.81
11010	MARIANA MESNIK	ERMHS Counseling	0100	Special Education	70,000.00
11011	MANDARIN MATRIX INC	MANDARIN	0100	Tierra Del Sol	6,300.00
11012	MOMENTUM TUTORING	Settlement	0100	Special Education	8,645.00
11013	PAR, INC.	FAR-Response/Record Forms	0100	Psychology Services	289.21
11014	NCS PEARSON, INC	Pearson Psych WISC-V Forms	0100	Psychology Services	212.94
11015	SAN JOAQUIN CO. OFFICE OF EDUC	SJCOE SEIS Billing	0100	Special Education	10,500.00
11016	SOLIANT HEALTH LLC	Staffing Agency 2024/25	0100	Special Education	48,762.00
11017	VERBAL BEHAVIOR ASSOCIATES, INC.	ABA 1:1 Assistants	0100	Special Education	302,855.76
11018	WPS	WPS- TAPS-3 Spanish Manual	0100	Psychology Services	80.60
11019	3 CHORDS EPIC SPECIAL EDUCATION STAFFING	Agency Staffing 2024/25	0100	Special Education	133,632.00
11020	eSpecial Needs, LLC	eSpecial Needs-Switch	0100	Special Education	92.06
11021	NEW HAVEN YOUTH AND FAMILY SERVICES	Therapy Services	0100	Special Education	22,000.00
11023	AMAZON CAPITAL SERVICES, INC.	DOOR STOPPERS - TECH	0100	Technology	97.75
11025	SKYGROUP INVESTMENTS, LLC	TDS STEM FIELD TRIP	0100	Tierra Del Sol	3,250.00
11026	TONY GOMEZ TREE SERVICE	TONY GOMEZ TREE SERVICE	0100	Maintenance & Operations	3,900.00
11027	ANTONS SERVICE INC.	EMERGENCY TREE TRIMMING @ LP/RV	0100	Maintenance & Operations	7,000.00
11029	BMX FREESTYLERS	PTA RED RIBBON WEEK	0100	Lakeview	1,844.00
11030	SOUTHWEST SCHOOL & OFFICE SUPPLY	TWO ERGI CHAIRS	0100	Human Resources	1,052.07
11033	KAPCO	EASY BOOK COVER	0100	Lakeside Farms	322.64
11034	CONSULTING & INSPECTION SERVICES, LLC	LAKESIDE FARMS ES SWITCHGEAR	0100	Technology	3,450.00
11037	TONY GOMEZ TREE SERVICE	GASB REPORT	0100	Business Services	3,420.00
11038	AG PARTS WORLDWIDE, INC.	AG PARTS QUOTE 223516	0100	Technology	5,754.66
11040	DEEP SPACE SPARKLE, INC.	THE SPARKERS CLUB LC	0100	Lemon Crest	419.00
11043	CRISP ENTERPRISES, INC. CRISP IMAGING	CRISP IMAGING - WINTER	0100	Lakeside Farms	266.81
11045	TREETOP PRODUCTS, LLC	DA TREETOP PRODUCTS	0100	Flex School	3,925.77
11047	MICHELLE FURMAN, M.S., P T	PHYSICAL THERAPY	0100	Special Education	15,000.00
11048	JOSTENS	TDS EXTRA PICTURE DAY	0100	Tierra Del Sol	215.50
11050	NCS PEARSON, INC	DAYC-2 COMMUNICATION DOMAIN R	0100	Psychology Services	125.00
11052	MODULARHOSE.COM	WHEELCHAIR SWITCH MOUNT	0100	Special Education	54.33
11054	STS EDUCATION	STS - YubiKeys Q-43050 TECH	0100	Technology	2,424.38
11055	STS EDUCATION	STS - UPS Batteries Q43049	0100	Technology	15,231.56
11057	MTZ BAND AND ORCHESTRA REPAIR SHOP	LMS INSTRUMENT REPAIRS	0100	Lakeside Middle School	1,840.00
11062	SPECIALIZED EDUCATION OF CALIFORNIA, INC	SPED NPS 2024/25	0100	Special Education	97,560.00
					<b>\$ 1,353,021.59</b>
11056	ALBERTSONS	2024/25 LEAPP	1200	Leapp	\$ 538.75
					<b>\$ 538.75</b>
10971	EL CAJON FORD	CN El Cajon Ford- Keys X2	1300	Child Nutrition	784.68
10972	FEDEX FREIGHT	CN FED EX CHARGE	1300	Child Nutrition	87.00
10990	SAN DIEGO RESTAURANT SUPPLY	CN CONVECTION OVEN	1300	Child Nutrition	18,220.18
11008	Hobart Service	CN HOBART SERVICE	1300	Child Nutrition	329.25
11024	BAK-RE-PAIR, INC.	CN BAK-RE-PAIR	1300	Child Nutrition	459.38
11028	ULINE, INC	CN ULINE - UBOATS	1300	Child Nutrition	674.12
11032	DAVE BANG ASSOCIATES INC OF CA	CN LUNCH TABLES WG & Tds	1300	Child Nutrition	77,558.46
11041	PREFERRED PACKAGING	CN 2024/25 PREFERRED PACKAGING	1300	Child Nutrition	10,000.00
11042	ULINE, INC	CN ULINE-UBOAT	1300	Child Nutrition	377.80
11046	EDISON FIRE	CN EDISON FIRE	1300	Child Nutrition	450.00
					<b>\$ 108,940.87</b>

SEP/ OCT 2024 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Site/Dept	Total
11035	CONSULTING & INSPECTION SERVICES, LLC	TDS FENCING	4000	Tierra Del Sol	14,450.00
					<u>\$ 14,450.00</u>

**TOTAL PURCHASE ORDERS \$ 1,476,951.21**

**TOTAL (01) GENERAL FUND PO's 1,353,021.59**

**TOTAL (08) BOND FUND PO's 0.00**

**TOTAL (12) CHILD DEVELOPMENT 538.75**

**TOTAL (13) CHILD NUTRITION FUND PO's 108,940.87**

**TOTAL (40) SPECIAL RESERVE CAPITAL OUTLAY PROJECTS 14,450.00**

SEPT/OCT 2024 CHANGE ORDERS

PO No.	Supplier	PO Ref	Fund	Site/Dept	Total
10718	AMAZON CAPITAL SERVICES, INC.	C/O PO 10718	0100	Lemon Crest	5,000.00
10500	AGRICULTURAL PEST CONTROL	C/O PO 10500	0100	Maintenance & Operations	7,500.00
10508	AZUMA TECH SYSTEMS INC.	C/O PO 10508	0100	Maintenance & Operations	7,500.00
10750	AMAZON CAPITAL SERVICES, INC.	C/O PO 10750	0100	Lakeview	5,000.00
10718	AMAZON CAPITAL SERVICES, INC.	C/O PO 10718	0100	Lemon Crest	1,077.50
					<b>\$ 26,077.50</b>
<b>TOTAL CHANGE ORDERS</b>					<b>\$ 26,077.50</b>
<b>TOTAL (01) GENERAL FUND CO's</b>					<b>26,077.50</b>
<b>TOTAL (08) ASB FUNDS</b>					<b>0.00</b>
<b>TOTAL (12) CHILD DEVELOPMENT FUND CO's</b>					<b>0.00</b>
<b>TOTAL (13) CHILD NUTRITION CO's</b>					<b>0.00</b>
<b>TOTAL (40) SPECIAL RESERVE CAPITAL OUTLAY PROJECTS</b>					<b>0.00</b>

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Ratification of P Card expenditure transactions for the month of September 2024.

**Background (Describe purpose/rationale of the agenda item):**

The Governing Board must ratify all purchase orders and change orders that have been created pursuant to the authority granted under Education Code 17605 a Board Policy 3300 that authorizes staff to purchase supplies, materials, equipment, and services up to the amounts specified in Public Contract Code 20111. In addition, the Governing Board should review and ratify all purchase orders, from September 1, 2024, to September 30, 2024.

**Fiscal Impact (Cost):**

\$6,874.70

**Funding Source:**

General Fund Total: \$6134.57, Child Nutrition Fund Total: \$740.13

**Addresses Emphasis Goal(s):**

#1: Academic Achievement       #2: Social Emotional       #3: Physical Environments

**Recommended Action:**

- |  |   |
|--|---|
| <input type="checkbox"/> Informational       | <input type="checkbox"/> Denial/Rejection                       |
| <input type="checkbox"/> Discussion          | <input checked="" type="checkbox"/> Ratification                |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption            |   |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



\_\_\_\_\_  
Lisa Davis, Assistant Superintendent



\_\_\_\_\_  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

SEPTEMBER 2024  
P-CARD PURCHASES

NAME	DATE	AMOUNT	MERCHANT NAME	FUND	EXPENSE DESCRIPTION
BEISIGL, BRIAN	09/06/2024	147.15	PAYPAL *FS4MW4	0100	CISCO SFP OPTICAL TRANSCEIVER MODULES
BEISIGL, BRIAN	09/04/2024	315.00	WWW.CASBO.ORG	0100	CASBO - SCHOOL BUSINESS UNIVERSITY - RFP & BIDDING PROCESSES
CAMARERO, RACHEL	09/26/2024	28.08	TARGET 00014852	0100	REFRESHMENT SUPPLIES-MEETINGS
CLARK, DANIELLE	09/22/2024	21.70	MARGARITAVILLE RESORT	0100	FALL 2024 F3 LAW SPECIAL EDUCATION SYMPOSIUM-
GREEN, TESSA	09/22/2024	1.00	MARGARITAVILLE RESORT	0100	FALL 2024 F3 LAW SPECIAL EDUCATION SYMPOSIUM-
GREEN, TESSA	09/06/2024	121.43	GREEK CHICKEN - LAKESI	0100	FOOD FOR STAFF METING AGENDA ATTACHED
HARDIMAN, LESLIE	09/15/2024	237.47	99 RANCH #1039	0100	MANADARIN IMMERSION PROGRAM
HARDIMAN, LESLIE	09/05/2024	618.00	ROBOTICS EDUCATION & C	0100	24/25 TEAM REGISTRATIONS
MULL, STEVE	09/19/2024	99.00	SAN DIEGO COUNTY SUPER	0100	SD COUNTY SUPERINTENDENT OF SCHOOLS
MULL, STEVE	09/16/2024	557.31	SHIRTMAX	0100	SHOW CHOIR SHIRTS
MULL, STEVE	09/06/2024	167.59	EDUCATION4EQUITY	0100	SCIENCE WORKBOOK
MURPHY, JERRED C	09/26/2024	16.90	PAYTON HARDWARE	0100	BOLTS FOR CABINET REPAIR
ORAHOOD, SAMANTHA	09/19/2024	93.36	MARGARITAVILLE RESORT	0100	J GREENWAY EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	09/19/2024	557.82	MARGARITAVILLE RESORT	0100	B JIMENEZ EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	19-09-2024	581.16	MARGARITAVILLE RESORT	0100	D CLARK EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	09/19/2024	409.78	MARGARITAVILLE RESORT	0100	J PRICE EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	09/19/2024	465.62	MARGARITAVILLE RESORT	0100	N WINSPEAR EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	09/19/2024	488.96	MARGARITAVILLE RESORT	0100	T GREEN EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	09/19/2024	557.82	MARGARITAVILLE RESORT	0100	J MARTIGNETTI EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	09/19/2024	465.62	MARGARITAVILLE RESORT	0100	J ROSA EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	09/19/2024	488.96	MARGARITAVILLE RESORT	0100	J RIDGELS EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
ORAHOOD, SAMANTHA	09/12/2024	175.00	DR DETAIL	0100	VAN VANDALISM CLEANING
ORAHOOD, SAMANTHA	09/06/2024	394.78	MARGARITAVILLE RESORT	0100	J GREENWAY EXCELLENCE THROUGH EQUITY CONFERENCE LODGING
PRICE, JENNIFER M	09/26/2024	(316.42)	MARGARITAVILLE RESORT	0100	2 NIGHTS HOTEL FOR EXCELLENCE THROUGH EQUITY CONFERENCE 2024 9/18/24 - 9/20/2024REFUND
PRICE, JENNIFER M	09/11/2024	179.00	ACTIVE4ME RUN CLUB	0100	SUPPORTS OUR SEL GOALS BY BRINGING PHYSICAL ACTIVITY TO STUDENTS.
SUMMERS, KRISTIE	09/22/2024	13.27	WALMART.COM	1300	SPECIAL DIETS
SUMMERS, KRISTIE	09/19/2024	39.95	FOODPLAY	1300	KITCHEN FIELD TRIP MATERIALS
SUMMERS, KRISTIE	09/19/2024	155.23	TSHIRT MART	1300	STAFF SHIRTS
SUMMERS, KRISTIE	09/18/2024	48.44	HOMEGOODS #0562	1300	CATERING
SUMMERS, KRISTIE	09/18/2024	171.56	GRAINGER	1300	REPLACEMENT PART FOR FLY FAN
SUMMERS, KRISTIE	09/18/2024	34.76	SMART AND FINAL 930	1300	SPECIAL DIETS
SUMMERS, KRISTIE	09/18/2024	26.07	WALMART.COM 8009256278	1300	SPECIAL DIETS
SUMMERS, KRISTIE	09/17/2024	76.71	PARTS TOWN, LLC	1300	REPLACEMENT PART ROBOCOUPE
SUMMERS, KRISTIE	09/17/2024	43.25	TSHIRT MART	1300	STAFF SHIRTS
SUMMERS, KRISTIE	09/09/2024	130.89	WAL-MART #2253	1300	SPECIAL DIETS
TAYLOR, RHONDA L	09/22/2024	4.75	EIG*CONSTANTCONTACT.CO	0100	CONSTANT CONTACT INACTIVE CHARGE
TAYLOR, RHONDA L	09/08/2024	63.90	GREEK CHICKEN - LAKESI	0100	INTERVIEW LUNCH-HR
WINSPEAR, NATALIE	09/19/2024	428.83	KAISER GRILLE PALM SPR	0100	GROUP DINNER AT EQUITY CONFERENCE
DAVIS, LISA	09/19/2024	-1,200.00	LUSD	0100	PAYMENT FOR RETIREMENT PARTY
KASPER, RON	09/19/2024	(35.00)	LUSD	0100	PAYMENT FOR RETIREMENT PARTY
		<b>6,874.70</b>			

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

MOU between the District and the CSEA and its Chapter 240 regarding Classified School Employee Summer Assistance Program (CSESAP).

**Background (Describe purpose/rationale of the agenda item):**

Approval is requested of an MOU between the District and the CSEA and its Chapter 240 regarding the Classified Employee Summer Assistance Program (CSESAP). The CSESAP program shall be effective for the 2025-26 school year only. Qualified classified employees can elect to contribute up to 10% of their annual pay, and the state of California may match up to dollar for dollar to be paid to employees during the summer of 2026. The district will incur costs related to administration of the program and statutory benefit costs of the state match.

**Fiscal Impact (Cost):**

\$27,000 approximate cost

**Funding Source:**

General, Child Nutrition and Child Development Funds

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b>       | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>          | <input type="checkbox"/> <b>Ratification</b>                           |
| <input checked="" type="checkbox"/> <b>Approval</b> | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>            |  |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**

  
\_\_\_\_\_  
Lisa Davis, Assistant Superintendent

  
\_\_\_\_\_  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_



# MEMORANDUM OF UNDERSTANDING

between the

Lakeside Union School District

to the

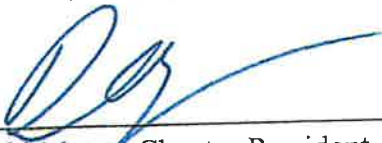
California School Employees Association and its Lakeside Chapter No. 240

September 12, 2024

This Memorandum of Understanding ("MOU") is entered into between the LAKESIDE UNION SCHOOL DISTRICT ("DISTRICT") and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its LAKESIDE CHAPTER 240 ("CSEA"). The DISTRICT and the CSEA agree that this MOU fully settles, resolves and concludes all negotiations regarding the Classified School Employee Summer Assistance Program.


For the 2025-2026 school year, the District shall participate in the Classified School Employee Summer Assistance Program set forth in Education Code section 45500.

If the state match funding provided is insufficient to provide one dollar (\$1) for each one dollar (\$1) that has been withheld from participating classified employee monthly paychecks, the District shall not be responsible to fund the difference between the state's contribution and the amount employees have withheld from their paychecks. Rather, the District will notify employees of the expected prorated amount of state match funds that each participating employee may expect to receive as a result of participating in the Classified School Employee Summer Assistance Program and employees may elect to withdraw his or her election to participate in the program or to reduce the amount to be withheld from his or her paycheck by notifying the District no later than 30 days after the start of the school year. Under no circumstances is the District responsible for matching any funds contributed by employees for the Classified School Employee Summer Assistance Program.



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David Myers, Chapter President  
For CSEA, Chapter 240



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Joni Collins  
CSEA Labor Relations Representative

[SIGNATURES CONTINUED ON FOLLOWING PAGE]



\_\_\_\_\_  
Lisa Davis, Assistant Superintendent, Business Services  
For the Lakeside Union School District

Date Ratified by the Lakeside Union School District Board of Trustees: \_\_\_\_\_

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Confidential Salary Schedule

**Background (Describe purpose/rationale of the agenda item):**

Per CalPERS, the \$200.00 a month stipend currently on the Confidential Salary Schedule for the Executive Assistant (Range 33) has been reported incorrectly as non-creditable. In order for this additional \$2,400.00 to be creditable through CalPERS, the amount needs to be added to the base pay effective July 1, 2021 and all applicable increases applied to current. Payroll will process retro payment to Lisa Derosier from July 1, 2021-July 5, 2024 and Rachel Camarero from July 8, 2024- October 31, 2024.

**Fiscal Impact (Cost):**

TBD

**Funding Source:**

General

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b>       | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>          | <input type="checkbox"/> <b>Ratification</b>                           |
| <input checked="" type="checkbox"/> <b>Approval</b> | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>            |  |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



\_\_\_\_\_  
Lisa Davis, Assistant Superintendent



\_\_\_\_\_  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**LAKESIDE UNION SCHOOL DISTRICT  
CONFIDENTIAL EMPLOYEE SALARY SCHEDULE  
Effective July 1, 2021**

Range	1	2	3	4	5	6	7
29	58,531	61,364	63,692	66,265	68,878	71,581	73,601
28	66,799	69,338	71,972	74,707	77,546	80,492	83,551
33	70,328	73,616	76,391	79,304	82,335	85,471	87,818

---

Position:	Executive Administrative Assistant, Business	Range 29	
	Personnel Specialist	Range 29	(Added 11.1.2014)
	Payroll & Benefits Specialist	Range 28	
	Executive Assistant	Range 33	
Workyear:	12 months		
Vacation:	20 days annually		
Anniversary Increment:	Beginning with the 10th year of continuous employment, 5% of step 7 (or current step) will be added to employees' salary. An additional 5% will be added at the beginning of the 15th and 20th years.		
Professional Dues:	Membership dues not to exceed \$350 for one professional organization may be paid by the District.		

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**Board Approved:**

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**Negotiated Rate:** Removed \$200 Monthly Stipend and added it to Range 33 Base Salary.

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**LAKESIDE UNION SCHOOL DISTRICT**  
**CONFIDENTIAL EMPLOYEE SALARY SCHEDULE**  
**Effective March 1, 2022**

Range	1	2	3	4	5	6	7
29	59,409	62,285	64,647	67,259	69,911	72,654	74,705
28	67,801	70,378	73,052	75,827	78,709	81,700	84,805
33	71,383	74,720	77,537	80,494	83,570	86,753	89,135

**Position:**

Executive Administrative Assistant, Business	Range 29	
Personnel Specialist	Range 29	(Added 11.1.2014)
Payroll & Benefits Specialist	Range 28	
Executive Assistant	Range 33	

**Workyear:**

12 months

**Vacation:**

20 days annually

**Anniversary Increment:**

Beginning with the 10th year of continuous employment, 5% of step 7 (or current step) will be added to employees' salary.  
 An additional 5% will be added at the beginning of the 15th and 20th years.

**Professional Dues:**

Membership dues not to exceed \$350 for one professional organization may be paid by the District.

**Board Approved:**

Negotiated Rate: Removed \$200 Monthly Stipend and added to Range 33 Base Salary effective 7/1/2021.

Original Change: 5/12/2022- Negotiate Rate of 1.5%

**LAKESIDE UNION SCHOOL DISTRICT  
CONFIDENTIAL EMPLOYEE SALARY SCHEDULE  
Effective July 1, 2022**

Range	1	2	3	4	5	6	7
29	65,314	68,475	71,073	73,945	76,860	79,877	82,131
33	78,478	82,147	85,244	88,495	91,877	95,376	97,995

---

Position:	Executive Administrative Assistant, Business Personnel Specialist Executive Assistant	Range 29 Range 29 Range 33	<i>(Added 11.1.2014)</i>
Workyear:	12 months		
Vacation:	20 days annually		
Anniversary Increment:	Beginning with the 10th year of continuous employment, 5% of step 7 (or current step) will be added to employees' salary. An additional 5% will be added at the beginning of the 15th and 20th years.		
Professional Dues:	Membership dues not to exceed \$350 for one professional organization may be paid by the District.		

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**Board Approved:**

**Negotiated Rate:** Removed \$200 Monthly Stipend and added to Range 33 Base Salary effective 7/1/2021.

**Original Change:** 7/1/2022- Negotiated Rate of 9.94%

**LAKESIDE UNION SCHOOL DISTRICT**  
**CONFIDENTIAL EMPLOYEE SALARY SCHEDULE**  
 Effective 12/1/2023

Range	1	2	3	4	5	6	7
29	69,076	72,419	75,167	78,204	81,287	84,478	86,862
33	82,999	86,879	90,154	93,592	97,169	100,870	103,640

**Position:**

Executive Administrative Assistant, Business	Range 29	
Executive Administrative Assistant, Ed Services	Range 29	
Personnel Specialist	Range 29	(Added 11.1.2014)
Executive Assistant	Range 33	

**Workyear:** 12 months

**Vacation:** 20 days annually

**Anniversary Increment:** Beginning with the 10th year of continuous employment, 5% of step 7 (or current step) will be added to employees' salary. An additional 5% will be added at the beginning of the 15th and 20th years.

**Professional Dues:** Membership dues not to exceed \$350 for one professional organization may be paid by the District.

**Board Approved:**

Negotiated Rate: Removed \$200 Monthly Stipend and added to Range 33 Base Salary effective 7/1/2021.

Original Change: 12/14/2023 Add New Position

**LAKESIDE UNION SCHOOL DISTRICT**  
**CONFIDENTIAL EMPLOYEE SALARY SCHEDULE**  
 Effective July 1, 2023

Range	1	2	3	4	5	6	7
29	69,076	72,419	75,167	78,204	81,287	84,478	86,862
33	82,999	86,879	90,154	93,592	97,169	100,870	103,640

Position: Executive Administrative Assistant, Business Range 29  
 Personnel Specialist Range 29 (Added 11.1.2014)  
 Executive Assistant Range 33

Workyear: 12 months

Vacation: 20 days annually

Anniversary Increment: Beginning with the 10th year of continuous employment, 5% of step 7 (or current step) will be added to employees' salary.  
 An additional 5% will be added at the beginning of the 15th and 20th years.

Professional Dues: Membership dues not to exceed \$350 for one professional organization may be paid by the District.

**Board Approved:**

**Negotiated Rate:** Removed \$200 Monthly Stipend and added to Range 33 Base Salary effective 7/1/2021.

**Original Change:** 11/9/2023 Negotiated Rate of 5.76%



# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Approval of the 2024-25 Agricultural Career Technical Education Incentive Grant

**Background (Describe purpose/rationale of the agenda item):**

Approval is requested for the attached grant for fiscal year, 2024-25.

**Fiscal Impact (Cost):**

See attached.

**Funding Source:**

General Fund.

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b>       | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>          | <input type="checkbox"/> <b>Ratification</b>                           |
| <input checked="" type="checkbox"/> <b>Approval</b> | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>            |  |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**



Lisa Davis, Assistant Superintendent

**Approved for Submission to the Governing Board:**



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

### Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Lakeside Union Elementary School District <del>9100 Jersey Avenue</del> <i>12335 Woodside Ave</i> <del>Hanford, CA 93230</del> <i>Lakeside, CA 92040</i>		<b>CDE GRANT NUMBER</b>				
		<b>FY</b>	<b>PCA</b>	<b>Service</b>	<b>Suffix</b>	
<b>Attention</b> Rhonda Taylor, Superintendent		2024-25	23068	68189 ✓	00	
<b>Email</b> rtaylor@lsusd.net		<b>INDEX</b>		<b>County Code</b>		
<b>Telephone</b> <del>559-582-2868</del> <i>619-390-2600</i>		0615		37 ✓		
<b>Grantee Unique Entity ID (UEI)</b>		<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>				
<b>Program Office</b>		<b>Resource Code</b>		<b>Revenue Object Code</b>		
7010		8590				
<b>Name of Grant Program</b> 2024–25 Agricultural Career Technical Education Incentive Grant						
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>
	\$15,660.35		\$15,660.35		07/01/2024	06/30/2025
<b>ALN</b>	<b>Federal Award ID Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>	

I am pleased to inform you that you have been funded for the 2024–25 Agricultural Career Technical Education Incentive Grant.

This award is made contingent upon the availability of funds. If the Legislature takes an action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

By e-signing this document, your organization is voluntarily agreeing to conduct business with the California Department of Education (CDE) electronically. If you do not wish to do so, please immediately contact the analyst listed below to discuss other signing options.

Please email the signed Grant Award Notification (AO-400) to:  
 Rosalinda Jorin at [aged.ffa@cde.ca.gov](mailto:aged.ffa@cde.ca.gov)

<b>California Department of Education Contact</b>		<b>Job Title</b>	
<b>E-mail Address</b>		<b>Telephone</b>	
<b>Authorized by the State Superintendent of Public Instruction or Designee</b> <i>Tony Thurmond</i>		<b>Date</b> October 17, 2024	
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>			
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding. On behalf of the grantee named above, I certify that the organization intends that this and future transactions be completed by electronic means, and any electronic signature is intended to be as binding as a physical signature.</i>			
<b>Printed Name of Authorized Agent</b> <i>LISA DAVIS</i>		<b>Title</b> <i>Assistant Superintendent</i>	
<b>E-mail Address</b> <i>Lisadavis@lsusd.net</i>		<b>Telephone</b> <i>619 390 2641</i>	
<b>Signature</b> <i>[Signature]</i>		<b>Date</b> <i>October 30, 2024</i>	

**GRANT AWARD NOTIFICATION (Continued)**

Lakeside Union Elementary School District has been funded for the 2024–25 Agricultural Career Technical Education Incentive Grant. If the school(s) listed on the schedule complies with the established outcome identified in the grant, the state agrees to pay the school district the allocated amount(s) as indicated. The allocation(s) is based on the amount requested on the application(s) from the eligible site(s) in your district and any adjustments based on availability of funds. The release of funds will be done in anticipation of the 2024–25 Agricultural Career Technical Education Incentive Grant Report of Expenditures being received. This report is due in the Regional Supervisor’s Office by October 15, 2025.

Questions regarding grant allocations should be directed to the Regional Supervisor:

- North Coast Region  
JessaLee Goehring                      209-639-2828    [jgoehring@cde.ca.gov](mailto:jgoehring@cde.ca.gov)
  
- Central Region  
Jill Sperling                                559-303-3148    [jsperling@cde.ca.gov](mailto:jsperling@cde.ca.gov)
  
- San Joaquin Region  
Shay Williams-Hopper                    559-740-3686    [swilliamshopper@cde.ca.gov](mailto:swilliamshopper@cde.ca.gov)
  
- South Coast Region  
Greg Beard                                  805-756-2402    [gbeard@calpoly.edu](mailto:gbeard@calpoly.edu)
  
- Southern Region  
Jackie Ioimo Jones                        805-863-8481    [jioimo@cde.ca.gov](mailto:jioimo@cde.ca.gov)
  
- Superior Region  
Anthony Drumonde                        209-564-8008    [adrumonde@cde.ca.gov](mailto:adrumonde@cde.ca.gov)

Funds will be distributed per the following schedule and expended in accordance with the district’s approved 2024-25 application and original guidelines.

School	Total
Lakeside Middle School	\$15,660.35

Conditions and assurances previously agreed upon as part of the original application and included as part of this grant award packet are still applied as part of the conditions of this award.

**To accept this award, the AO-400 must be signed and returned to the California Department of Education within ten days of receipt.** The AO-400 must contain the original signature of an authorized agent for the school district. Grant funds cannot be released until this AO-400 is returned.

# LAKESIDE UNION SCHOOL DISTRICT

---

**Governing Board Meeting Date:** November 14, 2024

---

**Agenda Item:**

Approve Change Orders to GEM Industrial for Lakeview ESS

**Background (Describe purpose/rationale of the agenda item):**

Approval is requested to the GEM Industrial for Lakeview ESS, Change Orders #s:

C/O #3	Remove & Replace Concrete Sidewalk To Eliminate Trip Hazzard	\$5,201.47
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**Fiscal Impact (Cost):**

**\$5,201.47**

**Funding Source:**

ELOP

**Recommended Action:**

- Informational
- Discussion
- Approval
- Adoption
- Denial/Rejection
- Ratification
- Explanation: Click here to enter text.

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**Originating Department/School:** Maintenance, Operations and Transportation

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**

*Kristine Rasado*

Principal/Department Head Signature

*Rhonda Taylor*

Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** 

**GEM  
Industrial Inc**

General Contractor LICE # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan

Date: 10/1/2024

C.O.R. #: 3

**Job Name:** Lakeview ESS Relo

**RFI #**      **or PCO #**     

**Description:** Remove and replace concrete sidewalk next to parking lot curb to eliminate trip hazzard.

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor	<u>\$1,965.66</u>	<u>\$0.00</u>
2. Burden @ 33%	<u>\$648.67</u>	<u>\$0.00</u>
3. Labor Total:	<u>\$2,614.33</u>	<u>\$0.00</u>
4. Material w/ Tax:	<u>\$1,150.00</u>	<u>\$0.00</u>
5. Tool & Equipment:	<u>\$670.00</u>	<u>\$0.00</u>
6. Subtotal	<u>\$4,434.33</u>	<u>\$0.00</u>
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	<u>\$665.15</u>	<u>\$0.00</u>
8. Subcontractor Cost:	<u>                    </u>	<u>\$0.00</u>
9. If subcontractor preformed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	<u>\$0.00</u>	<u>\$0.00</u>
10 Subtotal:	<u>\$5,099.48</u>	<u>\$0.00</u>
11 Bond not to exceed 2% of item #10:	<u>\$101.99</u>	<u>\$0.00</u>
12 <b>TOTAL:</b>	<u>\$5,201.47</u>	<u>\$0.00</u>
<b>Total Change Order:</b>	<u>\$5,201.47</u>	

**APPROVED:**

 Date: 10-3-24

Douglas MacLachlan Date: 10/1/2024  
Contractor

Project: Lakeview ESS		R&R Concrete Sidewalk					
Task	Labor	Labor Cost	Material	Material Cost	Equipment	Equipment Cost	Subcontract Cost
<b>R&amp;R concrete Sidewalk</b>	Laborer (\$70.92 X 2 Hours)	\$ 141.84	Dump fees	\$ 250.00	Bobcat (\$65.00 X 2 Hours)	\$ 130.00	
	Operator Grp 3 (\$93.76 X 2 Hours)	\$ 184.42	Concrete (\$200.00 X 3 Yards)	\$ 600.00	Mini Ex (\$65.00 X 4 Hours)	\$ 260.00	
	Operator Grp 4 (\$95.25 X 4 Hours)	\$ 381.00		\$ 300.00	Trucking (\$140.00 X 2 Hours)	\$ 280.00	
	Cement Mason (\$78.65 X 16 Hours)	\$ 1,258.40					
		\$ 1,965.66		\$ 1,150.00		\$ 670.00	\$ -

# LAKESIDE UNION SCHOOL DISTRICT

---

**Governing Board Meeting Date:** November 14, 2024

---

**Agenda Item:**

Approve Change Orders to GEM Industrial for the Central Kitchen Project

**Background (Describe purpose/rationale of the agenda item):**

Approval is requested to the GEM Industrial for the Central Kitchen Project, Change Orders #s:

C/O #8	Additional Labor and Material to Provide 3Phase Circuit to Oven vs Phase 1	\$2,278.36
C/O #9	Provide Power drops for Rolling Carts	\$2,735.12
C/O #10	Provide Power for Circulating Pump at Water heater	\$1,939.92
C/O #11R	Rewire 2 Existing Attic Fans	\$1,945.36
C/O #12	Demo Old Dishwasher Power and Control, Pull Wires, Circuits From Panel	\$882.51
C/O #13	Add Additional Stub Ups for Make Up Air & Exhaust Fan Units for Control Wiring	\$605.29
C/O #14	Provide Additional Make Up Air Unit / Power for Air Unit and Power for Make Up Unit control Power	\$3,012.61
C/O #15	Labor, Material & Equipment to Preform Work for ASI#1 that Reflects the Revisions Made to the Up Air Roof Unit and Supply Fans	\$43,678.97

**Fiscal Impact (Cost):**

**\$57,078.014**

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**Funding Source:**

ELOP

**Recommended Action:**

- Informational**
- Discussion**
- Approval**
- Adoption**
- Denial/Rejection**
- Ratification**
- Explanation:** [Click here to enter text.](#)

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**Originating Department/School:** Maintenance, Operations and Transportation

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**

  
Principal/Department Head Signature

  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** 



**GEM  
Industrial Inc**

General Contractor LICE # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan Date: 4/23/2024

C.O.R. #: 8

**Job Name:** Central Kitchen Improvements

**RFI #**      **or PCO #**     

**Description:** Additional Labor and Material to provide 3phase circuit to oven vs 1 Phase

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor (\$66.16 X 8 Hours) Electrician (\$70.71 X 8 Hours)	\$1,094.96	\$0.00
2. Burden @ 33%	\$361.34	\$0.00
3. Labor Total:	\$1,456.30	\$0.00
4. Material w/ Tax: CED Invoices Grainger Invoice Conduit and wire \$40.00	\$486.04	\$0.00
5. Tool & Equipment:		\$0.00
6. Subtotal	\$1,942.34	\$0.00
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	\$291.35	\$0.00
8. Subcontractor Cost:		\$0.00
9. If subcontractor performed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	\$0.00	\$0.00
10 Subtotal:	\$2,233.69	\$0.00
11 Bond not to exceed 2% of item #10:	\$44.67	\$0.00
12 <b>TOTAL:</b>	\$2,278.36	
<b>Total Change Order:</b>	\$2,278.36	

**APPROVED:**  
[Signature] Date: 10.8.24

Douglas MacLachlan Date: 4/23/2024  
Contractor  
[Signature] Date: 10/07/2024

**GEM  
Industrial Inc**

General Contractor Lice # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan

Date: 5/16/2024


C.O.R. #: 9

**Job Name:** Central Kitchen Improvements


**RFI #**      **or PCO #**     

**Description:** Provide power drops for rolling carts

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor	<u>\$1,131.36</u>	<u>\$0.00</u>
2. Burden @ 33%	<u>\$373.35</u>	<u>\$0.00</u>
3. Labor Total:	<u>\$1,504.71</u>	<u>\$0.00</u>
4. Material w/ Tax:	<u>\$827.02</u>	<u>\$0.00</u>
5. Tool & Equipment:		<u>\$0.00</u>
6. Subtotal	<u>\$2,331.73</u>	<u>\$0.00</u>
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	<u>\$349.76</u>	<u>\$0.00</u>
8. Subcontractor Cost:		<u>\$0.00</u>
9. If subcontractor preformed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	<u>\$0.00</u>	<u>\$0.00</u>
10 Subtotal:	<u>\$2,681.49</u>	<u>\$0.00</u>
11 Bond not to exceed 2% of item #10:	<u>\$53.63</u>	<u>\$0.00</u>
12 <b>TOTAL:</b>	<u>\$2,735.12</u>	
<b>Total Change Order:</b>	<u>\$2,735.12</u>	

**APPROVED:**  
 Date: 10.7.24

*Douglas MacLachlan* Date: 5/17/2024  
Contractor

 Date: 10/03/2024



**GEM  
Industrial Inc**

General Contractor Lice # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan

Date: 5/16/2024


C.O.R. #: 10

**Job Name:** Central Kitchen Improvements


**RFI #**        **or PCO #**       

**Description:** Provide power for circulating pump at water heater

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor	<u>\$1,131.36</u>	<u>\$0.00</u>
2. Burden @ 33%	<u>\$373.35</u>	<u>\$0.00</u>
3. Labor Total:	<u>\$1,504.71</u>	<u>\$0.00</u>
4. Material w/ Tax:	<u>\$149.10</u>	<u>\$0.00</u>
5. Tool & Equipment:	<u>                    </u>	<u>\$0.00</u>
6. Subtotal	<u>\$1,653.81</u>	<u>\$0.00</u>
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	<u>\$248.07</u>	<u>\$0.00</u>
8. Subcontractor Cost:	<u>                    </u>	<u>\$0.00</u>
9. If subcontractor preformed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	<u>\$0.00</u>	<u>\$0.00</u>
10 Subtotal:	<u>\$1,901.88</u>	<u>\$0.00</u>
11 Bond not to exceed 2% of item #10:	<u>\$38.04</u>	<u>\$0.00</u>
12 <b>TOTAL:</b>	<u>\$1,939.92</u>	<u>                    </u>
<b>Total Change Order:</b>	<u>\$1,939.92</u>	<u>                    </u>

**APPROVED:**  
 Date: 10-7-24

*Douglas MacLachlan* Date: 5/16/2024  
Contractor

 Date: 10/03/2024



**GEM  
Industrial Inc**

General Contractor LICE # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan

Date: 8/20/2024

C.O.R. #: 11R


**Job Name:** Central Kitchen Improvements

**RFI #**      **or PCO #**     

**Description:** Rewire 2 existing attic fans

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor	<u>\$1,131.36</u>	<u>\$0.00</u>
2. Burden @ 33%	<u>\$373.35</u>	<u>\$0.00</u>
3. Labor Total:	<u>\$1,504.71</u>	<u>\$0.00</u>
4. Material w/ Tax:	<u>\$153.74</u>	<u>\$0.00</u>
5. Tool & Equipment:	<u>                    </u>	<u>\$0.00</u>
6. Subtotal	<u>\$1,658.45</u>	<u>\$0.00</u>
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	<u>\$248.77</u>	<u>\$0.00</u>
8. Subcontractor Cost:	<u>                    </u>	<u>\$0.00</u>
9. If subcontractor performed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	<u>\$0.00</u>	<u>\$0.00</u>
10 Subtotal:	<u>\$1,907.22</u>	<u>\$0.00</u>
11 Bond not to exceed 2% of item #10:	<u>\$38.14</u>	<u>\$0.00</u>
12 <b>TOTAL:</b>	<u>\$1,945.36</u>	<u>                    </u>
<b>Total Change Order:</b>	<u>\$1,945.36</u>	<u>                    </u>

APPROVED:

 Date: 10-7-24

*Douglas MacLachlan* Date: 8/20/2024

Contractor

 Date: 10/03/2024



**GEM  
Industrial Inc**

General Contractor Lice # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan Date: 5/16/2024


C.O.R. #: 12

**Job Name:** Central Kitchen Improvements


**RFI #**      **or PCO #**     

**Description:** Demo old dishwasher power and control and pull wire and circuits from panel

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor	<u>\$565.68</u>	<u>\$0.00</u>
2. Burden @ 33%	<u>\$186.67</u>	<u>\$0.00</u>
3. Labor Total:	<u>\$752.35</u>	<u>\$0.00</u>
4. Material w/ Tax:	<u>                    </u>	<u>\$0.00</u>
5. Tool & Equipment:	<u>                    </u>	<u>\$0.00</u>
6. Subtotal	<u>\$752.35</u>	<u>\$0.00</u>
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	<u>\$112.85</u>	<u>\$0.00</u>
8. Subcontractor Cost:	<u>                    </u>	<u>\$0.00</u>
9. If subcontractor preformed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	<u>\$0.00</u>	<u>\$0.00</u>
10 Subtotal:	<u>\$865.21</u>	<u>\$0.00</u>
11 Bond not to exceed 2% of item #10:	<u>\$17.30</u>	<u>\$0.00</u>
12 <b>TOTAL:</b>	<u>\$882.51</u>	<u>                    </u>
<b>Total Change Order:</b>	<u>\$882.51</u>	<u>                    </u>

**APPROVED:**  
 Date: 10-7-24

*Douglas MacLachlan* Date: 10/03/2024  
Contractor

 Date: 10/03/2024



**GEM  
Industrial Inc**

General Contractor Lice # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan

Date: 5/16/2024

C.O.R. #: 13

**Job Name:** Central Kitchen Improvements

**RFI #**      **or PCO #**     

**Description:** Add additional stub ups for make up air and exhaust fan units for control wiring

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor	<u>\$353.55</u>	<u>\$0.00</u>
2. Burden @ 33%	<u>\$116.67</u>	<u>\$0.00</u>
3. Labor Total:	<u>\$470.22</u>	<u>\$0.00</u>
4. Material w/ Tax:	<u>\$45.80</u>	<u>\$0.00</u>
5. Tool & Equipment:	<u>                    </u>	<u>\$0.00</u>
6. Subtotal	<u>\$516.02</u>	<u>\$0.00</u>
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	<u>\$77.40</u>	<u>\$0.00</u>
8. Subcontractor Cost:	<u>                    </u>	<u>\$0.00</u>
9. If subcontractor preformed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	<u>\$0.00</u>	<u>\$0.00</u>
10 Subtotal:	<u>\$593.42</u>	<u>\$0.00</u>
11 Bond not to exceed 2% of item #10:	<u>\$11.87</u>	<u>\$0.00</u>
12 <b>TOTAL:</b>	<u>\$605.29</u>	<u>                    </u>
<b>Total Change Order:</b>	<u>\$605.29</u>	<u>                    </u>

**APPROVED:**  
[Signature] Date: 10-7-24

Douglas MacLachlan Date: 5/16/2024  
Contractor

[Signature] Date: 10/03/2024

Project: LUSD Central Kitchen

Task	Labor	Labor Cost	Material	Material Cost	Equipment	Equipment Cost	Subcontract Cost
	Electrician (\$70.71 X 5 Hours)	\$ 353.55	(50') 3/4" EMT Conduit	\$ 42.50			
			Sales Tax 7.75 %	\$ 3.30			
		\$ 353.55		\$ 45.80		\$ -	\$ -

**GEM  
Industrial Inc**

General Contractor Lice # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan

Date: 5/16/2024


C.O.R. #: 14


**Job Name:** Central Kitchen Improvements

**RFI #**      **or PCO #**     

**Description:** Provide additional make up for air unit and power for make up unit controlled by Acurex system

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor	<u>\$1,697.04</u>	<u>\$0.00</u>
2. Burden @ 33%	<u>\$560.02</u>	<u>\$0.00</u>
3. Labor Total:	<u>\$2,257.06</u>	<u>\$0.00</u>
4. Material w/ Tax:	<u>\$311.23</u>	<u>\$0.00</u>
5. Tool & Equipment:	<u>                    </u>	<u>\$0.00</u>
6. Subtotal	<u>\$2,568.29</u>	<u>\$0.00</u>
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	<u>\$385.24</u>	<u>\$0.00</u>
8. Subcontractor Cost:	<u>                    </u>	<u>\$0.00</u>
9. If subcontractor preformed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	<u>\$0.00</u>	<u>\$0.00</u>
10 Subtotal:	<u>\$2,953.54</u>	<u>\$0.00</u>
11 Bond not to exceed 2% of item #10:	<u>\$59.07</u>	<u>\$0.00</u>
12 <b>TOTAL:</b>	<u>\$3,012.61</u>	<u>                    </u>
<b>Total Change Order:</b>	<u>\$3,012.61</u>	<u>                    </u>

**APPROVED:**  
 Date: 10-7-24

*Douglas MacLachlan* Date: 5/16/2024  
Contractor  
 Date: 10/03/2024



**GEM  
Industrial Inc**

General Contractor Lice # 235465 B C10  
16902 Rio Maria Rd, Lakeside, CA 92040  
(858) 486-1758 (858) 668-0609 Fax

**Change Order Request**

From: Doug MacLachlan

Date: 8/21/2024

C.O.R. #: 15

**Job Name:** Central Kitchen Improvements

**RFI #**      **or ASI #** 001

**Description:** Labor, material and equipment to preform work for ASI #1 that reflect the revisons made to the make up air rooftop unit and supply fans..

	<b>EXTRA:</b>	<b>CREDIT:</b>
1. Labor	\$4,482.00	\$0.00
2. Burden @ 33%	\$1,479.06	\$0.00
3. Labor Total:	\$5,961.06	\$0.00
4. Material w/ Tax:	\$583.00	\$0.00
5. Tool & Equipment:	\$200.00	\$0.00
6. Subtotal	\$6,744.06	\$0.00
7. General Contractor's overhead and Profit not to exceed 15% of item # 6 if contractor performed the work.	\$1,011.61	\$0.00
8. Subcontractor Cost:	\$33,397.00	\$0.00
9. If subcontractor preformed the work General Contractor's Overhead & Profit not exceed 5% of item 8.	\$1,669.85	\$0.00
10 Subtotal:	\$42,822.52	\$0.00
11 Bond not to exceed 2% of item #10:	\$856.45	\$0.00
12 <b>TOTAL:</b>	\$43,678.97	
<b>Total Change Order:</b>	\$43,678.97	

**APPROVED:**  
[Signature] Date: 10.7.24

Douglas MacLachlan Date: 8/21/2024  
Contractor

[Signature]  
AlphaStudio Design Group  
09/19/2024

Project: LUSD Central Kitchen							
Task	Labor	Labor Cost	Material	Material Cost	Equipment	Equipment Cost	Subcontract Cost
Provide framing for roof curb	Carpenter (\$68.90 X 24 Hours)	\$ 1,653.60	Lumber and Hardware	\$ 186.00	Scissor lift (\$100.00 X 2 Hours)	\$ 200.00	
Roofing							\$ 2,148.00
Electrical and conduit for controls	Electrician (\$70.71 X 40 Hours)	\$ 2,828.40	Pipe and Fittings	\$ 397.00			\$ 27,899.00
Controls							\$ 27,899.00
Provide and install duct work for MUA							\$ 3,350.00
		\$ 4,482.00		\$ 583.00		\$ 200.00	\$ 61,296.00

# A Good Roofer, Inc. CHANGE ORDER #1

**Date:** 04/17/2024

To:  
Lakeside Central Kitchen

**Project Address:**

12335 Woodside Ave  
Lakeside, CA 92040

Lakeside, CA

**Customer:** Gem Industrial

1.	Provide roofing around Hvac units.	\$ 2,148.00
----	------------------------------------	-------------

Original Contract Amount: \$ 11,090

Change Order Amount: \$ 2,148

Revised Contract Amount: \$ 13,238

We hereby agree to the above as an additional/reduced project cost(s) to be added/deleted to the original scope of work:

A Good Roofer Inc

04/17/2024

Contractor

Date

Approved

Denied

\_\_\_\_\_  
Date

## Change Order Template

**Job name:** Lakeside Central Kitchen  
**Date:** 4/17/2024  
**Repair type:** Torch  
**Change O #:** 1  
**Company:** Gem Industrial

**Description:** Provide roof patching around Hvac unit

Labor	Man days	Hours	Rate	Total
4/4/2024	1.75	14.00	\$66.14	\$925.96
4/9/2024	0.625	5.00	\$66.14	\$330.70
Tile	0	0.00	\$66.14	\$0.00
install	0	0.00	\$66.14	\$0.00
Torch	0	0.00	\$66.14	\$0.00
Shingles	0	0.00	\$66.14	\$0.00
Wood	0	0.00	\$66.14	\$0.00
Mastic	0	0.00	\$66.14	\$0.00
<b>Total</b>	<b>2.375</b>	<b>19.00</b>		<b>\$1,256.66</b>

Material	Size	Amount	Price	Total
Cold process	5gal	0	\$45.00	\$0.00
White mastic	3.5 gal	0	\$72.00	\$0.00
Fabric	6" x 300'	0	\$35.00	\$0.00
Base	3sq	0	\$28.00	\$0.00
Starter rolls	9"x33'	0	\$26.00	\$0.00
Smooth Torch	1sq	1	\$86.95	\$86.95
Torch granulated	1sq	1	\$140.00	\$140.00
Primer	can	1	\$7.99	\$7.99
Modified mastic 5gal	5gal	0.5	\$98.50	\$49.25
Web	lnft	5	\$0.40	\$2.00
coating	1gal	0	\$18.00	\$0.00
Screws/washer	80pk	1.15	\$15.07	\$18.05
TPO/PVCcorners	Each	0	\$20.00	\$0.00
Tpo/PVC a sq ft	sqft	0	\$1.25	\$0.00
3/4" roof jack	Each	7	\$10.00	\$70.00
Boral US tile T/B	Each	0	\$1.85	\$0.00
2" hot dip nails	5lb	0	\$0.00	\$0.00
Q-panel		0	\$9.75	\$0.00
4" screws		0	\$178.94	\$0.00
Hose clamp	Each	0	\$4.25	\$0.00
caulk	Tubes	5	\$15.88	\$79.40
Tucker metal	10'	0	\$1.00	\$0.00
Turn bar	10'	0	\$1.00	\$0.00
Counterflashing	lnft	30	\$1.95	\$78.00
		0	\$1.00	\$0.00
40lb	2sq	0	\$29.00	\$0.00
Rags	Each	0	\$1.25	\$0.00
Trash Bags	Each	0	\$1.50	\$0.00
Cleaner	1gal	0	\$30.00	\$0.00
Peal and stick	2sq	0	\$95.00	\$0.00

Recap	Total
Labor	\$1,256.66
Material	\$575.50
Drive Time	0
Truck	0
Dumpster	0
Porto Potty	0
Fork Lift 56'	0
Delivery	0
Crane	0
Sub	0
<b>Total</b>	<b>\$1,832.16</b>
Markup 15%	\$274.82
G.L. 1.95%	\$41.09
Bond 0.00%	\$0.00
<b>Total Price</b>	<b>\$2,148</b>

Crew Size	2
Crew Days	1.1875

Total Price	\$531.64
Tax 8.25%	\$43.86
<b>Total + Tax</b>	<b>\$575.50</b>



## HOURLY LABOR RATE WORKSHEET

(Reference 'Change Orders' in Contract General Conditions. Certified payrolls required for all workers on Project. Contractor shall enter data into all fields highlighted in yellow; for fields highlighted in blue, data will automatically populate.)

SUB: A GOOD ROOFER, INC.

CLASSIFICATION: JOURNEYMAN ROOFER 07-01-2023 to 06-30-2024

Item	Prevailing Wage Rate			Notes
	Regular Time	Overtime	Double Time	
Base Labor Rate	\$41.30	\$ 61.95	\$ 82.60	BUREAU OF INDUSTRIAL RELATIONS
Fringe Benefits:				
	Benefit Paid	Benefit Provided		
	(put X in appropriate box)			
Pension <sup>1</sup>	2.67	2.67	2.67	
Health/Welfare <sup>1</sup>	8.86	8.86	8.86	
Training/Certification <sup>1</sup>	.45	0.45	0.45	
Vacation/Holiday <sup>1</sup>				
Other: RES + ED	.06	0.06	0.06	
Fringe Benefits Subtotal	\$ 12.04	\$ 12.04	\$ 12.04	
<b>Total PW Hourly Rate</b>	\$ 53.34	\$ 73.99	\$ 94.64	= Base Labor Rate + Benefits Paid + Benefits Provided
Benefits Paid	\$ -	\$ -	\$ -	
A GOOD ROOFER, INC. - Journeyman Roofer	\$ 53.34	\$ 73.99	\$ 94.64	= Base Labor Rate + Benefits Paid
<b>Burden: Taxes &amp; Insurance</b>				
FICA	6.20% \$ 2.56	\$ 4.59	\$ 5.87	
Medicare	1.45% \$ 0.60	\$ 1.07	\$ 1.37	
Federal Unemployment	0.60% \$ 0.25	\$ 0.44	\$ 0.57	
California Unemployment	6.20% \$ 2.56	\$ 4.59	\$ 5.87	
Workers Compensation	16.55% \$ 6.84	\$ 12.25	\$ 15.66	
Burden Subtotal	\$ 12.80	\$ 22.94	\$ 29.34	
Contractor Liability Insurance	N/A	N/A	N/A	Included in OH&P per CGC
Small Tools	N/A	N/A	N/A	Included in OH&P per CGC
Other (warranty, record drawings, payment bonds, performance bonds, etc.)	N/A	N/A	N/A	Included in OH&P per CGC
<b>TOTAL HOURLY RATE (Total Hourly Rate + Remized Burden)</b>	\$ 66.14	\$ 96.93	\$ 123.98	<b>CHANGE ORDER HOURLY RATE</b>

**JOB INVOICE**

**A Good Roofer, Inc.**  
 11651 Riverside Drive #145  
 Lakeside CA 92040  
 (619)561-7600

**2058**

CUSTOMER'S ORDER NO.	DATE ORDERED 4-9-24
ORDER TAKEN BY	DATE PROVIDED <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

<b>BILL TO</b>	PHONE
<b>ADDRESS</b>	<b>MECHANIC</b>
<b>CITY</b> LAKESIDE SCHOOL DISTRICT	<b>HELPER</b>
<b>JOB NAME AND LOCATION</b> Kitchen	<input type="checkbox"/> DAY WORK
<b>DESCRIPTION OF WORK</b>	<input type="checkbox"/> CONTRACT
	<input type="checkbox"/> EXTRA

QUANT.	DESCRIPTION OF MATERIAL USED	PRICE	AMOUNT
	INSTALL COUNTER FLASHING ON VENT BOXES (4)		
	MATERIALS		
	COUNTER FLASHING 40 FT		
	BUTYL TAPE - 1 ROLL		
	CAULKING = 4 TUBES		
	3/4" SCREWS & WASHERS = 90 PCS		
	LECTOR = 5 HRS		

HOURS	LABOR	AMOUNT	TOTAL MATERIALS
	MECHANICS @		
	HELPERS @		TOTAL LABOR
I hereby acknowledge the satisfactory completion of the above described work		TOTAL LABOR	TAX
SIGNATURE	DATE COMPLETED		TOTAL





# ELITE AIR CONDITIONING, INC.

August 16, 2024

Attn: Doug MacLachlan

**GEM Industrial Inc.**

JOB NAME: Lakeside USD Central Kitchen  
 LOCATION: Kitchen  
 DESCRIPTION: Controls  
 RFI NUMBER:  
 EACI C.O. #: 3

Our price for the referenced change is as follows:

**TOTAL NET CHANGE TO CONTRACT ..... \$ 27,899.00**  
**ADDED DAYS FOR THIS ADDITIONAL WORK ..... -5- Days**

This price is based on the usual cost elements such as labor, materials, and markup and does not include any amount for interference, disruptions, rescheduling and change in the sequence of work, delays and / associated acceleration. We expressly reserve the right to submit our request for any of these items should we be faced with performing our work under any of these conditions.

This change proposal is limited to modifications involving our original scope of work. This cost proposal supersedes all previously submitted cost proposals relating to this same work.

This quote is valid for 30 calendar days from the above date and void thereafter.

**Work included:**

- 1.) Furnish and Install new controls w/ low voltage wiring.
- 2.) Start up and programming of new control system.
- 3.) Sales tax as applicable.

**Work not included:**

- 1.) Mechanical conduit.
- 2.) Electrical wiring.

Respectfully submitted,  
**ELITE AIR CONDITIONING, INC.**  
 Nick Evans

**LICENSE #985559**  
**DIR # 100000924**

**OFFICE (951) 272-8960 \* FAX (951) 220-7352**  
**PO BOX 7514 \* NORCO, CA. 92860**

## Change Order Summary Sheet

**JOB NAME:** Lakeside USD Central Kitchen  
**LOCATION:** Kitchen  
**DESCRIPTION:** Controls

**RFI NUMBER:**  
**EACI C.O. #:** 3

<b>MATERIALS:</b>	<b>15000.00</b>	<b>LABOR HOURS:</b>	<b>64</b>
<i>See Attached Spreadsheet</i>		<b>JOURNEYMAN:</b>	<b>110.24      7055.36</b>
<b>SALES TAX:</b>	<b>1350.00</b>		
<b>TOTAL MATERIALS:</b>	<b>16350.00</b>	<b>TOTAL LABOR:</b>	<b>7055.36</b>

<b>TOTAL MATERIALS (FROM ABOVE)</b>	<b>16,350.00</b>	
<b>LABOR (FROM ABOVE)</b>	<b>7,055.36</b>	
<b>RENTAL EQUIPMENT (SEE ITEMIZATION)</b>	-	
<b>OTHER (SEE ITEMIZATION)</b>	<b>750.00</b>	
<b>ESTIMATING / ENGINEERING (\$ 96.00 / HR.)</b>	-	
<b>PERMITS &amp; FEES</b>	-	
<b>COMSUMABLE/EXPENDABLES (1.5% LABOR)</b>	-	
<b>CARTAGE &amp; HANDLING (1.5% MATERIALS)</b>	-	
<b>COST</b>		<b>24,155.36</b>
<b>OVERHEAD (10%)</b>	<b>2,415.54</b>	
<b>SUBTOTAL</b>		<b>26,570.90</b>
<b>PROFIT (5%)</b>	<b>1,328.54</b>	
<b>TOTAL</b>		<b>27,899.44</b>
<b>BOND FEES (1%)</b>	-	
<b>TOTAL CHANGE ORDER AMOUNT</b>	<b>27,899.44</b>	





# ELITE AIR CONDITIONING, INC.

April 5, 2024

**Attn: Doug MacLachlan**

**GEM Industrial Inc.**

JOB NAME: Lakeside USD Central Kitchen  
 LOCATION: Kitchen  
 DESCRIPTION: ASI 01  
 RFI NUMBER:  
 EACI C.O. #: 2

Our price for the referenced change is as follows:

**TOTAL NET CHANGE TO CONTRACT ..... \$ 3,350.00**  
**ADDED DAYS FOR THIS ADDITIONAL WORK ..... -1- Days**

This price is based on the usual cost elements such as labor, materials, and markup and does not include any amount for interference, disruptions, rescheduling and change in the sequence of work, delays and / associated acceleration. We expressly reserve the right to submit our request for any of these items should we be faced with performing our work under any of these conditions.

This change proposal is limited to modifications involving our original scope of work. This cost proposal supersedes all previously submitted cost proposals relating to this same work.

This quote is valid for 30 calendar days from the above date and void thereafter.

**Work included:**

- 1.) Furnish and Install new make up air ductwork.
- 2.) Install make up air fan.
- 3.) Demo and cap existing ductwork.
- 4.) Sales tax as applicable.

Respectfully submitted,  
**ELITE AIR CONDITIONING, INC.**  
 Nick Evans

**LICENSE #985559**  
**DIR # 100000924**

**OFFICE (951) 272-8960 \* FAX (951) 220-7352**  
**PO BOX 7514 \* NORCO, CA. 92860**

## Change Order Summary Sheet

**JOB NAME:** Lakeside USD Central Kitchen  
**LOCATION:** Kitchen  
**DESCRIPTION:** ASI 01

**RFI NUMBER:**  
**EACI C.O. #:** 2

**MATERIALS:** 1043.00  
*See Attached Spreadsheet*

**LABOR HOURS:** 16

**SALES TAX:** 93.87

**JOURNEYMAN:** 110.24 1763.84

**TOTAL MATERIALS:** 1136.87

**TOTAL LABOR:** 1763.84

<b>TOTAL MATERIALS (FROM ABOVE)</b>	1,136.87	
<b>LABOR (FROM ABOVE)</b>	1,763.84	
<b>RENTAL EQUIPMENT (SEE ITEMIZATION)</b>	-	
<b>OTHER (SEE ITEMIZATION)</b>	-	
<b>ESTIMATING / ENGINEERING (\$ 96.00 / HR.)</b>	-	
<b>PERMITS &amp; FEES</b>	-	
<b>COMSUMABLE/EXPENDABLES (1.5% LABOR)</b>	-	
<b>CARTAGE &amp; HANDLING (1.5% MATERIALS)</b>	-	
<b>COST</b>		2,900.71
<b>OVERHEAD (10%)</b>	290.07	
<b>SUBTOTAL</b>		3,190.78
<b>PROFIT (5%)</b>	159.54	
<b>TOTAL</b>		3,350.32
<b>BOND FEES (1%)</b>	-	
<b>TOTAL CHANGE ORDER AMOUNT</b>	3,350.32	





# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Approval of contracts for 2024-25 school year.

**Background (Describe purpose/rationale of the agenda item):**

Approval of attached contracts for the 2024-25 school year with various vendors.

**Fiscal Impact (Cost):**

See attached list.

**Funding Source:**

General Fund

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b>       | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>          | <input type="checkbox"/> <b>Ratification</b>                           |
| <input checked="" type="checkbox"/> <b>Approval</b> | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>            |  |

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**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



\_\_\_\_\_  
Lisa Davis, Assistant Superintendent



\_\_\_\_\_  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

San Diego County - HHSA	MOA - Health Edu/ Preventive Services to school communities	V2025-84	Ed Services	11/5/2024	6/30/2028	
Edison Fire Protection Inc.	MOU Fire Suppression System Maintenance Workmanship Warranty	V2025-81	Child Nutrition	10/23/2024		\$450.00
Southern Indian Health	MOU UOF for Behavioral Health Services At Sites Listed On Exhibit A	V2025-82	PUPIL SERVICES	7/1/2024	6/30/2029	
Connect4Kids Psychological Services	Psychoeducational IEE Assessment	I2025-29	SPED	10/1/2024	6/30/2025	\$4,250.00
Rizalyn Remotique	Family Mileage Reimbursement	T2025-006	SPED	8/26/2024	6/30/2025	\$0.67 per mile
Jocelyn McCullough	Family Mileage Reimbursement	T2025-007	SPED	7/1/2023	6/30/2025	\$0.67 per mile
Ernest Almendarez	Prescriber For Psych, OT, and PT	I2025-30	SPED	10/22/2024	6/3/2025	\$5,000.00
Rancho Coastal Speech Therapy	Addendum 1 to contract I2025-20 Speech and Language Evaluation	I2025-20A	SPED	7/1/2024	6/30/2025	9/12/2024 \$2,550.00
U.S. Postal Inspection Service, Federal Agent Barrigan-Husted	Presentation on Federal Law Enforcement at USPS	L2025-003	LP	11/8/2024	11/8/2024	\$0.00
National School Lunch Program (NSLP)	Child and Adult Care Food Program (CACFP)	V2025-83	CN	7/1/2024	6/30/2025	

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Approval is requested of donations to the District for the month of November.

**Background (Describe purpose/rationale of the agenda item):**

Approval is requested of the attached list of donations to the District for the month of November.

**Fiscal Impact (Cost):**

See Chart

**Funding Source:**

**Recommended Action:**

- |  |   |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial/Rejection                       |
| <input type="checkbox"/> Discussion    | <input type="checkbox"/> Ratification                           |
| <input type="checkbox"/> Approval      | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption      |   |

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**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**Board Donation Report**  
**Month of Donation:**

November 2024

	<b>School Site/Dept.</b>	<b>Organization/Person</b>	<b>Amount of Donation</b>	<b>Item</b>
<b>School Site Donations</b>	Lakeview	Kelsey Thomas-Blackbaud Giving Fund	\$650.00	n/a
	Lindo Park	Kasey Collins	approx. value \$100	Spiral notebooks, lined paper, folders, erasers, pencils
	Lakeside Middle School	Grocery Outlet	Unknown	Approx 30 backpacks
	LUSD	East County Schools Federal Credit Union	Unknown	30 Backpacks
<b>PTA Donations</b>	RV	PTA	\$1,093.67	Homework Folders - Gr. TK - 4
	RV	PTA	\$906.05	Student Planners - Gr. 5

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Expeditionary Learning Middle School ELA Curriculum Adoption

**Background (Describe purpose/rationale of the agenda item):**

Adoption of Expeditionary Learning (EL) English Language Arts (EA) curriculum for Lakeside Middle and Tierra del Sol Middle Schools.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**Recommended Action:**


- |  |   |
|--|---|
| <input type="checkbox"/> Informational       | <input type="checkbox"/> Denial/Rejection                       |
| <input type="checkbox"/> Discussion          | <input type="checkbox"/> Ratification                           |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption            |   |

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**Originating Department/School:** Ed Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



\_\_\_\_\_  
**Principal/Department Head Signature**



\_\_\_\_\_  
**Dr. Rhonda Taylor, Superintendent**

**Reviewed by Cabinet Member** \_\_\_\_\_

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Adoption of Board Policy and Administrative Regulation 1114: District-Sponsored social media.

**Background (Describe purpose/rationale of the agenda item):**

Adoption is requested of Board Policy and Administrative Regulation 1114: District-Sponsored social media. Policy updated to align with current terms, language, and practice related to the use of social media. Additionally, policy updated to expand the Governing Board's philosophical statement to recognize the value of sharing district information with families and the community, and the requirement to ensure that content posted by the district on an official district social media account is accessible to individuals with disabilities. In addition, policy updated to clarify that an official district social media account does not create an open public forum or otherwise guarantee an individual's right to free speech even if one or more features on the account permit interaction with and between members of the public. Policy also updated to expand instances where students or staff are subject to discipline to include engaging with an official district social media account in a manner that violates board policies and administrative regulations. Last Updated in LUSD: 9/17/2012

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**Addresses Emphasis Goal(s):**

- #1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- Informational**                                       **Denial/Rejection**  
 **Discussion**                                         **Ratification**  
 **Approval**     **Explanation:** Click here to enter text.  
 **Adoption**

**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**Policy 1114: District-Sponsored Social Media**

**Status:** DRAFT

**Original Adopted Date:** 09/17/2012 | **Last Reviewed Date:** 09/17/2012

The Governing Board recognizes the value of social media to share district information with families and the community and promote community involvement and collaboration in district decisions. The purpose of any official district social media account shall be to further the district's vision and mission, to support student learning and staff professional development, and to enhance communication and engagement with students, families, staff, and community members. The Superintendent or designee shall ensure that the content posted by the district on an official district social media account is accessible to individuals with disabilities.

The Superintendent or designee shall develop content guidelines and protocols for official district social media accounts to ensure public access, appropriate and responsible use and compliance with law, board policy, and administrative regulation.

**Guidelines for Content**

Official district social media accounts shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. This policy is not intended to create an open public forum or otherwise guarantee an individual's right to free speech on any of the official district social media accounts even if one or more features on the account that permit interaction with and between members of the public are enabled.

The Superintendent or designee shall ensure that the limited purpose of official district social media accounts is clearly communicated to users. Each account shall contain a statement specifying the purposes of the account, that the account shall only be used for such purposes and any other user expectations or conditions as specified in the accompanying administrative regulation.

Official district social media accounts may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content or otherwise engage with an official social media account in a manner that violates board policies and administrative regulations shall be subject to discipline in accordance with such applicable policies and regulations.

Users of official district social media accounts, and anyone who posts, replies or otherwise leaves a digital footprint on an official district social media account, should be aware of the public nature and accessibility of social media and that such information posted or left on an official district social media account may be considered a public record subject to disclosure under the Public Records Act.

**Privacy**

To the extent practicable, the Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media accounts.

As it pertains to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, official district social media accounts shall operate in accordance with Board Policy 1113 - District and School Websites.

Social media and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

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**Regulation 1114: District-Sponsored Social Media**

Status: DRAFT

Original Adopted Date: 09/17/2012 | Last Reviewed Date: 09/17/2012

**Definitions**

*Social media* means any online platform for collaboration, interaction, or active participation, or that allows users to post content, including, but not limited to, social networking sites such as Instagram, TikTok, Facebook, X/Twitter, SnapChat, YouTube, and LinkedIn.

*An official district social media account is an account on a social media platform authorized by the Superintendent or designee. -An account that contains content related to the district or comments about district operations but that has not been created based on authorization or direction from the Superintendent or designee, such as an account created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal account, is not an official social media account.*

School-level employees such as teachers and coaches shall obtain authorization from the school principal before creating an official social media account.

**Guidelines for Content**

Each official district social media account shall contain content that is useful and appropriate for all audiences.

District employees or agents in charge of posting or adding information to an official district social media account shall ensure that copyright laws are not violated in the use of material on official district social media accounts.

The Superintendent or designee shall ensure that official district social media accounts are regularly monitored. Staff members responsible for monitoring content may remove posts or even suspend users from interacting with the account only based on viewpoint-neutral considerations, such as lack of relation to the account's purpose or violation of the board policies or administrative regulations.

Each official district social media account shall, as appropriate, prominently display a link to this regulation or a statement that includes Items #1-10 below

1. The purpose (s)of the account, such as providing information to a class, school community, athletic team, or student club; engaging with the public regarding district decisions and Governing Board meetings; and sharing information regarding employment opportunities with the district.
2. Users shall use the site only for those intended purposes
3. The account is regularly monitored and any inappropriate interaction will be promptly removed blocked, or similarly addressed. Inappropriate interactions include but are not limited to, interactions that:
  - a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on district premises, violation of district or school rules, or substantial disruption to the district or school's orderly operation
  - b. Are not related to the stated purpose of the account, including, but not limited to, threats, comments of a commercial nature, political activity, and comments prohibited by board policies and administrative regulations
4. Users are expected to communicate in a respectful, courteous, and professional manner and are personally responsible for their use of the account.
5. The district is not responsible for the content posted by other users or how other users interact with the account.
6. The views and comments expressed by other users on the account belong to those users and do not necessarily reflect the views of the district.
7. Any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media accounts.
9. Violations may be reported to the appropriate social media platform, law enforcement, or other third parties, as appropriate.

10. A user may be suspended from interacting with the account for one month upon three prior violations and for six months upon two prior one-month suspensions.

#### **Appropriate Use by District Employees**

District employees who participate in official district social media accounts shall adhere to all applicable board policies and administrative regulations, including, but not limited to, professional standards related to interactions with students.

When appropriate, employees posting, replying, or otherwise interacting with the public outside of their professional duties or responsibilities on official district social media accounts shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media accounts.

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# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Adoption of Administrative Regulation 3580: District Records

**Background (Describe purpose/rationale of the agenda item):**

Adoption is requested of Administrative Regulation 3580: District Records. The regulation had information that was not complete. There was an additional change to the electronic storage of emails from one year to two years. Last Updated in LUSD 12/10/2015

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- Informational**                                       **Denial/Rejection**  
 **Discussion**                                         **Ratification**  
 **Approval**     **Explanation:** Click here to enter text.  
 **Adoption**

**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**Regulation 3580: District Records**

Status: DRAFT

Original Adopted Date: 12/10/2015 | Last Reviewed Date: 12/10/2015

**Classification of Records**

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

**Class 1 - Permanent Records**

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

**1. Annual Reports**

- a. Official budget
- b. Financial reports of all funds, including cafeteria and student body funds
- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:
  - i. Those containing information relating to property, activities, financial condition, or transactions
  - ii. Those declared by Governing Board minutes to be permanent

**2. Official Actions**

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board

- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

### 3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

### 4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

### 5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, amount paid, and comparable data if the unit is disposed of.

### **Class 2 - Optional Records**

Any records considered temporarily worth keeping, but which are not Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

### **Class 3 - Disposable Records**

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

### Retention of Electronic Records

Email accounts are not intended for permanent storage of District records. It is each employee's responsibility to save and/or file email that he or she receives and wishes thereafter to access, or that are District records and

required to be retained by law. "District records" means all records, maps, books, papers, and documents prepared or retained as necessary or convenient to the discharge of official duty and includes any writing containing information related to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical characteristics. Emails or other electronic records related to District business shall be either: 1) saved to an electronic system other than the District email account, 2) electronically archived, or 3) printed on paper and filed as appropriate. It is presumed that District business emails will be stored in such manner by District employees on a regular basis, and therefore emails older than two years may be purged by the District's information technology department, unless such emails are relevant to litigation or anticipated litigation. Email trash folders may be purged as often as every 90 day(s) by the District's information technology department.

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# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Adoption of Administrative Regulation and Exhibit E (1) 4119.12/4219.12/4319.12: Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures (New Administrative Regulation and Exhibit to LUSD)

**Background (Describe purpose/rationale of the agenda item):**

Adoption is requested of Administrative Regulation and Exhibit E (1) 4119.12/4219.12/4319.12: Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures (New Administrative Regulation and Exhibit) Regulation updated to reflect NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474) which make extensive and significant changes to the title IX grievance procedures including that they (1) require a district with knowledge of alleged conduct, which occurs in a district program or activity on or after August 1, 2024, that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, to follow Title IX grievance procedures when investigating and resolving a complaint based on the alleged conduct, (2) require district's to follow "basic requirements" when implementing the Title IX grievance procedures, (3) modify the definition of a "complaint" and who may bring a complaint, (4) modify the Title IX Coordinator's responsibilities related to the initiation of a complaint when the alleged victim chooses to not bring a complaint, (5) modify the requirements related to the offering and coordination of supportive measures, (6) expand the requirements related to the dismissal of complaints, including the appeal of dismissals, (7) expand the requirements related to the informal resolution process, (8) amend requirements related to notice of allegations when a formal investigation is initiated by the district, (9) expand requirements related to the investigation procedures, (10) modify requirements related to the written decision, (11) alter the process for the appeal of the decision, (12) provide for extension of timelines, and (13) amend requirements for remedies, disciplinary actions, and record-keeping. Additionally, regulation updated to delete material defining sex-based harassment as the definitions for sex discrimination and sex-based harassment are contained within Administrative Regulation 4119.11 – Sex Discrimination and Sex-Based Harassment, and to delete material in regard to reporting of sex-based harassment as such material is contained within other related policies. Regulation also updated to add a section on Consolidation of Complaints, and material related to record-keeping requirements for complaints containing allegations of childhood sexual assault. Exhibit updated to reflect NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474) which amend the Title IX notice of nondiscrimination on the basis of sex

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

Click here to enter text.

**Addresses Emphasis Goal(s):**

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#1: Academic Achievement

#2: Social Emotional

#3: Physical Environments

**Recommended Action:**

Informational

Denial/Rejection

Discussion

Ratification

Approval

Explanation: Click here to enter text.

Adoption

**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_



**Regulation 4119.12: Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures**

Status: DRAFT

**Original Adopted Date:** Pending

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity, was subjected to conduct on or after August 1, 2024, including, but not limited to, conduct that is under the authority of the district, that constitutes sex discrimination, including sex-based harassment. For conduct that occurred prior to this date, the district should utilize its policies in place at the time the alleged sex discrimination, including sex-based harassment, occurred, so long as they are in accordance with the applicable statutes and regulations.

Sex discrimination and sex-based harassment include, but are not limited to, sex-based conduct as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment.

### **Basic Requirements**

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably
2. Ensure that the Title IX Coordinator or designee, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent

The investigator and the decisionmaker may be the same person as the Title IX Coordinator or designee.

3. Presume that the respondent is not responsible for the alleged sex discrimination, including sex-based harassment, until a determination is made at the conclusion of the grievance procedures
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, such as evaluation of whether to dismiss or investigate a complaint, investigation, decision, and appeals if any
5. Establish a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay

Additionally, the district shall not disclose personally identifiable information obtained while implementing Title IX complaint procedures unless the district has obtained prior written consent from a person with the legal right to consent to the disclosure; the information is disclosed to a parent/guardian or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue; to take action to address conduct that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, in the district's education program or activity; as required by federal law, regulations, or as a condition to a federal award; as required by state or local law; or to the extent such disclosures are not otherwise in conflict with Title IX. (34 CFR 106.44)

If the respondent is a student with a disability, the Title IX Coordinator or designee shall consult with one or more members, as appropriate, of the student's individualized education program or 504 team, to determine how to comply with the requirements of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

### **Filing a Complaint**

Upon receiving information of an allegation of sex discrimination, including sex-based harassment, the Title IX Coordinator or designee shall notify the individual(s) specified in law of the Title IX grievance procedures, and of the informal resolution process, if available and appropriate.

A *complaint* is an oral or written request that can objectively be understood by the Title IX Coordinator or designee

as a request for the district to investigate and make a determination about alleged sex discrimination, including sex-based harassment. (34 CFR 106.2)

Complaints of sex discrimination and sex-based harassment may only be brought by an employee, or former employee, who was participating or attempting to participate in the district's education program or activity at the time of the alleged sex-based harassment, or the Title IX Coordinator or designee. (34 CFR 106.45)

If the alleged victim chooses not to bring a complaint, or withdraws any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX Coordinator or designee shall consider whether to initiate a complaint. To do so, the Title IX Coordinator or designee shall first consider the following factors: (34 CFR 106.44)

1. The victim's request not to proceed with initiation of a complaint
2. The victim's reasonable safety concerns regarding initiation of a complaint
3. The risk that additional acts of sex discrimination, including sex-based harassment, would occur if a complaint is not initiated
4. The severity of the alleged sex discrimination or sex-based harassment, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence
5. The age and relationship of the parties, including whether the respondent is an employee of the district
6. The scope of the alleged sex discrimination, including information suggesting a pattern; ongoing sex discrimination, including sex-based harassment; or sex discrimination, including sex-based harassment, alleged to have impacted multiple individuals
7. The availability of evidence to assist a decisionmaker in determining whether sex discrimination, including sex-based harassment, occurred
8. Whether the district could end the alleged sex discrimination, including sex-based harassment, and prevent its recurrence without initiating the Title IX grievance procedures

If, after considering these factors, the Title IX Coordinator determines that the alleged conduct presents an imminent and serious threat to the health and safety of the complainant or another person, or that the conduct as alleged prevents the district from ensuring equal access to a district program or activity on the basis of sex, the Title IX Coordinator may initiate a complaint.

If the Title IX Coordinator initiates a complaint, the Title IX Coordinator shall provide the alleged victim notice of the complaint as well as other notices as required by the Title IX regulations at specific points in the complaint process. The Title IX Coordinator shall also address reasonable concerns about the victim's safety or the safety of others, including providing supportive measures as described in "Supportive Measures" below, and taking other appropriate prompt and effective steps to ensure that sex discrimination, including sex-based harassment, does not continue or recur within the district. (34 CFR 106.44)

The Title IX Coordinator or designee, investigator, decisionmaker, other person who is responsible for implementing the district's grievance procedures or have the authority to modify or terminate supportive measures, or a facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in accordance with 34 CFR 106.8. (34 CFR 106.44)

In order to ensure that employees are not barred from reporting information about conduct that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, the Title IX Coordinator shall monitor the district for barriers to reporting and take steps reasonably calculated to address such barriers. (34 CFR 106.44, 106.45)

## **Supportive Measures**

Upon receipt of a report of Title IX sex discrimination or sex-based harassment, the Title IX Coordinator or designee shall offer and coordinate supportive measures. Supportive measures may vary depending on what the district determines to be reasonably available and shall not unreasonably burden either the complainant or respondent. Supportive measures shall be provided without charging a fee to the complainant or respondent and be designed to protect the safety of the complainant, respondent, and the district's educational environment, and to provide support during any grievance procedures implemented as specified in 34 CFR 106.45 or informal resolution process as specified in 34 CFR 106.44. The district shall not impose such measures for punitive or disciplinary reasons. Supportive measures may include, but are not limited to, counseling; extensions of deadlines and other course- or work-related adjustment; changes in class, work, housing, or extracurricular or any other activity regardless of whether there is a comparable alternative; campus escort services; modifications of class or work schedules; mutual restrictions on contact; changes in class or work locations; leaves of absence; increased security; monitoring of certain areas of the campus; and, training and education programs related to sex-based harassment. (34 CFR 106.2, 106.44)

Unless there is an allegation of sex-based harassment or retaliation, the district may provide supportive measures without altering the alleged discriminatory conduct. (34 CFR 106.44)

Upon the conclusion of any grievance procedures implemented as specified in 34 CFR 106.45 or informal resolution process as specified in 34 CFR 106.44, the district may continue with the supportive measures, or modify or terminate such measures, as appropriate. (34 CFR 106.44)

The district shall provide a complainant or respondent for whom supportive measures have been implemented with a timely opportunity to seek, from an impartial employee with authority to modify or reverse the supportive measures, modification or reversal of the district's decision to provide, deny, modify, or terminate such measures, and to seek additional modification or termination of the supportive measures if circumstances materially change. (34 CFR 106.44)

The district shall not disclose information about supportive measures to any person other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless the disclosure is necessary to providing the supportive measures, or restoring or preserving a party's access to the district's education program or activity. (34 CFR 106.44)

## **Emergency Removal**

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If the respondent is a student, the district may, on an emergency basis, remove the student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an imminent and serious threat to the health or safety of a complainant or any student, employee, or other individual arising from the allegations, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the IDEA or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

## **Dismissal of Complaint**

The Title IX Coordinator or designee may dismiss a complaint if: (34 CFR 106.45)

1. The district is unable to identify the respondent after taking reasonable steps to do so
2. The respondent is not participating in the district's education program or activity and is not employed by the district
3. The district determines that the conduct alleged in the complaint, even if proven, would not constitute sex discrimination, including sex-based harassment, under Title IX

Before dismissing the complaint, the Title IX Coordinator shall make reasonable efforts to clarify the allegations with the complainant.

4. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the Title IX Coordinator determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination, including sex-based harassment, under Title IX, even if proven

The Title IX Coordinator shall determine whether to dismiss or investigate any complaint of sex discrimination, including sex-based harassment, within 10 days, unless such timeline is extended in accordance with this administrative regulation.

Upon dismissal, the Title IX Coordinator shall promptly notify the complainant of the dismissal and the reasons for the dismissal. Additionally, if the dismissal occurs after the respondent has been notified of the allegations, the Title IX Coordinator shall provide such notification to the respondent, which shall occur simultaneously to both parties if the notification is in writing. The Title IX Coordinator shall also inform the complainant, and the respondent if the dismissal occurs after the respondent has been notified of the allegations, of their right to appeal. Dismissals may be appealed on the following bases: (34 CFR 106.45)

1. A procedural irregularity that would change the outcome
2. New evidence that would change the outcome and that was not reasonably available when the dismissal was made
3. The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome

If the dismissal is appealed, the district shall: (34 CFR 106.45)

1. Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent
2. Implement appeal procedures equally for the parties
3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint
4. Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations
5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome
6. Notify the parties of the result of the appeal and the rationale for the result

If a complaint is dismissed, the Title IX Coordinator or designee shall offer supportive measures as described above in "Supportive Measures" to the complainant. Additionally, the respondent shall be offered supportive measures if the complaint was dismissed because the complainant voluntarily withdrew any or all of the allegations in the complaint and the district determined that without the withdrawn allegations the conduct, even if proven, would not constitute sex discrimination, including sex-based harassment, under Title IX, or if the complaint was dismissed because the district determined, after taking reasonable efforts to clarify the allegations of the complaint, that the alleged conduct would not constitute sex discrimination, including sex-based harassment, even if proven. The Title IX Coordinator shall also take other appropriate prompt and effective steps to ensure that sex discrimination, including sex-based harassment, does not continue or recur within the district's education program or activity. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Administrative Regulation 4030 - Nondiscrimination in Employment as applicable.

### **Informal Resolution Process**

At any time prior to determining whether sex discrimination, including sex-based harassment, occurred under the complaint procedures specified in 34 CFR 106.45, the district may offer, if it is determined to be appropriate upon receiving information about conduct that reasonably may constitute sex discrimination under Title IX or when a complaint of sex discrimination is made, an informal resolution process, such as mediation, to the complainant and respondent. However, the district shall not offer an informal resolution process if the complaint alleges that an employee engaged in sex-based harassment of an elementary or secondary school student or that such process would conflict with federal, state, or local law. (34 CFR 106.44)

The district shall not require or pressure a party to participate in the informal resolution process, or to waive the right to an investigation and determination of a complaint as a condition of employment or continuing employment, or exercise of any other right. The district may decline to offer an informal resolution process including, but not limited to, when the district determines that the alleged conduct would present a future risk of harm to others. (34 CFR 106.44)

The district may facilitate an informal resolution process provided that the district, prior to initiating such process: (34 CFR 106.44)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process; the right to withdraw from the informal process and resume the formal complaint process; the inability to initiate or resume complaint procedures arising from the same allegations once the informal resolution process is concluded; the potential terms that may be requested or offered in an informal resolution agreement, including that the agreement would only be binding on the parties; and the information that the district will maintain and whether and how the district could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed
2. Obtains the parties' voluntary consent to the informal resolution process

The Title IX Coordinator or designee shall ensure that the facilitator of the informal resolution process is not the same person as the investigator or decisionmaker of any ongoing or newly initiated complaint process specified in 34 CFR 106.45, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and receives training in accordance with 34 CFR 106.8. (34 CFR 106.44)

If the district facilitates an informal resolution process, the Title IX Coordinator shall, to the extent necessary, take other appropriate prompt and effective steps to ensure that sex discrimination, including sex-based harassment, does not continue or recur within the district' education program or activity. (34 CFR 106.45)

### **Notice of Allegations**

If the district initiates a formal Title IX investigation, the Title IX Coordinator or designee shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. Sufficient information, available at the time, to allow the parties to respond to the allegations, including, to the extent available, the identity of parties involved in the incident(s), the conduct allegedly constituting sex discrimination, including sex-based harassment, and the date(s) and location(s) of the alleged incident. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that retaliation is prohibited
4. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of such evidence, as specified

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker

and shall inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator or designee.

### **Consolidation of Complaints**

The district may consolidate complaints of sex discrimination, including sex-based harassment, against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party, when the allegations of sex discrimination, including sex-based harassment, arise out of the same facts or circumstances. (34 CFR 106.45)

### **Investigation Procedures**

The district shall provide for adequate, reliable, and impartial investigation of complaints. (34 CFR 106.45)

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible
2. Review all evidence gathered through the investigation and determine which evidence is relevant and which evidence is impermissible regardless of relevance
3. Provide each party with an equal opportunity to access evidence that is relevant, and not otherwise impermissible, to the allegations of sex discrimination, including sex-based harassment, by:
  - a. Providing an equal opportunity to access either the relevant and not otherwise impermissible evidence or an accurate description of such evidence  
  
If an accurate description is provided, the district shall, upon request of any party, provide the parties with an equal opportunity to access the relevant and permissible evidence.
  - b. Providing a reasonable opportunity to respond to the evidence or to the accurate description of the evidence
  - c. Taking reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures
4. Take reasonable steps to protect the privacy of parties and witnesses which do not restrict the ability of the parties to obtain and present evidence, including, by speaking to witnesses; consulting with family members, confidential resources, or advisors; or otherwise preparing for or participating in the grievance procedures
5. Objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, including that credibility determinations will not be based on a person's status as complainant, respondent, or witness
6. Exclude as impermissible the following types of evidence, and questions seeking that evidence:
  - a. Evidence that is protected under a privilege recognized by state or federal law or evidence that is provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege
  - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains that party's or witness's voluntary, written consent for use in its grievance procedures

Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based

harassment.

The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

The district shall ensure that the decisionmaker is able to question parties and witnesses adequately to assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment. (34 CFR 106.45)

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

The investigator shall complete the investigation within 30 days after the Title IX Coordinator determines to proceed with an investigation, unless such timeline is extended in accordance with this administrative regulation.

### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who may be the Title IX Coordinator or designee or the investigator so long as there is no conflict of interest or bias. (34 CFR 106.45)

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the district shall: (34 CFR 106.45)

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination, including sex-based harassment, has occurred
2. Notify the parties in writing of the determination of whether sex discrimination, including sex-based harassment, occurred

The notification shall include the rationale for such determination and the procedures and permissible bases for the complainant and respondent to appeal, if applicable.

The written decision shall be issued within 60 days after the investigation is completed, unless such time is extended in accordance with this administrative regulation.

### **Appeal of the Decision**

Either party may appeal the district's decision of a complaint or any allegation in the complaint. (34 CFR 106.45)

When conducting an appeal, the district shall follow the appeal process as specified in Administrative Regulation 4030 - Nondiscrimination in Employment.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised 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 antidiscrimination laws, if applicable.

### **Extension of Timelines**

Any timelines specified in this administrative regulation may be extended by the district for good cause, with written notice to the parties. The written notice shall specify the reasons for the extension. (34 CFR 106.45)

## **Remedies**

When there is a determination that sex discrimination, including sex-based harassment, has occurred, the Title IX Coordinator shall coordinate the provision and implementation of remedies to the complainant and other persons the district identifies as having had equal access to the district's education program or activity limited or denied by sex discrimination, including sex-based harassment; coordinate the imposition of any disciplinary sanctions on a respondent as described in "Disciplinary Actions" below, including notification to the complainant of any such disciplinary sanctions; and take other appropriate prompt and effective steps to ensure that sex discrimination, including sex-based harassment, does not continue or recur within the district's education program or activity. (34 CFR 106.45)

## **Disciplinary Actions**

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

When an employee is found to have committed sex discrimination, including sex-based harassment, or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district shall not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the district's determination of whether sex discrimination, including sex-based harassment, occurred. (34 CFR 106.45)

## **Record-Keeping**

The Superintendent or designee shall maintain, for at least a period of seven years: (34 CFR 106.45)

1. For each complaint of sex discrimination, including sex-based harassment, records documenting any informal resolution process or formal investigation procedures
2. For each notification the Title IX Coordinator or designee receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, records documenting the actions taken to fulfill the district's obligations as specified in 34 CFR 106.44, including supportive measures offered and implemented
3. All materials used to train district employees; the Title IX Coordinator and designee(s); investigator(s), decisionmaker(s), and other person(s) who are responsible for implementing the district's grievance procedures or have the authority to modify or terminate supportive measures; and any person who facilitates an informal resolution process

The district shall make such training materials available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1):

1. A record of the allegation(s)
  2. A record of the investigation procedures followed
  3. A record of the written determination
  4. A record of the corrective action implemented, if any
  5. A record of any appeals and the outcome of the same
  6. All training materials addressing the prohibition and investigation of childhood sexual assault
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**Exhibit 4119.12-E(1): Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures**

Status: DRAFT

Original Adopted Date: Pending

**NOTICE OF TITLE IX NONDISCRIMINATION**

The Code of Federal Regulations, Title 34, Section 106.8 requires the district to issue the following notification to employees, job applicants, and employee organizations:

The district does not discriminate on the basis of sex and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to employment. The district also prohibits retaliation against any employee for filing a complaint or exercising any right granted under Title IX.

The district is required, as specified in Title IX, to take prompt and equitable action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district has designated and authorized the following employee(s) as the district's Title IX Coordinator, to address concerns or inquiries regarding discrimination on the basis of sex, including sex-based harassment:

Assistant Superintendent of Human Resources

12335 Woodside Ave., Lakeside, CA 92040

619-390-2600

Any individual may report sex discrimination, including sex-based harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sex discrimination, including sex-based harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sex discrimination, including sex-based harassment, including the grievance process that complies with 34 CFR 106.45, please see Board Policy/Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment, and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures on the district's website at [www.lsusd.net](http://www.lsusd.net).

To inspect or obtain a copy of the district's sex discrimination and sex-based harassment policies and administrative regulations, please contact: Human Resources at 619-390-2600.

Materials used to train employees; the Title IX Coordinator; investigator(s), decisionmaker(s), and other person(s) who are responsible for implementing the district's grievance procedures or have the authority to modify or terminate supportive measures; and any person(s) who facilitates an informal resolution process, are available at the district office upon request.

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# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Adoption of Board Policy 4033: Lactation Accommodation

**Background (Describe the purpose/rationale of the agenda item):**

Adoption is requested of Board Policy 4033: Lactation Accommodation. Policy updated to reflect NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474) which (1) require districts to provide reasonable break time for employees to express breast milk or breastfeed, and to ensure that employees have access to a lactation space, as specified, (2) provide that "sex" for purposes of sex discrimination under Title IX includes lactation and related medical conditions or recovery, and (3) require a district with knowledge of alleged conduct, which occurs in a district program or activity on or after August 1, 2024, that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, to follow Title IX grievance procedures when investigating and resolving a complaint based on the alleged conduct. Additionally, policy updated to reflect the Providing Urgent Maternal Protections (PUMP) for Nursing Mother Act which (1) requires employers to provide reasonable break time for nursing employees to express breast milk for one year after the child's birth, and to ensure that employees have access to a lactation space, as specified, and (2) authorizes an employee to file a complaint with the Wage and Hour Division of the U.S. Department of Labor for violation of such act. In addition, policy updated to reflect the Pregnant Workers Fairness Act which (1) requires employers to provide reasonable accommodation to employees due to pregnancy, childbirth, or related medical conditions, including lactation, as specified, and (2) authorizes an employee to file a complaint with the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the act.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

[Click here to enter text.](#)

**Addresses Emphasis Goal(s):**

- #1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- Informational**                                       **Denial/Rejection**  
 **Discussion**                                         **Ratification**  
 **Approval**     **Explanation:** [Click here to enter text.](#)  
 **Adoption**

**Originating Department/School:** Superintendent

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**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**

*Rachel Camarero*

*Rhonda Taylor*

**Rachel Camarero, Executive Assistant**

**Dr. Rhonda Taylor, Superintendent**

**Reviewed by Cabinet Member**

## LACTATION ACCOMMODATION

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding and desires to provide a supportive environment for any district employee returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who seeks a workplace lactation accommodation.

An employee shall notify the employee's supervisor or other appropriate district administrator in advance of the intent to request an accommodation. The supervisor or appropriate district administrator shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor or appropriate district administrator shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 218d, 42 USC 2000gg-1)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute this policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

### **Break Time and Location Requirements**

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030; 42 USC 2000gg-1; 34 CFR 106.57)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 218d)

The employee shall be provided a lactation space which may be used by the employee for expressing breast milk or breastfeeding as needed. The lactation space shall be a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area, and shall meet the following requirements: (Labor Code 1031; 29 USC 218d; 34 CFR 106.57)

1. Is shielded from view and free from intrusion while the employee is expressing breast milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items

**LACTATION ACCOMMODATION (Con't)**

4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing breast milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

**Dispute Resolution**

Complaints alleging sex discrimination under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Additionally, an employee may file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the Providing Urgent Maternal Protections for Nursing Mothers Act and/or the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2).

In addition, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Policy **LAKESIDE UNION SCHOOL DISTRICT**  
Lakeside, California

adopted: September 17, 2012  
revised: November 14, 2024

**LACTATION ACCOMMODATION****State**

2 CCR 11035-11051

29 USC 218c

Civ. Code 43.3

Ed. Code 200-262.4

Gov. Code 12925-12954

Gov. Code 12945

Lab. Code 1030-1034

Lab. Code 6382

**Federal**

20 USC 1681-1688

29 CFR 1636

29 USC 218d

34 CFR 106.1-106.82

42 USC 2000gg-2000gg-6

**Management Resources**CA Department of Industrial Relations  
PublicationCalifornia Civil Rights Department  
DecisionCalifornia Department of Public Health  
Publication

Federal Register

Federal Register

Office of the Surgeon General  
PublicationU.S. DoL, Wage and Hour Div.,  
Publication**Description**

Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions

Fair Labor Standards Act; protections for employees

[Right of mothers to breastfeed in any public or private location](#)[Prohibition of discrimination](#)

Unlawful discriminatory employment practices

[Unlawful discrimination based on pregnancy, childbirth, or related medical conditions](#)[Lactation Accommodation](#)[Procedure for listing hazardous substances](#)**Description**

Title IX of the Education Amendments of 1972; discrimination based on sex

Implementation of the Pregnant Workers Fairness Act

Fair Labor Standards Act; Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act

Discrimination on the basis of sex; effectuating Title IX

Pregnant Workers Fairness Act

**Description**[Rest Periods/Lactation Accommodation, Frequently Asked Questions](#)

Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision 09-03P, 2009

[Lactation Accommodation for Employers](#)[Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 29, 2024, Vol. 89, No. 83, pages 33474-33896](#)[Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 78, No. 244, pages 80073-80079](#)[The Surgeon General's Call to Action to Support Breastfeeding, 2011](#)[Education FAQs](#)

U.S. DoL, Wage and Hour Div., Publication	<a href="#">Frequently Asked Questions - Pumping Breast Milk at Work</a>
U.S. DoL, Wage and Hour Div., Publication	<a href="#">Fact Sheet #73: FLSA Protections for Employees to Pump Breast Milk at Work, rev. January 2023</a>
U.S. HHS Office on Women's Health Publication	<a href="#">The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">Equal Employment Opportunity Commission</a>
Website	<a href="#">California Department of Industrial Relations, Division of Labor and Standards Enforcement</a>
Website	<a href="#">California Department of Public Health</a>
Website	<a href="#">California Women, Infants and Children Program</a>
Website	<a href="#">Centers for Disease Control and Prevention</a>
Website	<a href="#">Health Resources and Services Administration</a>
Website	<a href="#">Office of the Surgeon General</a>
Website	<a href="#">U.S. Department of Labor, Wage and Hour Division, FLSA Protections to Pump at Work</a>

## Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4112.9	Employee Notifications
4112.9	Employee Notifications
4113.4	Temporary Modified/Light-Duty Assignment
4119.11	Sex Discrimination and Sex-Based Harassment
4119.11	Sex Discrimination and Sex-Based Harassment
4119.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4119.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4144	Complaints
4144	Complaints
4161.8	Family Care And Medical Leave

4212.9	Employee Notifications
4212.9	Employee Notifications
4213.4	Temporary Modified/Light-Duty Assignment
4219.11	Sex Discrimination and Sex-Based Harassment
4219.11	Sex Discrimination and Sex-Based Harassment
4219.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4219.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4244	Complaints
4244	Complaints
4261.8	Family Care And Medical Leave
4312.9	Employee Notifications
4312.9	Employee Notifications
4313.4	Temporary Modified/Light-Duty Assignment
4319.11	Sex Discrimination and Sex-Based Harassment
4319.11	Sex Discrimination and Sex-Based Harassment
4319.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4319.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4344	Complaints
4344	Complaints
4361.8	Family Care And Medical Leave



# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Adoption of Board Policy 3400: Management of District Assets/Accounts and Resolution 2025-09: Asset Capitalization Threshold

**Background (Describe purpose/rationale of the agenda item):**

Adoption is requested of Board Policy 3400: Management of District Assets/Accounts with a change to the capital asset threshold from \$5,000 to \$20,000. Adoption is requested of Resolution 2025-09: Asset Capitalization Threshold to change the capitalization threshold of assets from \$5,000 to \$20,000 due to an increase in inflation and to streamline financial reporting. The resolution would be retro-active to July 1, 2023 to capture accounting entries for the 2023-24 school year.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

Click here to enter text.

**Addresses Emphasis Goal(s):**

- #1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b>       | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>          | <input checked="" type="checkbox"/> <b>Ratification</b>                |
| <input type="checkbox"/> <b>Approval</b>            | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input checked="" type="checkbox"/> <b>Adoption</b> |  |

**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Lisa Davis, Assistant Superintendent



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member**

**Policy 3400: Management Of District Assets/Accounts**

Status: DRAFT

Original Adopted Date: 09/17/2012 | Last Revised Date: 05/09/2024 | Last Reviewed Date: 05/09/2024

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The Superintendent or designee shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 - Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the district's financial status.

**Capital Assets**

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of ~~\$5,000~~ \$20,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

**Internal Controls/Fraud Prevention**

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 – Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district, assist with effective and efficient operation of the district, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

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**RESOLUTION NO. 2025-09**

**RESOLUTION AMENDING THE ASSET CAPITALIZATION  
THRESHOLD FOR FINANCIAL REPORTING PURPOSES**

WHEREAS, in 2001, Lakeside Union School District (“District”) implemented the use of Governmental Accounting Standards Board (“GASB”) Statement No. 34 which sets \$5,000 as a minimum capitalization threshold for capital tangible and intangible assets for reporting purposes and which threshold the District has utilized since that time; and

WHEREAS, the Business Department due to the increase in inflation and to streamline financial reporting recommends that the District increase the capitalization threshold from \$5,000 to \$20,000 with the following exceptions: 1) All vehicles acquired by the District shall continue to be recorded as capital assets regardless of the cost; and 2) All assets acquired with award/grant monies, in part or in whole, required to be recorded as capital assets in order to fulfill the requirements set out in the Code of Federal Regulations or other applicable award/grant contracts; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE  
LAKESIDE UNION SCHOOL DISTRICT AS FOLLOWS:**

1. The Board hereby approves an amendment to the Capital Asset policy to increase the asset capitalization threshold for tangible and intangible assets from \$5,000 to \$20,000.
2. That this resolution is effective as of July 1, 2023.

PASSED AND ADOPTED this 14th day of November, 2024 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

BOARD OF EDUCATION OF THE  
Lakeside Union SCHOOL DISTRICT

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Superintendent

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO

I, Jim Bennett, Clerk of the Governing Board of the Lakeside Union School District of San Diego County, California, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2025-09 of said Board and that the same has not been amended or repealed.

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Clerk of the Governing Board  
Dated: 14 November, 2024

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14th, 2024

**Agenda Item:**

Enrollment Report Month 2 (9/16/2024 – 10/11/2024)

**Background (Describe purpose/rationale of the agenda item):**

**Fiscal Impact (Cost):**

**Funding Source:**

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Informational</b> | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>               | <input type="checkbox"/> <b>Ratification</b>                           |
| <input type="checkbox"/> <b>Approval</b>                 | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>                 |  |

---

**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



\_\_\_\_\_  
Lisa Davis, Assistant Superintendent



\_\_\_\_\_  
Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

LAKESIDE UNION SCHOOL DISTRICT							MONTH 2				9/16/2024 - 10/11/2024		DATE:10/31/2024
											M2	M2	
											24/25	23/24	
SCHOOL	TK	K	1	2	3	4	5	6	7	8	TOTAL	TOTAL	VARIANCE
LAKESIDE FARMS	78	100	93	104	109	96	86				666	672	-6
LAKEVIEW	46	100	93	96	123	95	113				666	664	2
LEMON CREST	26	56	61	73	73	70	74				433	450	-17
LINDO PARK	25	58	57	66	59	79	74				418	438	-20
RIVERVIEW				103	125	118	122				468	499	-31
WINTER GARDENS	103	119	47								269	298	-29
LAKESIDE MIDDLE								244	256	225	725	679	46
TIERRA DEL SOL								241	258	214	713	757	-44
DREAM ACADEMY	0	23	15	13	14	15	13	20	11	11	135	80	55
NPS/RTC	0	0	1	0	1	1	1	1	1	1	7	6	1
<b>DISTRICT TOTAL</b>	<b>278</b>	<b>456</b>	<b>367</b>	<b>455</b>	<b>504</b>	<b>474</b>	<b>483</b>	<b>506</b>	<b>526</b>	<b>451</b>	<b>4,500</b>	<b>4,543</b>	<b>-43</b>
<b>YEAR OVER YEAR COMPARISON</b>													
MONTH	AUG M0	AUG M1	SEP M2	OCT M3	NOV M4	DEC M5	JAN M6	FEB M7	MAR M8	APR M9	MAY M10	JUN M11	
2024-2025	4,501	4,504	4,500										
2023-2024	4,544	4,543	4,543	4,527	4,517	4,473	4,485	4,479	4,464	4,470	4,467	4,453	
2022-2023	4,566	4,519	4,517	4,535	4,531	4,513	4,543	4,527	4,532	4,528	4,516	4,497	
2021-2022	4,522	4,511	4,515	4,562	4,553	4,529	4,526	4,471	4,482	4,479	4,472	4,466	
2020-2021	4,655	4,674	4,673	4,668	4,665	4,659	4,654	4,659	4,642	4,659	4,661	4,652	
2019-2020	-	4,985	4,986	4,966	4,966	5,042	5,036	5,031	5,036	5,031	5,018	5,015	
2018-2019	-	5,073	5,054	5,054	5,046	5,098	5,110	5,098	5,090	5,081	5,070	5,028	
2017-2018	-	5,164	5,179	5,161	5,153	5,211	5,208	5,183	5,159	5,151	5,135	5,101	
2016-2017	-	5,051	5,039	5,045	5,031	5,103	5,091	5,080	5,059	5,071	5,050	5,023	
2015-2016	-	5,087	5,100	5,083	5,077	5,138	5,124	5,139	5,121	5,107	5,081	5,056	
2014-2015	-	5,003	5,005	4,010	4,992	4,986	5,040	5,008	5,021	5,015	5,006	-	
<b>BARONA INDIAN CHARTER SCHOOL</b>	<b>GRADE</b>	<b>TK/K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>TOTAL</b>		
			15	14	9	8	9	15	5	9	3	87	
<b>RIVER VALLEY CHARTER SCHOOL</b>	<b>GRADE</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>				<b>TOTAL</b>		
		29	38	42	46	39	36				230		

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

Quarterly Investment Reports, San Diego County Treasury Investment Pool as of quarter ended on September 30, 2024.

**Background (Describe purpose/rationale of the agenda item):**

Reports for disclosure of district investments pursuant to Government Code Section 53646. Exhibit A reports the quarterly cash balance of all district funds invested in the San Diego County Treasury Investment Pool.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

N/A

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b>       | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input type="checkbox"/> <b>Discussion</b>          | <input type="checkbox"/> <b>Ratification</b>                           |
| <input checked="" type="checkbox"/> <b>Approval</b> | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>            |  |

---

**Originating Department/School:** Business Services

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**

  
\_\_\_\_\_  
**Lisa Davis, Assistant Superintendent**

  
\_\_\_\_\_  
**Dr. Rhonda Taylor, Superintendent**

**Reviewed by Cabinet Member** \_\_\_\_\_

Exhibit A

District Superintendent and  
Governing Board of the  
Lakeside Union School District

**Quarterly Report of Chief Financial Officer  
Regarding Disclosure of District Investments**

Pursuant to Government Code Section 53646, you are hereby notified that as of the quarter ended September 30, 2024 the funds of the Lakeside Union School District were invested in the San Diego County Investment Pool Balances by fund shown below:

<i>San Diego County Treasury Investment Pool</i>		<i>\$25,404,625.38</i>
<b>0100</b>	<b>General Fund</b>	<b>\$ 16,368,118.09</b>
<b>0800</b>	<b>ASB</b>	<b>\$ 43,659.82</b>
<b>1200</b>	<b>Child Development</b>	<b>\$ 3,706,237.22</b>
<b>1300</b>	<b>Child Nutrition</b>	<b>\$ 4,061,295.55</b>
<b>1500</b>	<b>Pupil Transportation-Equip.</b>	<b>\$ 10,784.40</b>
<b>1742</b>	<b>Special Reserve Other Than Capital Outlay</b>	<b>\$ 262.72</b>
<b>2139</b>	<b>Building Fund (Bond)</b>	<b>\$ 98,284.63</b>
<b>2519</b>	<b>Capital Facilities/Developer Fees</b>	<b>\$ 81,388.17</b>
<b>4000</b>	<b>Special Reserves/Capital Projects</b>	<b>\$ 1,034,594.78</b>

Annualized Interest Rate as of 9/30/24 is 3.835%

All funds received or collected by the Lakeside Union School District are deposited into the County Treasury with the exception of those allowed by Education Code 41002.5 Such exceptions may be deposited in financial institutions whose accounts are federally insured. Examples of such funds for LUSD are ASB funds, cafeteria funds and ESS funds.

I, Lisa Davis, Assistant Superintendent of the Lakeside Union School District, hereby certify that the information contained in this report, including the attachments, is accurate and correct to the best of my knowledge.

  
\_\_\_\_\_  
Lisa Davis  
Assistant Superintendent

10/29/24  
\_\_\_\_\_  
Date



**San Diego County Office of Education  
SD County Pool Interest Rate  
2024-25 Fiscal Year**

Quarter Ending	Interest Rate	
	Quarterly	Annualized
September 30, 2024	0.9588490%	3.835%
December 31, 2024		0.000%
March 31, 2025		0.000%
June 30, 2025		0.000%
<b>Annualized Rate</b>		<b>3.835%</b>

Quarterly interest factor x4 = annualized interest rate

Add quarterly interest rates divided by 4 = annualized rate for the year

# WILLIAMS SETTLEMENT ANNUAL DISTRICT VISIT SUMMARY 2024-2025

Lakeside Union School District

Dr. Rhonda Taylor, Superintendent

Andrew Hayes, School Board President

District Contact: Beverly Jimenez

Phone No: 619-390-2600

Email: [bjimenez@lsusd.net](mailto:bjimenez@lsusd.net)

School	School Principal	Date of Visit	Sufficient Instructional Materials	School Facilities Overall % and Rating	UCP Posted in all Classrooms	Accurate 2023-2024 SARC
Tierra del Sol Middle	Leslie Hardiman	Tuesday, September 10, 2024	Yes	97.79% Good	Yes	Yes



# San Diego County Office of Education

## Williams Settlement Annual School Visit Summary

2024-2025

**District:** Lakeside Union Elementary School District

**Name of School:** Tierra del Sol Middle

**Date of Visit:** 9/10/2024

### Instructional Materials:

*School inventories and 20-25% of classrooms were checked for sufficiency of instructional materials.*

Sufficient Textbook and Instructional Materials were found:  Yes  No

### School Facilities:

*The Facilities Inspection Tool (FIT) was used to determine the condition of the facility. Copies of the detailed report were sent to the school site. The following 8 categories are ranked as good, fair, or poor based on the percentage of the 15 areas evaluated to be in good repair.*

Systems Inspected	Rating
<b>Systems:</b> Gas Leaks, Mechanical/ HVAC, Sewer	Good
<b>Interior:</b> Interior Surfaces	Good
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	Good
<b>Electrical:</b> Electrical	Good
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good
<b>Safety:</b> Fire Safety, Hazardous Materials	Good
<b>Structural:</b> Structural Damage, Roofs	Good
<b>External:</b> Playgrounds/School Grounds, Windows/ Doors/ Gates/ Fences	Good
<b>Average Percentage of 15 Areas in 8 Categories:</b>	97.79%
<b>Overall School Rating</b>	Good

Extreme Deficiencies:

**Uniform Complaint Procedures:**

UCP posted in all classrooms in required languages:  Yes  No

Complaint form available to the public in required languages:  Yes  No

**School Accountability Report Card:**

*SARC included required information for the following categories:*

Instructional Materials:  Yes  No

Facility Maintenance:  Yes  No

**Committees**

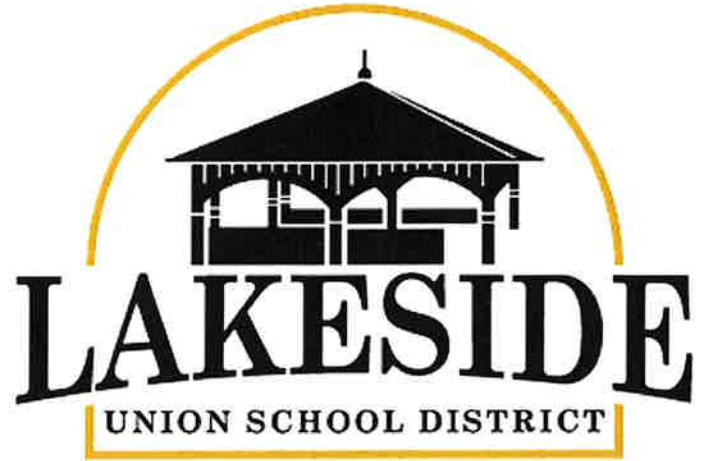
<b>2024-25</b>	<b>Jim</b>	<b>Autumn</b>	<b>Andrew</b>	<b>Lara</b>	<b>Ron</b>	<b>All</b>
<b>Benefits</b>			X	Alt		
<b>Calendar</b>	Alt	X				
<b>Interviews</b>						X
<b>Wellness</b>	Alt			X		

As needed



**Diligent**  
Community

Proposal



Proposal for: Lakeside Union School District

Prepared for: Rachel Camarero & Rhonda Taylor

Date: October 9, 2024

Prepared by: Jeffrey Lee II – eGovernance Advisor II

## Table of Contents

Overview .....	3
Why choose Diligent Community .....	4
Summary of Key Capabilities .....	4
Security .....	5
Support .....	5
About Diligent.....	5
Pricing .....	6



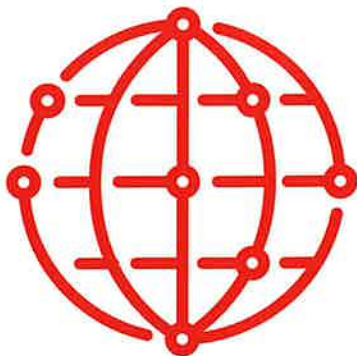
## Overview

**Diligent Community™: a modern governance solution designed exclusively to meet the needs of school districts and local government.**

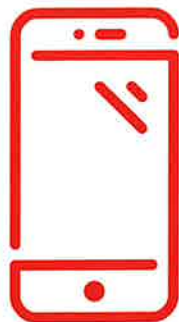
Many school districts are relying on paper-bound processes or outdated technologies that no longer meet the needs of today's digital age. As a consequence, they are facing serious governance gaps, and struggling with poor meeting efficiency, issues with inclusion, transparency and security, and lack of access to real-time information. Diligent Community, alongside forward-thinking public leaders, addresses these pressing governance gaps.

Diligent Community enables K-12 leaders and administrators to achieve excellence in modern governance. It supports responsiveness to their constituencies through an integrated set of technologies, insights and processes. Building on Diligent's deep experience in offering digital governance solutions to corporate boards, Diligent Community provides school districts with the same streamlined approach to modern governance but tailored to the specific needs of school boards.

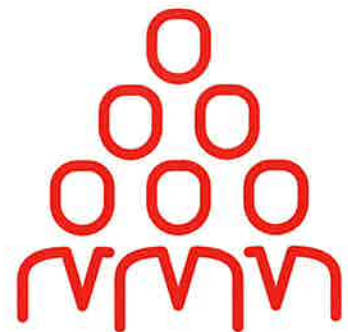
Diligent Community is a responsive design, "mobile-first" digital solution that enables school boards to drive workflows in a predictable and transparent manner, encouraging engagement and making the decision-making process more effective. For constituents, this means that not only are all current and past meeting documents available anytime from anywhere, but live, fully inclusive meeting participation is now possible.



EFFICIENT



MOBILE



INCLUSIVE



### Why choose Diligent Community



**Efficiency** – School districts, first and foremost, must prioritize serving their constituents, and only then can they turn their focus to improving governance. Community leaders are required to drive results with fewer resources and limited time. Diligent Community facilitates a fully secure, digital and streamlined process for meetings, including agenda management, document collation with status updates, and publication of final meeting materials and minutes. Diligent Community gives leaders the ability to manage the workflow of building and sharing meeting materials and agendas in a predictable and transparent manner. And, it's intuitive and easy to use.



**Mobility** – Now more than ever, our communities are connected through our devices. Mobile technologies can K-12 leaders engage their constituents outside the context of a laptop or home computer. That's why Diligent Community has been built to leverage a responsive, mobile-first design to ensure that any action taken on a desktop will be just as easy to complete on a smartphone or tablet. Not only does this allow flexibility for board members to review and annotate documents from their preferred device, but provides administrators the ability to add, edit and publish agenda items on the go.



**Inclusion** – Ease of engagement and inclusion are critical. Whether you're talking about geographically diverse districts, people with disabilities, single moms, housebound seniors or constituents who are traveling, these are everyday scenarios. School districts are getting challenged in court over lack of inclusion for all citizens. Diligent is committed to expanding engagement for all citizens through the use of technology. By using technology to reduce barriers and make it easier to engage, all members of our community can play a full and active role in the governance process and the entire community benefits. Diligent Community is built on a foundational commitment to be inclusive for all users.

### Summary of Key Capabilities

- Agenda and book creation
- Board member cross-device annotations
- One-click print for meeting material
- Enhanced accessibility features
- Improved mobile-first UI
- Fewer clicks and more productivity
- Powerful search capabilities
- Localized community-specific user interface
- Social media integrations

### Security

**Diligent's 360° safety measures include safeguards against internal, external and unknown threats.**

The core of the technology for Diligent Community is deployed through an open, flexible, enterprise-grade cloud computing platform housed in world-class hosting data centers that maintain various globally recognized security certifications. The data centers also provide physical and environmental controls to ensure access is controlled 24x7. Data is secured using industry-standard encryption methods.

### Support

**We take pride in delighting our clients.**

We pride ourselves on delivering best-in-class customer support to our clients. Our customer support team is available 24/7. The team is here as your resource, free of charge.

As part of our commitment to the success of your community, you'll receive support as part of our service:

- 24/7 Support
- Implementation onboarding
- Unlimited storage for agendas and board-related documents
- Online user guides, tips/tricks and videos
- Regular customer webinars

### About Diligent

Diligent is the pioneer in modern governance. Diligent empowers leaders to turn governance into community impact through unparalleled insight and highly secure, integrated SaaS applications that help public sector entities thrive and endure in today's complex landscape. Diligent's trusted, cloud-based applications streamline the day-to-day work of boards, councils and committees, support accountability and transparency, manage hundreds of policy documents and files, and deliver the insights and information leaders need to address stakeholder concerns and create impact.

With the largest global network of directors and executives, Diligent's suite of governance solutions are relied on by more than 16,000 organizations and 650,000 leaders in over 90 countries. With an eye toward inclusivity and accessibility, Diligent serves some of the largest public governing bodies and more than 50% of the Fortune 1000, 70% of the FTSE 100 and 65% of the ASX.



### Pricing

<b>Setup &amp; Implementation</b>	One-time Fee <b>\$500</b>
Includes setup and implementation of Diligent Community	

<b>Diligent Community Base Package</b> <b>(Add-on's are in bold below)</b>	Annual Fee <b>\$6,000</b>
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- Includes agenda management, publishing book materials, board member annotations and more
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- **End of Year Offer: 15% off the total price of subscription (Available until 12/31/24)**
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<b>Transparency Portal</b>	<b>Included</b>
<ul style="list-style-type: none"> <li>• Meeting schedules, agendas, minutes, voting and attendance records are all included</li> <li>• Citizens can subscribe to receive automatic email updates</li> <li>• Automatically refreshes with the latest information once it is complete</li> </ul>	

<b>Training Provided if not purchasing Unlimited 1-1 coaching add-on</b>	
<b>Self-directed</b>	
<ul style="list-style-type: none"> <li>• Shortest implementation timeframe</li> <li>• Training is self-directed using the Diligent Community Learning Management System (LMS), guides and videos</li> <li>• Meetings with Implementation Specialist</li> <li>• Follow up training/coaching will remain self-directed utilizing the LMS, guides and videos</li> </ul>	
<b>Group training</b>	
<ul style="list-style-type: none"> <li>• Initial training is in a group format</li> <li>• Meetings with Implementation Specialist</li> <li>• Access to the Diligent Community Learning Management System (LMS), guides and videos</li> <li>• 1 hour, 1 on 1 coaching sessions with Implementation Specialist for Q&amp;A and configuration</li> <li>• Ongoing training/coaching in a group format</li> </ul>	

Terms & Conditions



# Diligent Community

## Proposal

- The annual fees outlined herein are guaranteed for thirty (30) calendar days from the date of issuance
- The annual fees outlined herein are based on a one-year auto renew contract
- The annual fees include hosting, technical support (e-mail and 1-800 support), maintenance, online training sessions, regular upgrades to the software and storage space
- All annual fees are payable up front
- The standard annual price increase at Diligent is 8%; this covers all upgrades/updates to our platforms so that the customer has the best experience using our tools (negotiable)
- Your license will include unlimited users from your organization

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

First Reading of Board Policy and Administrative Regulation 0510: School Accountability Report Card

**Background (Describe purpose/rationale of the agenda item):**

A first reading of Board Policy and Administrative Regulation 0510: School Accountability Report Card. Policy updated to reflect that when 15 percent or more of a school's students speak a single primary language other than English, the school accountability report card (SARC) is required to be translated into that other language. Additionally, policy updated to reflect that the SARC is required to be provided in an understandable and uniform format and, to the extent practicable, provided in a language that parents/guardians can understand.

Last updated: 09/17/2012

New: Administrative Regulation 0510 - School Accountability Report Card New regulation provides required contents of the school accountability report card.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

Click here to enter text.

**Addresses Emphasis Goal(s):**

**#1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Informational</b>         | <input type="checkbox"/> <b>Denial/Rejection</b>                       |
| <input checked="" type="checkbox"/> <b>Discussion</b> | <input type="checkbox"/> <b>Ratification</b>                           |
| <input type="checkbox"/> <b>Approval</b>              | <input type="checkbox"/> <b>Explanation:</b> Click here to enter text. |
| <input type="checkbox"/> <b>Adoption</b>              |  |

**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**Policy 0510: School Accountability Report Card**

Status: DRAFT

Original Adopted Date: 09/17/2012 | Last Reviewed Date: 09/17/2012

The Governing Board recognizes its responsibility to inform parents/guardians and the community about the conditions, needs, and progress at each district school and to provide data by which parents/guardians can make meaningful comparisons between schools. The process of gathering and analyzing data also provides opportunities for school and district staff to review achievements and identify areas for improvement.

The Board shall annually issue a school accountability report card (SARC) for each school site. (Education Code 35256)

In preparing the district's report cards, the Superintendent or designee may choose to use or adapt the model template provided by the California Department of Education. If the model template is not used, the Superintendent or designee shall ensure that data are ~~is~~ reported in a manner that is consistent with the definitions for school conditions as provided in the template. At least every three years, the Board shall compare the content of the district's ~~report cards~~ SARCS to the state's model template, recognizing that variances are allowed by law as necessary to meet local needs. (Education Code 33126.1, 35256)

The Board shall annually approve the SARCs for all district schools and shall evaluate the data contained in the SARCs as part of the Board's regular review of the effectiveness of the district's programs, personnel, and fiscal operations.

The Superintendent or designee shall develop strategies for communicating the information contained in the SARCs to all stakeholders, including opportunities for staff and the community to discuss their content.

**Notification and Dissemination of SARCs**

~~The Superintendent or designee shall annually publicize the issuance of the SARCs and notify parents/guardians that a paper copy will be provided upon request.~~ On Annually, on or before February 1 of each year, the Superintendent or designee shall publicize the issuance of the SARCs, make the SARCs available ~~in paper copy and on the Internet~~ district's website, and notify parents/guardians that hard copy shall be provided upon request. (Education Code 33126, 35256, 35258)

Additionally, when 15 percent or more of a school's students speak a single primary language other than English, the SARC shall be translated into that other language. (Education Code 48985)

In addition, the SARC shall be provided in an understandable and uniform format and, to the extent practicable, provided in a language that parents/guardians can understand. (Education Code 33126, 35256, 20 USC 6311)

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**State References**

Ed. Code 33126.2  
 Ed. Code 35256  
 Ed. Code 35256.1  
 Ed. Code 35258  
 Ed. Code 41409  
 Ed. Code 41409.3  
 Ed. Code 46112  
 Ed. Code 46113  
 Ed. Code 46117  
 Ed. Code 46141  
 Ed. Code 51225.3  
 Ed. Code 52052  
 Ed. Code 60119  
 Ed. Code 60600-60618  
 Ed. Code 60640-60648.5  
 Ed. Code 60800

**Description**

[Secretary of Education school accountability report card study](#)  
[School Accountability Report Card](#)  
[Information required in the School Accountability Report Card](#)  
[Internet access to the School Accountability Report Card](#)  
[Calculation of statewide averages](#)  
[Salary information required in the School Accountability Report Card](#)  
[Minimum school day for grades 1 through 3](#)  
[Minimum school day for grades 4 through 8](#)  
[Minimum kindergarten school day](#)  
[Minimum school day \(high school\)](#)  
[High school graduation requirements](#)  
[Accountability: numerically significant student subgroups](#)  
[Textbook sufficiency](#)  
[General provisions](#)  
[California Assessment of Student Performance and Progress](#)  
[Physical fitness testing](#)

**Federal References**

20 USC 6311

**Description**

State plan

**Management Resources References**

California Department of Education Publication  
 California Department of Education Publication  
 California Department of Education Publication  
  
 U.S. DOE Guidance  
  
 Website  
 Website  
 Website

**Description**

[Adjusted Cohort Graduation Rate Federal Program Monitoring Instrument](#)  
[SARC Preparation Guide for Public Schools](#)  
[Frequently Asked Questions about the School Accountability Report Card](#)  
[Opportunities and Responsibilities for State and Local Report Cards under the Elementary and Secondary Education Act of 1965, as Amended by the Every Student Succeeds Act, September 2019](#)  
[CSBA District and County Office of Education Legal Services](#)  
[California Department of Education, School Accountability Report Card](#)  
[U.S. Department of Education](#)

**Cross References**

0420  
 0420  
 0420.4  
 0420.4  
 0450  
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 1112

**Description**

[School Plans/Site Councils](#)  
[School Plans/Site Councils](#)  
[Charter School Authorization](#)  
[Charter School Authorization](#)  
[Comprehensive Safety Plan](#)  
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[Accountability](#)  
[Concepts And Roles](#)  
[Communication With The Public](#)  
[Media Relations](#)

**Cross References**

1113-E PDF(1)

1113

1113

1114-E PDF(1)

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1114

3517-E PDF(1)

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5145.6-E PDF(1)

5145.6

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6162.5

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**Description**[District And School Websites](#)[District And School Websites](#)[District And School Websites](#)[District-Sponsored Social Media](#)[District-Sponsored Social Media](#)[District-Sponsored Social Media](#)[Facilities Inspection - Exhibit 1](#)[Facilities Inspection](#)[Facilities Inspection](#)[Parent/Guardian Notifications](#)[Parent/Guardian Notifications](#)[Concepts And Roles](#)[Physical Education And Activity](#)[Physical Education And Activity](#)[Student Assessment](#)[Evaluation Of The Instructional Program](#)[Role Of The Board](#)



**Regulation 0510: School Accountability Report Card**

Status: DRAFT

Original Adopted Date: Pending

**Contents**

Each year the principal or designee at each school shall prepare a school accountability report card (SARC), which shall include, but is not limited to: (Education Code 33126)

1. Student achievement by grade level, as measured by the results of the statewide assessment
2. Progress toward reducing dropout rates, including the one-year dropout rate listed in the California Basic Educational Data System (CBEDS) for the school over the most recent three-year period, and the graduation rate, as defined by the State Board of Education, over the most recent three-year period when available pursuant to Education Code 52052

3. Estimated expenditures per student and types of services funded, including the actual salaries of personnel assigned to the school

The assessment of estimated expenditures per student shall be reported in total, in subtotal by restricted and by unrestricted source, and include a reporting of the average of actual salaries paid to certificated instructional personnel at that school.

4. Progress toward reducing class sizes and teaching loads, including the average class size and the distribution of class sizes at the school by grade level, using CBEDS for the most recent three-year period
5. The total number of the school's fully credentialed teachers, the number of teachers relying upon emergency credentials, the number of teachers working without credentials, any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period
6. The quality and currency of textbooks and other instructional materials, including whether textbooks and other materials meet state standards, the ratio of textbooks per student, and the year the textbooks were adopted
7. The availability of sufficient textbooks and other instructional materials, as determined pursuant to Education Code 60119, for each student, including English learners, in each of the areas of the core curriculum areas of reading/language arts, mathematics, science, and history/social science; world language and health; science laboratory equipment for grades 9 to 12, inclusive, as appropriate; and visual and performing arts

If the Governing Board determines, pursuant to Education Code 60119, that there are insufficient textbooks or instructional materials, or both, it shall include information for each school in which an insufficiency exists, identifying the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area identified above.

8. The availability of qualified personnel to provide counseling and other student support services, including the ratio of academic counselors per student
9. Safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair
10. The annual number of school days dedicated to staff development for the most recent three-year period
11. Suspension and expulsion rates for the most recent three-year period
12. The Academic Performance Index, which is reflected in the California School Dashboard, including the disaggregation of student subgroups identified in Education Code 52052, the decile rankings, and a comparison of schools
13. Contact information for organized opportunities for parent/guardian involvement
14. For secondary schools, the percentage of graduates who have passed course requirements for entrance to the University of California and the California State University, including the course requirements for high school

graduation pursuant to Education Code 51225.3, and the percentage of students enrolled in those courses, as reported by CBEDS

15. The number of advanced placement courses offered, by subject

16. Career technical education (CTE) data measures, including:

a. A list of programs offered by the district that students at the school may participate in and are aligned to the model curriculum standards adopted pursuant to Education Code 51226 and program sequences offered by the district

The list shall identify which courses are conducted by a regional occupational center or program and those that are conducted directly by the district.

b. A list of the district's primary representative of the CTE advisory committee and the industries represented

c. The number of students participating in CTE

d. The percentage of students that complete a CTE program and earn a high school diploma

e. The percentage of CTE courses that are sequenced or articulated between a school and postsecondary education schools

Additionally, each SARC shall also include the following information: (Education Code 41409.3)

1. The beginning, median, and highest salary paid to teachers in the district, as reflected in the district's salary scale

2. The average salary for school-site principals in the district

3. The salary of the Superintendent

4. The percentage expended for the salaries of administrative personnel, as specified

5. The percentage expended for the salaries of teachers

6. For Items #1-5 above, the statewide average in districts of the same size and type based on information provided by the State

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

**State References**

**Description**

CA Constitution Article 16, Section 8.5(e)

[Allocations to State School Fund](#)

Ed. Code 1240

[County superintendent of schools; duties](#)

Ed. Code 17002

[State School Building Lease-Purchase Law, including definition of good repair](#)

Ed. Code 17014

[Plan for building maintenance](#)

Ed. Code 17032.5

[Portable classroom maintenance](#)

Ed. Code 17070.15

[School Facilities Act; definitions](#)

Ed. Code 17089

[Portable classroom maintenance](#)

Ed. Code 33126

[School accountability report card](#)

Ed. Code 33126.1

[School Accountability Report Card model template](#)

Ed. Code 33126.15

[School Accountability Report Card template](#)

**State References**

Ed. Code 33126.2  
 Ed. Code 35256  
 Ed. Code 35256.1  
 Ed. Code 35258  
 Ed. Code 41409  
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20 USC 6311

**Description**

State plan

**Management Resources References**

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[Physical Education And Activity](#)  
[Physical Education And Activity](#)  
[Student Assessment](#)  
[Evaluation Of The Instructional Program](#)  
[Role Of The Board](#)

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

First Reading of Board Regulation 3517: Facilities Inspection and Exhibit 3517-E(1): Facilities Inspection

**Background (Describe purpose/rationale of the agenda item):**

A first reading is requested of Board Regulation 3517 and Exhibit 3517-E(1): Facilities Inspection. Administrative Regulation 3517 - Facilities Inspection, regulation updated to reflect NEW LAW (SB 760, 2023) which (1) authorizes districts to temporarily close a restroom due to a documented student safety concern, an immediate threat to student safety, or the need to repair the facility, and (2) requires, starting July 1, 2026, any school that has more than one female and more than one male restroom designated exclusively for student use to provide and maintain one all gender restroom for student use, as specified. Additionally, regulation updated to reflect NEW LAW (AB230, 2023) which extends the requirement to stock the school's restrooms with menstrual products for use in connection with the menstrual cycle free of charge to include schools that serve students in any of grades 3-12. Exhibit(1) 3517 - Facilities Inspection Exhibit updated to reflect NEW LAW (AB 230, 2023) which extends the requirement to stock the school's restrooms with menstrual products for use in connection with the menstrual cycle free of charge to include schools that serve students in any of grades 3-12. Last updated: 11/10/2022

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

Click here to enter text.

**Addresses Emphasis Goal(s):**

- #1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

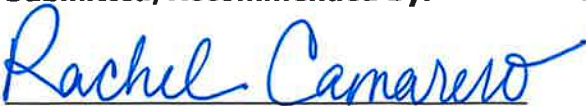
**Recommended Action:**

- Informational**                                       **Denial/Rejection**  
 **Discussion**                                         **Ratification**  
 **Approval**     **Explanation:** Click here to enter text.  
 **Adoption**

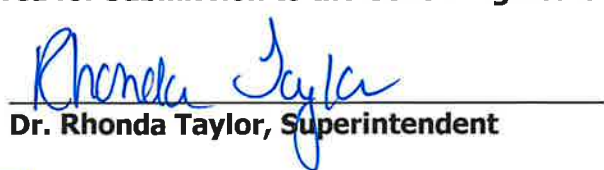
**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**Regulation 3517: Facilities Inspection**

Status: DRAFT

Original Adopted Date: 09/17/2012 | Last Revised Date: 11/10/2022 | Last Reviewed Date: 11/10/2022

The Superintendent or designee shall inspect school facilities to ensure that they are maintained and in good repair. At a minimum, the Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Leaks: Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, workspaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. Windows and Doors: Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. Interior Surfaces (walls, floors, ceilings): Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. Hazardous Materials: Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.
10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident.
12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
13. Restrooms: Restrooms and restroom fixtures are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers,) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for due to a documented student safety concern, an immediate threat to student safety or to the need to repair the facility.

~~In addition~~ Additionally, any school serving students in any of grades 6-12 shall, 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. The district shall post in a prominent and conspicuous location in every restroom required to stock menstrual products a notice regarding this requirement that includes an email address and telephone number, a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

In addition, starting July 1, 2026, any school that has more than one female and more than one male restroom designated exclusively for student use shall provide and maintain at least one all-gender restroom for student use. The district shall use signage that identifies the bathroom facility as being open to all genders and is in accordance with 24 CCR 11B-703; ensure that is available for use consistent with the requirements specified above and is unlocked, unobstructed, easily accessible by any student, and consistent with existing access to sex-segregated restrooms; stock the bathroom facility with menstrual products in accordance with Education Code 35292.6, as specified above; and ensure that the bathroom facility is available during school hours and school functions when students are present. The district shall post in a prominent and conspicuous location outside at least one all-gender restroom a notice regarding these requirements that includes contact information for the staff member designated as the point of contact responsible for implementing such requirements.

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
17. Playground/School Grounds: Playground equipment—( including exterior fixtures, seating, tables, and equipment), and school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

~~In addition~~ Additionally, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Governing Board with regular reports regarding the district's facility inspections and updates of any visits to district schools by the County Superintendent of Schools to review school facilities.

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**Exhibit 3517-E(1): Facilities Inspection**

Status: DRAFT

Original Adopted Date: Pending

**NOTICE REGARDING MENSTRUAL PRODUCTS**

Education Code 35292.6 requires that:

- a. On or before the start of the 2024-25 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 3 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section

This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.

- d. For purposes of this section, "menstrual products" means menstrual pads and tampons for use in connection with the menstrual cycle
- e. This section shall become operative on July 1, 2024

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

[Redacted]

(name and/or title/position)

[Redacted]

(telephone number)

[Redacted]

(email address)

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# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

First Reading of Board Policy 4040 and Exhibit 4040-E(1): Employee Use of Technology

**Background (Describe purpose/rationale of the agenda item):**

A first reading is requested of Board Policy 4040 and Exhibit 4040-E (1). Board Policy 4040 - Employee Use of Technology Policy updated to provide guidance related to the appropriate use of artificial intelligence (AI) by employees. Additionally, policy updated to expand the Governing Board's philosophical statement related to the recognition that technological resources enhance employee performance to include the enrichment of curriculum and the enhancement of student learning. In addition, policy updated to include "software as a service" and "AI apps" in the definition of "district technology," specify the prohibited and permitted uses of technology, and provide for professional development in the appropriate use of technology resources. Policy also updated to (1) add material related to the regular review of current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the districts processes and procedures, and (2) provide that employees may access their mobile or other communications device if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm their safety. Exhibit(1) 4040 - Employee Use of Technology Exhibit introduced to incorporate by reference the accompanying Board policy, BP 4040 - Employee Use of Technology. Additionally, exhibit introduced to include that districts may not prevent or restrict access to an employee's mobile or other communications device(s) if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm the person's safety. In addition, exhibit up introduced to include internet searches, browsing history, and use of artificial intelligence in the list of district technology that districts may monitor and record, and expand the list of security problems an employee may become aware of, and is then required to report, to include a cyberattack or phishing.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

Click here to enter text.

**Addresses Emphasis Goal(s):**

- #1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

---

**Recommended Action:**

- |  |   |
|--|---|
| <input type="checkbox"/> Informational         | <input type="checkbox"/> Denial/Rejection                       |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification                           |
| <input type="checkbox"/> Approval              | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption              |   |

**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**Policy 4040: Employee Use Of Technology**

Status: DRAFT

Original Adopted Date: 09/17/2012 | Last Revised Date: 12/10/2015 | Last Reviewed Date: 12/10/2015

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources:

improving access to and exchange of information; enriching curriculum; and enhancing student learning.

*District technology* includes, but is not limited to, computer hardware, software, or software as a service provided or paid for by the district, whether accessed on or off site or through district-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including artificial intelligence (AI) apps; telephones, cellular or mobile telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Employees shall review the prohibited and permitted uses of technology as specified in Board Policy 5131.9 - Academic Honesty, be responsible for the appropriate use of technology, and use district technology primarily for purposes related to their employment consistent with board policies and administrative regulations.

An employee may use technology, including AI apps, to assist the employee in the performance of the employee's professional duties, including, but not limited to, the following specific tasks: developing syllabi, creating curriculum, reviewing student work, suggesting instructional strategies, and researching academic content or instructional techniques. Any employee using technology, including AI, shall review and be responsible for any final product or document; not share confidential student records with a third party, such as an AI app, except as permitted by law; use the technology in accordance with Board Policy 6162.6 - Use of Copyrighted Materials, and in a manner otherwise consistent with law, board policies, and administrative regulations. If an employee is unsure about the appropriate use of technology, the employee shall confer with the Superintendent or designee before using.

As determined by the Superintendent or designee, employees shall receive professional development in the appropriate use of these resources, including in the use of AI apps.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology, including the use of AI apps. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, display or otherwise engage with harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, board policy or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

**Online/Internet Services**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or ,child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

The Superintendent or designee shall regularly review current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and managing suspicious and/or threatening digital media content, in accordance with Board Policy 3580 - District Records.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.(moved)

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any district technology, as defined above, even when using their personal devices. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records, including communications, maintained on any personal accounts or devices used to conduct district business are subject to disclosure at the district's request, and pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancelation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, board policy and administrative regulation.

Employees may access their mobile or other communications device if there is a need to seek emergency assistance, asses the safety of a situation, or communicate with a person to confirm the person's safety. (Labor Code 1139)

#### **Use of Cellular Phone or Mobile Communications Device**

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

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

#### **State References**

Gov. Code 11549.3

Gov. Code 3543.1

Gov. Code 7920.000-7930.170

#### **Description**

Cybersecurity

[Rights of employee organizations](#)

[California Public Records Act](#)

**State References**

Labor Code 1139  
 Pen. Code 502  
 Pen. Code 632  
 Veh. Code 23123  
 Veh. Code 23123.5  
 Veh. Code 23125

**Federal References**

20 USC 7101-7122  
 20 USC 7131  
 47 CFR 54.520

**Management Resources References**

California Department of Education Publication  
 Court Decision  
 Court Decision  
 Publication  
 U.S. Department of Education Publication  
 USDOE Office of Educational Technology  
 Publication  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website

**Cross References**

0410  
 0440  
 0440  
 1100  
 1113-E PDF(1)  
 1113  
 1113  
 1114-E PDF(1)  
 1114  
 1114  
 1340  
 1340

**Description**

Emergency assistance  
[Computer crimes: remedies](#)  
[Eavesdropping on or recording confidential communications](#)  
[Wireless telephones in vehicles](#)  
[Mobile communication devices: text messaging while driving](#)  
[Wireless telephones in school buses](#)

**Description**

Student Support and Academic Enrichment Grants  
 Internet Safety  
 Internet safety policy and technology protection measures; E-rate discounts

**Description**

[Artificial Intelligence: Learning With AI Learning About AI](#)  
 City of San Jose v. Superior Court (2017) 2 Cal.5th 608  
 City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332  
[Guidelines for AI integration throughout education in the commonwealth of Virginia](#)  
[2024 National Education Technology Plan](#)  
[Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023](#)  
[California Governor's Office of Emergency Services](#)  
[CSBA District and County Office of Education Legal Services](#)  
[Federal Communications Commission](#)  
[American Library Association](#)  
[California Department of Education](#)  
 CSBA  
[U.S. Department of Education](#)

**Description**

[Nondiscrimination In District Programs And Activities](#)  
[District Technology Plan](#)  
[District Technology Plan](#)  
[Communication With The Public](#)  
[District And School Websites](#)  
[District And School Websites](#)  
[District And School Websites](#)  
[District-Sponsored Social Media](#)  
[District-Sponsored Social Media](#)  
[District-Sponsored Social Media](#)  
[Access To District Records](#)  
[Access To District Records](#)

**Cross References**

2121  
3512  
3516.2  
3580  
3580  
4032  
4118  
4118  
4119.1  
4119.11  
4119.11  
4119.21-E PDF(1)  
4119.21  
4119.23  
4119.25  
4119.25  
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4132  
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4219.23  
4219.25  
4219.25  
4232  
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4319.1  
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4319.11  
4319.21-E PDF(1)  
4319.21  
4319.23  
4319.25  
4319.25  
4331  
4331

**Description**

[Superintendent's Contract](#)  
[Equipment](#)  
[Bomb Threats](#)  
[District Records](#)  
[District Records](#)  
[Reasonable Accommodation](#)  
[Dismissal/Suspension/Disciplinary Action](#)  
[Dismissal/Suspension/Disciplinary Action](#)  
[Civil And Legal Rights](#)  
[Sex Discrimination and Sex-Based Harassment](#)  
[Sex Discrimination and Sex-Based Harassment](#)  
[Professional Standards](#)  
[Professional Standards](#)  
[Unauthorized Release Of Confidential/Privileged Information](#)  
[Political Activities Of Employees](#)  
[Political Activities Of Employees](#)  
[Staff Development](#)  
[Publication Or Creation Of Materials](#)  
[Nonschool Employment](#)  
[Dismissal/Suspension/Disciplinary Action](#)  
[Dismissal/Suspension/Disciplinary Action](#)  
[Civil And Legal Rights](#)  
[Sex Discrimination and Sex-Based Harassment](#)  
[Sex Discrimination and Sex-Based Harassment](#)  
[Professional Standards](#)  
[Unauthorized Release Of Confidential/Privileged Information](#)  
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[Publication Or Creation Of Materials](#)  
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[Sex Discrimination and Sex-Based Harassment](#)  
[Sex Discrimination and Sex-Based Harassment](#)  
[Professional Standards](#)  
[Professional Standards](#)  
[Unauthorized Release Of Confidential/Privileged Information](#)  
[Political Activities Of Employees](#)  
[Political Activities Of Employees](#)  
[Staff Development](#)  
[Staff Development](#)

**Cross References**

4332  
4336  
5125  
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5125.1-E PDF(1)  
5125.1  
5125.1  
5131.9  
6116  
6162.6  
6162.6  
6163.4  
6163.4

**Description**

[Publication Or Creation Of Materials](#)  
[Nonschool Employment](#)  
[Student Records](#)  
[Student Records](#)  
[Release Of Directory Information](#)  
[Release Of Directory Information](#)  
[Release Of Directory Information](#)  
[Academic Honesty](#)  
[Classroom Interruptions](#)  
[Use Of Copyrighted Materials](#)  
[Use Of Copyrighted Materials](#)  
[Student Use Of Technology](#)  
[Student Use Of Technology](#)

**Exhibit 4040-E(1): Employee Use Of Technology**

Status: DRAFT

Original Adopted Date: Pending

**ACCEPTABLE USE AGREEMENT  
AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)**

The Lakeside Union School District authorizes district employees to use district technology, as defined in Board Policy 4040 - Employee Use of Technology. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system. However, the district shall not prevent or restrict access to an employee's mobile or other communications device(s) if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm the person's safety.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use, or misuse, of the system.

Each employee who is authorized to use district technology shall sign this Agreement, which indicates that the employee has read and understands this Agreement and Board Policy 4040 - Employee Use of Technology.

**Employee Obligations and Responsibilities**

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes and in accordance with the accompanying board policy and applicable copyright laws. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of the employee's personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, create, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor, including sharing confidential information or personally identifiable information with an open artificial intelligence system
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights



6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or board policy, administrative regulation, or district practice

### **Privacy**

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, Internet searches, browsing history, use of artificial intelligence, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

### **Personally Owned Devices**

If an employee uses a personally owned device to access district technology or conduct district business, the employee shall abide by all applicable board policies, administrative regulations, and this Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

### **Records**

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with Board Policy/Administrative Regulation 3580 - District Records, Board Policy/Administrative Regulation 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

### **Reporting**

If an employee becomes aware of any security problem (including, but not limited to, a cyberattack, phishing, or any compromise of the confidentiality of any login or account information), or misuse of district technology, the employee shall immediately report such information to the Superintendent or designee.

### **Consequences for Violation**

Violations of the law, board policy, or this Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, board policy, or this agreement may be reported to law enforcement agencies as appropriate.

### **Employee Acknowledgment**

I have received, read, understand, and agree to abide by this Agreement, Board Policy 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district, its personnel, and the Governing Board from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please print)

School/Work Site: \_\_\_\_\_

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

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# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

First Reading of Board Bylaw 9010: Public Statements

**Background (Describe purpose/rationale of the agenda item):**

First reading is requested of Board Bylaw: Public Statements. Bylaw updated to focus on public statements by Governing Board spokespersons made on behalf of the Board or by individual Board members. Additionally, bylaw updated to permit a Board spokesperson to disclose confidential information or information received in closed session when authorized by law. In addition, by law updated to reflect NEW COURT DECISION (Lindke v. Freed), in which the U.S. Supreme Court held that a district official who limits or prevents critics from speaking, such as by blocking them on social media or deleting their posts, violates the First Amendment only if the official (1) has been granted the power to speak on behalf of the district and (2) claims to be actually exercising that power. Bylaw also updated to suggest that a Board member make clear when they are speaking as an individual, and not on behalf of the district, such as by adding a disclaimer to the member's social media page. Last Updated: 9/17/2012

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

Click here to enter text.

**Addresses Emphasis Goal(s):**

- #1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- Informational**                                       **Denial/Rejection**  
 **Discussion**                                       **Ratification**  
 **Approval**     **Explanation:** Click here to enter text.  
 **Adoption**

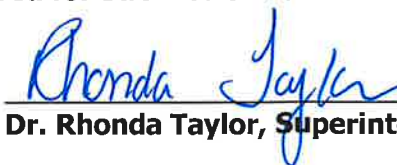
**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Bylaw 9010: Public Statements**

Status: DRAFT

Original Adopted Date: 09/17/2012 | Last Reviewed Date: 09/17/2012

The Governing Board recognizes the rights responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district to freely express their views and encourages open discussion of issues during the Board meeting. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district.

When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

**Board Spokesperson**

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative or with respect to a specific issue or topic, representative as designated by the Board or Board President.

When speaking for the Board, a spokesperson shall exercise restraint and tact and communicate in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board or by law (Government Code 54963);

(No individual Board member shall make public statements in the name of the Board or statements that contravene the policies and actions of the Board, or that jeopardize the ability of the Board to act effectively.

A Board member may state publicly his/her reasons for opposing an official action or position taken by the Board; however, such a statement shall not be critical of individual Board members nor shall it question the integrity of the Board.) Remove per CSBA

**Statements by Individual Board Members**

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify when a viewpoint is held by an individual Board member rather than the Board as a whole. For example, a Board member may include a disclaimer on the Board member's personal social media account that the Board member is expressing personal viewpoints and not those of the Board or the district.

Board members who opt to express their opinions on district matters, whether in-person or online, are expected to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community.

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

**State References**

Ed. Code 35010

Gov. Code 54960

Gov. Code 54963

Gov. Code 7920.000-7930.170

**Description**

[Control of district; prescription and enforcement of rules](#)

[Actions to stop or prevent violation of meeting provisions](#)

[Unauthorized disclosure of confidential information](#)

[California Public Records Act](#)

**Management Resources References**

Court Decision  
Website  
Website

**Description**

Lindke v. Freed (2024) 601 U.S. 187  
[CSBA District and County Office of Education Legal Services](#)  
[CSBA](#)

**Cross References**

0450  
0450  
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1113-E PDF(1)  
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1114-E PDF(1)  
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4243.1  
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9005  
9011  
9012  
9121  
9140  
9200  
9230

**Description**

[Comprehensive Safety Plan](#)  
[Comprehensive Safety Plan](#)  
[Concepts And Roles](#)  
[Communication With The Public](#)  
[Media Relations](#)  
[District And School Websites](#)  
[District And School Websites](#)  
[District And School Websites](#)  
[District-Sponsored Social Media](#)  
[District-Sponsored Social Media](#)  
[District-Sponsored Social Media](#)  
[Political Processes](#)  
[Access To District Records](#)  
[Access To District Records](#)  
[Superintendent Responsibilities And Duties](#)  
[Negotiations/Consultation](#)  
[Public Notice - Personnel Negotiations](#)  
[Public Notice - Personnel Negotiations](#)  
[Negotiations/Consultation](#)  
[Public Notice - Personnel Negotiations](#)  
[Public Notice - Personnel Negotiations](#)  
[Role Of The Board](#)  
[Governance Standards](#)  
[Disclosure Of Confidential/Privileged Information](#)  
[Board Member Electronic Communications](#)  
[President](#)  
[Board Representatives](#)  
[Limits Of Board Member Authority](#)  
[Orientation](#)

# LAKESIDE UNION SCHOOL DISTRICT

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**Governing Board Meeting Date:** November 14, 2024

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**Agenda Item:**

First Reading of Board Policy and Regulation 6112: School Day

**Background (Describe purpose/rationale of the agenda item):**

A first reading is requested of Board Policy and Regulation 6112: School Day (New Policy to LUSD). Board Policy 6112 - School Day Policy updated to reflect NEW LAW (SB 291, 2023) and NEW LAW (SB 153, 2024) which require districts that maintain any of grades K-6 to provide at least one or more periods of recess that total at least 30 minutes on regular instructional days and 15 minutes on early release days. Additionally, policy updated to add availability of equipment to the list of considerations when the Superintendent or designee is establishing the instructional schedule for secondary schools in order to account for sufficient technology and other equipment that is integral to the instructional program. Administrative Regulation 6112 - School Day Regulation updated to clarify the instructional minute requirements for students in grades 9-12 who are in the independent study program, Additionally, regulation updated to delete adult education from the list of programs that have a minimum school day of 180 minutes since adult education programs are now governed by regions with consortia made up of community colleges, county offices of education and/or districts that determine how adult education will be designed and implemented.

**Fiscal Impact (Cost):**

N/A

**Funding Source:**

Click here to enter text.

**Addresses Emphasis Goal(s):**

- #1:** Academic Achievement       **#2:** Social Emotional       **#3:** Physical Environments

**Recommended Action:**

- Informational**                                       **Denial/Rejection**  
 **Discussion**                                         **Ratification**  
 **Approval**     **Explanation:** Click here to enter text.  
 **Adoption**

**Originating Department/School:** Superintendent

**Submitted/Recommended By:**

**Approved for Submission to the Governing Board:**



Rachel Camarero, Executive Assistant



Dr. Rhonda Taylor, Superintendent

**Reviewed by Cabinet Member** \_\_\_\_\_

**Policy 6112: School Day**

Status: DRAFT

**Original Adopted Date:** Pending

The Governing Board shall fix the length of the school day in accordance with law. (Education Code 46100)

At each school, the length of the school day shall be the same for all students, except as otherwise permitted by law. For any student with a disability, the length of the school day shall be as specified in the student's individualized education program or Section 504 plan.

Unless there is a field trip or other educational program, the daily schedule for grades K-6 shall include at least one or more periods of recess of at least 30 minutes on regular instructional days and 15 minutes on early release days. During this time, students shall be provided supervised opportunities, outdoors when weather and air quality permit unless space is not sufficient in which case recess may be held indoors, to engage in unstructured physical activity, play, organized games, and/or social engagement with peers, and may be provided a snack. (Education Code 49056)

*Educational Program* means the entire school-sponsored offering for students, including in-class and out-of-class activities. (Education Code 49056)

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities and equipment, and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block or alternative schedule that will allow secondary students to attend school for fewer school days than the total number of school days for which the school is in session, the Board shall consult in good faith, in an effort to reach agreement with the certificated and classified employees of the school, parents/guardians of the students who would be affected by the change, and the community at large. Such consultation shall include at least one public hearing for which the Board shall give adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

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

**State References**

**Description**

Ed. Code 37202	<a href="#">Equal time in all schools</a>
Ed. Code 37670	<a href="#">Year-round schools</a>
Ed. Code 46010	<a href="#">Total days of attendance</a>
Ed. Code 46100	<a href="#">Length of school day</a>
Ed. Code 46110-46120	<a href="#">Attendance in kindergarten and elementary schools</a>
Ed. Code 46120	<a href="#">Expanded learning opportunities</a>
Ed. Code 46140-46148	<a href="#">Attendance in junior high and high schools</a>
Ed. Code 46148	<a href="#">School day for middle and high school</a>
Ed. Code 46160-46162	<a href="#">Alternative schedule for junior high and high school: public hearing with notice</a>
Ed. Code 46170	<a href="#">Continuation schools: minimum day</a>
Ed. Code 46180	<a href="#">Opportunity schools: minimum day</a>
Ed. Code 46191	<a href="#">Attendance for adults in correctional facilities</a>

**State References**

Ed. Code 46200-46208  
 Ed. Code 48200  
 Ed. Code 48663  
 Ed. Code 48800-48802  
 Ed. Code 49056  
 Ed. Code 51222  
 Ed. Code 51720-51724  
 Ed. Code 51760-51769.5  
 Ed. Code 52325  
 Ed. Code 8970-8974

**Description**

[Incentives for longer instructional day and year](#)  
[Compulsory full-time education](#)  
[Community day school; minimum school day](#)  
[Concurrent enrollment in community college](#)  
 Recess  
[Physical education: instructional minutes](#)  
 Evening high school for minors  
[Work experience education](#)  
[Regional occupational center; minimum day](#)  
[Early primary program, including extended-day kindergarten](#)

**Management Resources References**

California Department of Education Publication  
 California Department of Education Publication  
 State Board of Education Policy Statement  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website  
 WestEd Publication

**Description**

[Conducting Individualized Determinations of Need](#)  
[AA & IT Independent Study FAQs](#)  
 99-03 Physical Education (PE) Requirements for Block Schedules, July 2006  
[CSBA District and County Office of Education Legal Services](#)  
[WestEd](#)  
[National Association for Sport and Physical Education](#)  
[State Board of Education](#)  
[U.S. Department of Education](#)  
[California Department of Education](#)  
 Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005

**Cross References**

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**Description**

[Emergency Schedules](#)  
[Student Wellness](#)  
[Absences And Excuses](#)  
[Absences And Excuses](#)  
[Infectious Diseases](#)  
[Infectious Diseases](#)  
[Parent/Guardian Notifications](#)  
[Parent/Guardian Notifications](#)  
[Concepts And Roles](#)  
[School Calendar](#)  
[Physical Education And Activity](#)  
[Physical Education And Activity](#)  
[Assemblies And Special Events](#)  
[Homework/Makeup Work](#)  
[Homework/Makeup Work](#)  
[Independent Study](#)



**Cross References**

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**Description**[Independent Study](#)[Individualized Education Program](#)[Individualized Education Program](#)[Identification And Education Under Section 504](#)[Identification And Education Under Section 504](#)[Transitional Kindergarten](#)[Title I Programs](#)[Title I Programs](#)[Supplemental Instruction](#)[Meetings And Notices](#)

**Regulation 6112: School Day**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Kindergarten/Transitional Kindergarten**

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

The average school day for kindergarten and TK students shall be at least three hours, including recesses but excluding noon intermissions. If fewer than 40 students are enrolled in kindergarten classes, the district may request approval of the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each. (Education Code 46114, 46115, 46117, 46119)

In any school day, kindergarten and/or TK students shall not be kept in school for longer than four hours, excluding recesses, except where the school is operating an early primary program pursuant to Education Code 8970-8974 or an expanded learning opportunity program pursuant to Education Code 46120. (Education Code 46111, 46115, 46120)

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program

Under an extended day kindergarten program, recess may be counted as instructional minutes for purposes of determining the maximum school day if it occurs under teacher supervision.

In any multitrack year-round school operating pursuant to Education Code 37670, the kindergarten school day may be up to 265 minutes, excluding recesses. (Education Code 46111)

The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

**Grades 1-8**

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes (Education Code 46112)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

The school day for a middle school shall begin no earlier than 8:00 a.m. (Education Code 46148)

## Grades 9-12

The school day for a high school shall begin no earlier than 8:30 a.m. (Education Code 46148)

The school day for students in grades 9-12, including students in the independent study program, shall be at least 240 minutes. (Education Code 46141, 46142)

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)
2. Opportunity school or classes (Education Code 46141, 46180)
3. Regional occupational center (Education Code 46141, 52325)
4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in the last semester or quarter before graduation may, upon written request by the student's parent/guardian or the student, if 18 years of age or over, be permitted to attend school for less than 180 minutes per school day if all requirements for graduation would be completed, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)
6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with Item #5 above (Education Code 46141, 46146.5)
7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session may be determined by the Board. (Education Code 46141, 51721)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

### Alternative Block Schedule for Secondary Schools

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

An early college high school or middle college high school may be scheduled so that students attend classes for at

least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period. (Education Code 46160)

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Ed. Code 48663	<a href="#">Community day school; minimum school day</a>
Ed. Code 48800-48802	<a href="#">Concurrent enrollment in community college</a>
Ed. Code 49056	Recess
Ed. Code 51222	<a href="#">Physical education; instructional minutes</a>
Ed. Code 51720-51724	Evening high school for minors
Ed. Code 51760-51769.5	<a href="#">Work experience education</a>
Ed. Code 52325	<a href="#">Regional occupational center; minimum day</a>
Ed. Code 8970-8974	<a href="#">Early primary program, including extended-day kindergarten</a>

### Management Resources References

	Description
California Department of Education Publication	<a href="#">Conducting Individualized Determinations of Need</a>
California Department of Education Publication	<a href="#">AA &amp; IT Independent Study FAQs</a>
State Board of Education Policy Statement	99-03 Physical Education (PE) Requirements for Block Schedules, July 2006
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">WestEd</a>
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[Homework/Makeup Work](#)  
[Independent Study](#)  
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[Meetings And Notices](#)