

Wilmar Union Elementary School District Meeting of the Board of Education Agenda Thursday, April 17, 2025 at 4:30 PM

The Wilmar Union School District Board of Education meetings are open to the public, except for certain subjects that are addressed in closed session in accordance with the Ralph M. Brown Act. If anyone wishes to attend and requires special accommodations due to a handicapping condition, as outlined in the Americans with Disabilities Act, please contact the superintendent at least two working days prior to the meeting.

Call to order and Flag Salute: _____
Board Members present:

1.0 Approval of the Agenda: (If anyone is present for a particular agenda item, the Board may wish to bring that item forward at this time.) Motion to approve agenda.

Motion: _____ Second: _____ Ayes: _____ Nays: _____

2.0 Public Comment:

At this time members of the public may address the Board on any items, that are not on the agenda, but are of interest to the public and that are within the subject matter jurisdiction of the Board. Members may address the Board on particular items on the agenda as they come up during the meeting. In accordance with Board Bylaw 9323, visitors are allowed to address the Board for up to three (3) minutes per individual and up to 20 minutes per topic. The Board President may increase or decrease the time allowed for public comment. The Board values public comments, but by the Brown Act, the Board shall not act upon, respond to, or comment on the merits of any item presented during this period. The Board may ask clarifying questions of the presenter or refer the presenter to a District procedure, if appropriate.

3.0 Reports/presentations:

3.1 Superintendent/Principal: Safety Plan addendum, Smart Watch Policy

3.2 Business Manager: Audit in progress

3.3 Reports from Board Members:

4.0 Information/Discussion:

4.1 (p.1) County approval of Wilmar Union School District's Second Interim Report for Fiscal Year 2024-25

4.2(p.3) First Reading of Board Policy Updates:

December 2024

BP 0460 BP 1250 BP 3100 BP 3280 BP 3320

BP 3515.5 BP 3540 BP 5113.1 BP 5148.2 BP 6158

BP 6170.1 BP 6174 BP 9240 E 9270

March 2025

BP 1312.0 BP 1340 BP 3311/3311.1 BP 3312 BP 3516.5

BP 3580 BP 4151/4251/4351 BP 4158/4258/4385 BP 5125 BP 5131

BP 5131.6 BP 5131.8 BP 5141.5 BP 5141.52 BP5145.13 BP 6142.93

BP 6142.94 BP 6759 BP 6159.2 BP 9150 BB 9150 BB 9260

4.3 Board Reserve Policy

5.0 Approval of the Consent Agenda by Consolidated Motion:

5.1 (p.26) Approval of the Minutes of March 13, 2025.

5.2 (p.29) Approve Budget Update Batches #BR 24-00058 through # BR24-00061 and #BT24-00004

5.3 (p.30) Approve Williams Quarterly, showing no complaints for the period of January 1, 2025 through March 31, 2025.

5.4 (p.31) Approve Reduce Workload Program (Willie Brown Act) for Lisa Blakley to .5 FTE

Motion: _____ Second: _____ Ayes: _____ Noes: _____

6.0 Action Items:

6.1 (p.36) **Approve the Board Payment Report.** Recommended Motion: That the Board approve the Board Payment Report for March 7, 2025 through April 17, 2025.

Motion: _____ Second: _____ Ayes: _____ Noes: _____

6.2 (handout) **Approve Academic Calendar for the 2025-26 School Year.** Recommended Motion: That the Board approve the Academic Calendar for the 2025-26 School Year.

Motion: _____ Second: _____ Ayes: _____ Noes: _____

6.3 (p.40) **Approve the Declaration of Need for Fully Qualified Educators for the 2025-2026 School Year.** Recommended Motion: That the Board approve the Declaration of Need for Fully Qualified Educators for the 2025-26 school year.

Motion: _____ Second: _____ Ayes: _____ Noes: _____

6.4 (p.44) **Approve the Wilson School Instructional Continuity Plan (ICP) for the 2025-2026 School Year.** Recommended Motion: That the Board approve the Wilson School Instructional Continuity Plan (ICP) for the 2025-26 school year to ensure preparedness and equitable access to learning during short- or long-term disruptions to in-person instruction.

Motion: _____ Second: _____ Ayes: _____ Noes: _____

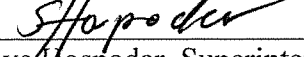
7.0 Next Board Meeting: Thursday, May 8, 2025, 4:30 p.m.

Topics for that meeting:

- LCAP Update
- Board Policy Updates
- Budget Updates
- Determine the 2 Board Meeting Dates for June
- Dyslexia Screener

8.0 Adjournment: _____ (Followed by signing of papers of routine nature.)

Agenda posted: April 4, 2025

By  _____
Steve Mospodar, Superintendent/Principal

March 31, 2025

Stephen Hospodar, Superintendent
Wilmar Union School District
3775 Bodega Avenue
Petaluma, CA 94952

Dear Mr. Hospodar,

In accordance with Education Code Section 42131, a review of Wilmar Union School District's (District) Second Interim Report for Fiscal Year 2024-25 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2024-25 Second Interim Report as Positive. After a review of the financial data provided by the District, it appears that the District will meet its financial obligations for the current year and two subsequent years. Therefore, the County concurs with the District's positive certification.

State Budget

On January 10, 2025, Governor Gavin Newsom released the proposed State Budget for the 2025-26 fiscal year, emphasizing a balanced financial plan and reinforcing commitments to key education initiatives, such as the Expanded Learning Opportunities Program and Universal Transitional Kindergarten. The budget projects a cost-of-living adjustment (COLA) of 2.43% for 2025-26, a decrease from the 2.93% forecasted in the June 2024 Enacted Budget. Additionally, the proposal includes one-time investments through the Student Support and Professional Development Discretionary Block Grant (SSPD) and aims to restore the Learning Recovery Emergency Block Grant, which was reduced in the 2023 Budget Act.

Since the proposal's publication, unforeseen events such as the recent wildfires in Los Angeles have introduced uncertainty into the state's budget planning. Tax filing extensions have been implemented for affected residents. Past delays in tax collections due to natural disasters have resulted in significant budget deficits, underscoring the challenges in producing accurate fiscal forecasts under such circumstances.

Given these evolving economic conditions, state revenues will be closely monitored in the months leading up to enacting the 2025-26 State Budget. Anticipating potential changes, each local education agency (LEA) should remain cautious, avoid structural deficit spending, maintain adequate reserves, and engage in long-term financial planning to ensure fiscal stability.

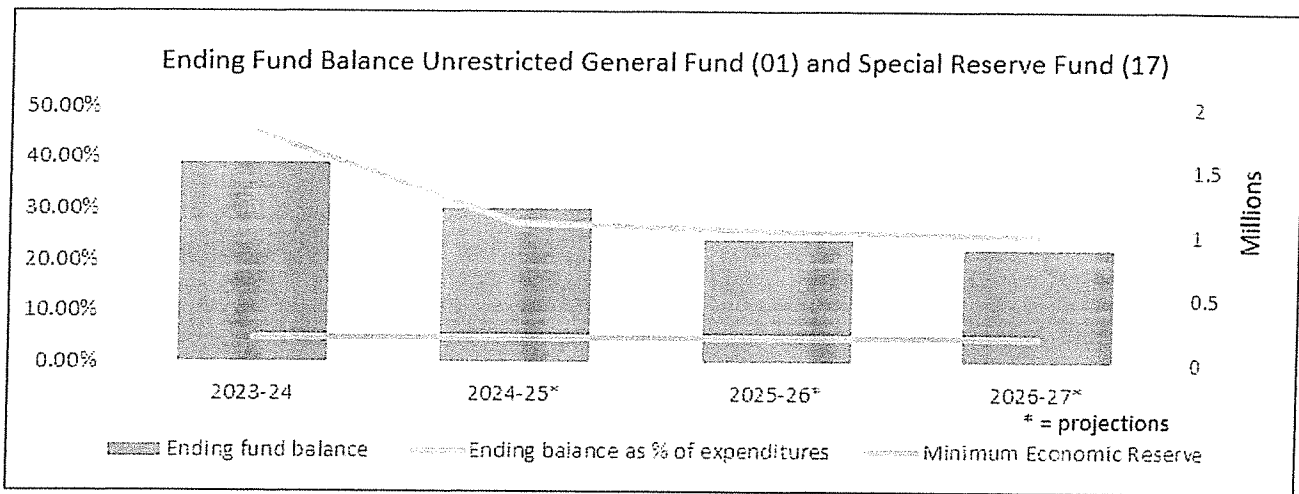
Second Interim and Multi-Year Projection (MYP)

The District's Second Interim Report MYP unrestricted deficit spending of $-\$366,789$, $-\$241,749$, and $-\$71,746$ in 2024-25, 2025-26, and 2026-27, with the State minimum reserve for economic uncertainty of 5% met in all years. Deficit spending is of concern to the county, and the elimination of structural

Amie R. Carter, Ed.D. | Sonoma County Superintendent of Schools
Board of Education | Gina Cuclis, Herman G. Hernandez, Steven Herrington, Ph.D., Peter Kostas, Mary Watts

deficit spending is critical to maintaining required reserve levels. Therefore, we urge the District to review and monitor revenues and expenditures, embrace best practices, and budget to live within its means.

The District's Second Interim Report and multi-year projection reflect operating deficits in the unrestricted general fund for the current and two subsequent years. The cumulative impact of this projected deficit spending is a 43% decline in fund balance from fiscal year 2023-24 to 2026-27. The following graph displays the district's estimated unrestricted ending balance in the Second Interim MYP, with the stated minimum reserve and the district's actual reserve as a percentage of total expenditures.



Collective Bargaining

Negotiations with all bargaining units in the 2024-25 fiscal year are settled based on the criteria and standards.

Summary

Our Office appreciates the preparation and timely submittal of your Second Interim report. A technical review will be communicated to the business office. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Sarah Lampenföld

Sarah Lampenföld

Assistant Superintendent, Business Services

Cc:

Jolene Hale, District Chief Business Official

Amie R. Carter, Ed.D., County Superintendent of Schools

Anne Marie Norris, SCOE District Fiscal Management Advisor

◆ **LCAP (BP/AR 0460)**

- **New Requirements from SB 153 (2024):**
 - Learning Recovery Funds must be included in the LCAP (2025–2028).
 - IDEA Addendum deadline extended to **July 1, 2027**.
 - Local indicator data must still be reviewed at the **next Board meeting** if postponed due to an emergency.
 - A **Board resolution** describing the emergency is required.
- **From SB 114 (2023):** Schools receiving equity multiplier funds must include related goals in LCAP.
- Clarifies that the **District English Learner Advisory Committee** may serve as the EL Parent Advisory Committee.

◆ **Visitors/Outsiders (BP/AR 1250)**

- Everyone (except staff and students) must **register upon arrival**.
- Visitors must be:
 - Clearly **identifiable** with a badge or pass.
 - **Orderly and non-disruptive**.
 - Asked to leave if disruptive.
- Principals must **report any registered sex offender visit requests** to the Superintendent.
- Principals can issue "**stay-away**" letters if someone is disrupting school operations.

◆ **Budget (BP/AR 3100)**

- Board members on budget advisory committees must not form a **majority (quorum)**.
 - **SB 114**: LCFF equity goals must be in LCAP.
 - **SB 153**: If a school closes, it becomes **ineligible** for equity multiplier funds.
 - **AB 176**:
 - Attendance recovery not included in ADA.
 - Free/reduced meal students can still count toward LCFF during base year gap.
 - **AR Update**: Budget hearing info must be posted **on the website**, not in newspapers (starting Jan 1, 2027).
-

◆ **Real Property (BP/AR 3280)**

- Outdated advisory committee exemption **removed** (expired July 1, 2024).
 - **Before selling/disposing of land**, districts must:
 - Declare it surplus or exempt surplus land with written findings.
 - Notify HCD (Housing and Community Development) **30 days prior** to disposal.
 - District must hold a **public meeting** before final action if HCD responds.
 - Proceeds from locally-funded property sales **can no longer be used** for general fund purposes.
-

◆ **Claims Against the District (BP 3320)**

- **AB 452**: No time limit for claims of **childhood sexual assault** after Jan 1, 2024.
- Written notice must be sent if a **late claim lacks an application**, to preserve legal defenses.

- Outdated “Roster of Public Agencies” changed to “**Registry**”.
 - **Administrative Regulation deleted**—content moved into policy.
-

❖ **Sex Offender Notification (BP/AR 3515.5)**

- Staff can only share sex offender info if **authorized by law enforcement**.
 - Email/social media identifiers can be shared with other **law enforcement**.
 - Plan must clearly support **student safety**.
 - Notices required when a sex offender is **permitted to volunteer** at school.
-

❖ **Transportation (BP 3540)**

- SB 88 adds:
 - Contracted drivers must meet certain **qualifications**.
 - Requirements for vehicles used to **transport students**.
-

❖ **Chronic Absence & Truancy (BP/AR 5113.1)**

- Students who are truant or chronically absent must receive **early intervention and support**.
 - **SB 153 & AB 176**: Districts may offer **attendance recovery programs** starting **July 1, 2025**.
 - **SB 691**: Updates to **parent notification requirements**.
 - Old law about **driver’s license delays** removed.
-

❖ **Child Care & Development (BP/AR 5148)**

- **SB 722:** Students with medical needs can start before medical plan approval is finalized.
 - **Cannot expel or push out** a child for behavior except through proper process.
 - Must disenroll based on **state reimbursement cuts** per guidelines.
 - **AB 393 & AB 1808:**
 - Families on CalWORKs are eligible for 24 months of services.
 - Language/interest interviews required for **dual language learners**.
 - **Family language surveys** are voluntary.
-

❖ **Expanded Learning (BP/AR 5148.2)**

- Priority to schools with **highest free/reduced lunch rates**.
 - **District must declare intent** to operate programs by 2025–26.
 - Must **transport students** from non-ELO schools to a site offering programs.
 - **Priority access** for foster/homeless youth.
 - Emergencies will not count against district if proper **resolution and documentation** are provided.
-

❖ **Preschool (BP/AR 5148.3)**

- **SB 163 & SB 176:** TK programs may include **two-year-olds** through 2027.
- 5% of CSPP spots reserved for students with **exceptional needs**.
- Cannot expel/un-enroll students for behavior unless following procedure.
- CLASS observations required when **TK and CSPP students are together**.

◆ **Independent Study (BP/AR 6158)**

- **SB 153 & AB 176:**
 - Must have a plan for independent study within **10 days of closure**.
 - **Written agreements required** for all programs.
 - Must track student engagement and time spent.
 - Attendance = **1 calendar day per student day**.
- **SB 348:** Must offer **free breakfast/lunch** for independent study students during scheduled activities.

◆ **Transitional Kindergarten (BP 6170.1)**

- **AB 2268:** TK students **don't need EL screening**.
- CLASS observations required when TK and preschoolers are in same class.

◆ **English Learners (BP/AR 6174)**

- **AB 2074:** Statewide EL Roadmap Plan is being developed.
- TK students **exempt from initial EL testing**.
- **SB 141:** Defines long-term English learner (LTEL) as someone not proficient after **7 years**.
- EL definitions clarified for different uses (data vs services).

◆ **Board Training (BB 9240)**

- **New ethics training required** for Board members as of Jan 1, 2025.
 - Training must be completed by **Jan 1, 2026** and every 2 years after.
 - Board president works with Superintendent to **budget for PD/travel.**
-

◆ **Conflict of Interest (BB/E 9270)**

- New \$500 threshold for **gift/contribution disclosure.**
- Board must have a conflict of interest **code and policies.**
- Board members may ask **district legal counsel** for guidance.
- "District Official" now used consistently.

CSBA POLICY GUIDE SHEET
December 2024

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

Board Policy 0460 – Local Control and Accountability Plan

Policy updated to reflect NEW LAW (SB 153, 2024) which (1) requires Learning Recovery Emergency Funds received by districts to be included in the local control and accountability plan (LCAP) or annual update to the LCAP for the period July 1, 2025 to June 30, 2028, (2) extends the date to July 1, 2027 by which an Individuals with Disabilities Education Act Addendum is required to be completed by identified districts, (3) provides that if the Governing Board is unable to review local indicator data due to an emergency specified in law, the local indicator data is required to be reviewed at the next Board meeting, and a resolution describing the emergency event and the date on which the local indicator data was reviewed is required to be adopted and submitted to the California Department of Education. Additionally, policy updated to reflect NEW LAW (SB 114, 2023) which requires districts that receive local control funding formula equity multiplier funding to include specific goals in the LCAP for each school generating such funding. In addition, policy updated to clarify that the District English Learner Advisory Committee may serve as the district's LCAP English Learner Parent Advisory Committee.

Administrative Regulation 0460 – Local Control and Accountability Plan

Regulation updated to reflect NEW LAW (SB 153, 2024) which (1) requires the Superintendent to present the annual report on the update to the local control and accountability plan and budget overview for parents/guardians as a nonconsent item at a regularly scheduled meeting of the Governing Board, and (2) extends the date to July 1, 2027 by which an Individuals with Disabilities Education Act Addendum is required to be completed by identified districts.

Board Policy 1250 – Visitors/Outsiders

Policy updated to (1) emphasize in the philosophical statement that visitation by parents/guardians and community members be consistent with the policy, the accompanying administrative regulation and procedures established by the Superintendent or designee, (2) clarify that visits during school hours are required to be arranged with the principal or designee, and (3) delete options regarding required registration when entering school buildings or grounds, in keeping with the removal of the distinction between visitors and outsiders throughout the policy and accompanying administrative regulation, and instead require everyone but staff and students to register upon arrival. Additionally, policy updated to change from being permissive to required (1) the provision of a visible means of identification for anyone who is not a student or staff member, (2) for any visitor who is in a school building or on school grounds, to behave in an orderly manner, and (3) the principal or designee's request that any individual who is causing a disruption to immediately leave school grounds. In addition, policy updated to add that the principal report to the Superintendent or designee anytime a request by a registered sex offender to enter the school campus or grounds is received.

Administrative Regulation 1250 – Visitors/Outsiders

Regulation updated to remove the distinction between visitors and outsiders, requiring everyone but staff and students to register upon arrival. Regulation also updated to add language regarding the principal or designee's authorization to issue a stay away letter if a visitor has shown reasonable cause to believe that the visitor is willfully disrupting the orderly operation of a school.

Board Policy 3100 - Budget

Policy updated to clarify that regardless of the option chosen for budget advisory committees, representation of Governing Board members on the committee may not comprise a majority of the Board, since having a quorum participate in any committee would in essence create a Board meeting when the committee meets. Additionally, policy updated to reference NEW LAW (AB 176, 2024) which provides that (1) attendance generated through an attendance recovery program will be excluded from the average daily attendance of the

district, and (2) when a school is between base year eligibility determinations, any current or newly enrolled students who are eligible for free or reduced-priced meals may be included for purposes of the local control funding formula (LCFF). In addition, policy updated to reflect NEW LAW (SB 114, 2023) which requires districts that receive LCFF equity multiplier funding to include specific goals in the local control and accountability plan, and reference NEW LAW (SB 153, 2024) which provides that if a school which is otherwise eligible to receive LCFF equity multiplier funds is closed in the year in which the funds are to be allocated, that school is instead deemed to be ineligible, and any unspent funds provided are required to be returned to the California Department of Education. Policy also updated to clarify that the Board may approve a plan for meeting the district's long-term obligations to fund contributions to other defined pension plans such as the California State Teachers Retirement System in addition to the California Public Employees' Retirement System.

Administrative Regulation 3100 - Budget

Regulation updated to reflect NEW LAW (AB 721, 2023) which, beginning January 1, 2027, repeals the requirement to publish notification of the hearing date and location for inspection for the district's proposed budget in a newspaper of general circulation, and instead requires the information to be posted prominently on the district's website homepage at least three days before the availability of the proposed budget for public inspection.

Board Policy 3280 – Sale of Lease of District-Owned Real Property

Policy updated to delete provision that until July 1, 2024, the Governing Board may elect not to appoint a district advisory committee for the sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction, as this exception has expired. Additionally, policy updated to add that before taking any action to dispose of surplus real property, the Board is required to declare, at a regular meeting supported by written findings that, under the Surplus Land Act, the land is either surplus land or exempt surplus land. In addition, policy updated to reflect NEW LAW (AB 480, 2023) which provides that the Board may decide not to make such a declaration if the district provides notice and opportunity for public comment, as specified. In addition, policy updated to reflect NEW GUIDELINES which require the Board to provide the Department of Housing and Community Development (HCD) a copy of the Board's declarations and findings supporting the Board's determination that the property is exempt surplus land at least 30 days prior to disposing of the exempt surplus land, and NEW LAW (SB 229, 2023) which provides that if the district has received notification from HCD, the Board may not pursue a final action to ratify or approve the proposed disposal of surplus land unless the Board holds an open and public meeting to review and consider the substance of the notice. Policy also updated to delete the provision which authorized the proceeds from the sale or lease of property purchased entirely with local funds to be used for any general fund purpose, as that authorization has expired.

Administrative Regulation 3280 – Sale of Lease of District-Owned Real Property

Regulation updated to reflect NEW LAW (AB 480, 2023) which adds new definitions related to surplus property.

Board Policy 3320 – Claims and Actions Against the District

Policy updated to incorporate material from the accompanying administrative regulation, as the majority of the content is related to Governing Board actions and therefore more appropriately placed in Board policy. Additionally, policy updated to reference NEW LAW (AB 452, 2023) which provides that there are no time limits for the commencement of actions for the recovery of damages for claims of childhood sexual assault that occurred on or after January 1, 2024, including plaintiffs who are 40 years of age or older who file certificates of merit by the plaintiff's attorney and by a licensed mental health practitioner selected by the plaintiff setting forth the facts which support the declaration, and in conjunction with NEW LAW (SB 558, 2023), that the statute of limitations for acts of childhood sexual assault that occurred on or before December 31, 2023 is what was set forth in law on December 31, 2023. In addition, policy updated to (1) generalize and thereby make timeless the language regarding the monetary limit for a limited civil case, (2) require the Board, when a claim is presented late and is not accompanied by an application to present a late

claim, to give written notice as specified to avoid potentially waiving certain legal defenses, and (3) clarify that the written notice indicating that a claim was not presented timely and is being returned without further action be done in accordance with a specified Government Code section. Policy also updated to reflect the legal change of the term “Roster of Public Agencies” to “Registry of Public Agencies”, and to provide more detail regarding the information that is required to be filed with the Secretary of State and County Clerk.

DELETE - Administrative Regulation 3320 – Claims and Actions Against the District

Regulation deleted with material moved to Board policy, as the majority of the content is related to Governing Board actions and therefore more appropriately placed in Board policy.

Board Policy 3515.5 – Sex Offender Notification

Policy updated to clarify that a district employee to whom sex offender information is disclosed by a law enforcement entity may only disclose the information when authorized by the law enforcement entity and in the manner authorized. Additionally, policy updated to include the purposes for which a registered sex offender’s electronic mail address or username used for instant messaging or social networking or other internet identifier may be used by the district police/security department or released to another law enforcement entity.

Administrative Regulation 3515.5 – Sex Offender Notification

Regulation updated to emphasize that the components of the plan for receiving and communicating information about registered sex offenders residing within district boundaries are related to the safety of children. Additionally, regulation updated to include the specific means of providing notice when the principal has granted permission to a person who is required to register as a sex offender to come into a school building or upon school grounds to volunteer at the school.

Board Policy 3540 - Transportation

Policy updated to incorporate expanded learning opportunities in the philosophical statement, and reflect NEW LAW (SB 88, 2023) which (1) requires the district to obtain specified attestations from any private entity with which it contracts to provide student transportation, (2) provides for requirements for vehicles used to provide student transportation for compensation, and (3) adds qualification requirements for drivers who provide transportation to students.

Board Policy 5113.1 – Chronic Absence and Truancy

Policy updated to move to the philosophical paragraph language which provides that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible. Additionally, policy updated to incorporate strategies identified by the California Department of Education for encouraging student attendance, and reflect NEW LAW (SB 153, 2024) which, beginning July 1, 2025, authorizes districts to implement attendance recovery programs for students in grades transitional kindergarten-12 to make up lost instructional time and offset absences.

Administrative Regulation 5113.1 – Chronic Absence and Truancy

Regulation updated to reflect NEW LAW (SB 691, 2024) which revises truancy parent/guardian notification requirements. Additionally, regulation updated to delete repealed language related to the delay of driving privileges, and reflect NEW LAW (SB 153, 2024) and NEW LAW (AB 176, 2024) which, beginning July 1, 2025, authorize districts to implement attendance recovery programs for students in grades transitional kindergarten-12 to make up lost instructional time and offset absences.

Board Policy 5148 – Child Care and Development

Policy updated to delete the requirement to provide distance learning when a district child care program is physically closed by local or state public health order, as such provision is no longer required. Additionally, policy updated to reflect NEW LAW (SB 722, 2023) which (1) requires the district to submit a completed incidental medical services plan to the California Department of Social Services (CDSS), but authorizes the district to enroll a child prior to approval of the plan, and (2) for a child with disabilities, authorizes the child to attend the district’s child care and development program prior to the approval of an incidental medical services plan or amended plan of operation, so long as the forms have been submitted to CDSS. In addition,

policy updated to add that a district is prohibited from expelling or unenrolling a child or persuade or encourage a child's parents/guardians to voluntarily unenroll from the program based on the child's behavior, unless in accordance with the procedures specified in the accompanying administrative regulation, and to require, when necessary due to a reduction in state reimbursements, families be disenrolled from subsidized child care and development services as specified in the accompanying administrative regulation. Policy also updated to add new section "Fees and Charges", which includes general language regarding when the Superintendent or designee may charge fees for services.

Administrative Regulation 5148 – Child Care and Development

Regulation updated to reflect NEW LAW (AB 393, 2023) which (1) requires, for any child enrolled in a general childcare and development program or migrant childcare and development program who has been identified as a dual language learner, the child's teacher or other designated staff member to conduct a family language and interest interview, and (2) prohibits a family from being compelled to complete the family language survey for identification purposes or participate in the family language and interest interview. Additionally, regulation updated to delete duplicative information regarding enrollment priority where already addressed in accompanying Board policy, and to reflect NEW LAW (AB 1808, 2024) which provides that a family who receives CalWORKs Stage 1, 2, or 3 is considered to meet eligibility and need requirements for services for not less than 24 months, and is eligible to receive services for at least 24 months before having the family's eligibility or need recertified.

Board Policy 5148.2 – Before/After School Programs

Policy updated to require a district to prioritize expanded learning opportunity programs (ELO) at school sites in the lowest income communities, as determined by prior year percentages of students eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with ELOs across their attendance area. Additionally, policy updated to reflect NEW LAW (SB 153, 2024) which requires, beginning in the 2025-26 fiscal year, a Governing Board to declare its operational intent to run an ELO to the Superintendent of Public Instruction, and authorizes districts to use ELO funds to support attendance recovery programs.

Administrative Regulation 5148.2 – Before/After School Programs

Regulation updated to add definition of "intersession program" and clarify, by describing when a student is considered to be enrolled in an expanded learning opportunities program (ELO), the definition of "provide access". Additionally, regulation updated to require a district that receives ELO apportionment to provide transportation to any student who attends a school that is not operating an ELO so that the student may attend at a location that is providing an ELO and return to the original location or another location that is established by the district. In addition, regulation updated to clarify that for hours of operation of an ELO program, recess and meals are included in the required nine hours of combined time per instructional day. Regulation also updated to reflect NEW LAW (AB 723, 2023) which requires a district that operates an intersession program to grant priority access to a foster youth and NEW LAW (AB 373, 2023) which grants priority access to a student experiencing homelessness, both of which provide that if a student experiencing homelessness or foster youth will be moving during an intersession period, the student's educational rights holder, or in the case of an American Indian Student, Indian custodian, may determine which school the student attends for the intersession period. Additionally, regulation updated to reflect NEW LAW (SB 141, 2023) which provides that a district that is temporarily prevented from operating an ELO because of a school or program site closure due to emergency conditions will not be subject to penalties if the Governing Board adopts a resolution and provides documentation substantiating the need for closure.

Board Policy 5148.3 – Preschool/Early Childhood Education

Policy updated to reflect NEW LAW (SB 163, 2024) which authorizes, until July 1, 2027, a district operating a California State Preschool Program (CSPP) to enroll interested two-year-old children. Additionally, policy updated to clarify that evidence of California residency may be established by providing evidence of a California street or post office address. In addition, policy updated to add that a district is prohibited from expelling or unenrolling a child or persuade or encourage a child's parents/guardians to voluntarily unenroll from the program based on the child's behavior, unless the expulsion or unenrollment is in accordance with the procedures specified in the accompanying administrative regulation, and to require, when necessary due to a reduction in state reimbursements, families be disenrolled as specified in the accompanying

administrative regulation. In addition, policy updated to reorganize for clarity and to keep related content together.

Administrative Regulation 5148.3 – Preschool/Early Childhood Education

Regulation updated to reflect **NEW LAW (SB 163, 2024)** which (1) adds the definition of “two-year-old children,” (2) revises eligibility criteria and enrollment priorities for part- and full-day preschool services to permit, but not require, districts to offer, until July 1, 2027, California State Preschool Program (CSPP) to eligible two-year-old children, and (3) indefinitely extends the requirement for five percent of CSPP enrollment be reserved for children with exceptional needs. Additionally, regulation updated to reflect **NEW LAW (SB 176, 2024)** which further expands eligibility and enrollment priorities for two-year-old children, and **NEW LAW (SB 153, 2024)** which requires districts to complete an observation using the Classroom Assessment Scoring System (CLASS) tool and CLASS environment tool when CSPP and transitional kindergarten students are commingled. In addition, regulation updated to reflect the California Department of Education’s federal program monitoring instrument which requires the district’s policies and procedures related to CSPPs to include procedures for excused absences including best interest days and abandonment of care. Regulation also updated to delete out of date information, reorganize for clarity, and keep related content together.

Board Policy 6158 – Independent Study

Policy updated to reflect **NEW LAW (SB 153, 2024)** and **NEW LAW (AB 176, 2024)** which require a district that submits an affidavit for a school closure necessitated by an emergency condition to (1) for an emergency event occurring after September 1, 2021 but before July 1, 2026, certify that the district has a plan for offering independent study to affected students within 10 instructional days, and (2) for events occurring on or after July 1, 2026, certify that an instructional continuity plan is included in the district’s comprehensive safety plan and that the district offered student engagement and instruction consistent with the instructional continuity plan or certify that it did not do so due to extenuating circumstances. Additionally, **NEW LAW (SB 153, 2024)** (1) provides that when computing average daily attendance for apportionment purposes, students participating in independent study may only be credited with one day of attendance for each calendar day, (2) makes specified independent study requirements applicable only when students are participating in an independent study program for 16 school days or more in a school year, (3) provides that evidence of student participation, in addition to other forms of evidence, may include documentation that the student participated in an instructional period either visually or verbally, (4) provides that a written agreement is required for independent study of any length of duration, (5) requires districts to obtain a signed written agreement for an independent study program of more than 15 school days before the beginning of independent study, and for an independent study program of 15 school days or fewer, during the school year in which the independent study program takes place, and (6) makes similar changes to course-based independent study. In addition, **NEW LAW (AB 176, 2024)** clarifies that the district is required to maintain documentation of hours or fraction of an hour for both student work products and the time that the student engaged in asynchronous instruction. Policy also updated to reflect **NEW LAW (SB 348, 2023)** which requires districts to make available, at no cost, a nutritionally adequate breakfast and lunch to any district student who requests a meal including an independent study student who is scheduled for educational activities, as defined in law, lasting for two or more hours at a school site, resource center, meeting space, or other satellite facility, regardless of the student’s eligibility for a free or reduced-price meal, and to clarify the meaning of “caregiver” in the context of general independent study agreement requirements to make consistent with similar material related to course-based independent study agreement requirements.

Administrative Regulation 6158 – Independent Study

Regulation updated to delete material related to students with disabilities who receive services from a nonpublic, nonsectarian school through a virtual program as the law is no longer operative. Additionally, regulation updated to reflect **NEW LAW (AB 176, 2024)** which clarifies that the district is required to maintain documentation of hours or fraction of an hour for both student work products and the time that the student engaged in asynchronous instruction.

Board Policy 6170.1 – Transitional Kindergarten

Policy updated to reflect **NEW LAW (AB 2268, 2024)** which exempts students in transitional kindergarten (TK) from the requirement to be assessed in English listening and speaking for purposes of initial

identification as an English learner, and NEW LAW (SB 153, 2024) which requires districts that commingle TK students and California State Preschool Program children in the same classroom to complete an observation using the Classroom Assessment Scoring System (CLASS) tool and CLASS environment tool.

Board Policy 6174 – Education for English Learners

Policy updated to reference NEW LAW (AB 2074, 2024) which requires the California Department of Education to develop a statewide implementation plan for the, “El Roadmap Policy”. Additionally, policy updated to reflect NEW LAW (714, 2023) which clarifies that the term “newcomer student” has the same meaning as “immigrant children and youth” as defined in law, NEW LAW (SB 114, 2023) which includes long-term English learners as a numerically significant subgroup, NEW LAW (SB 141, 2023) which defines “long-term English learner” as a student who has not attained English language proficiency within seven years of initial classification as an English learner, and NEW LAW (AB 2268, 2024) which exempts students in transitional kindergarten from the requirement to be assessed in English listening and speaking for purposes of initial identification as an English learner. In addition, policy updated to remove material related to instruction collaboration agreements which is more appropriately placed in other policy, include material from the accompanying administrative regulation “Reclassification/Redesignation” section as the content is more appropriately placed in policy, and clarify the differing definitions of “long-term English learner” for the distinct purposes for which they apply.

Administrative Regulation 6174 – Education for English Learners

Regulation updated to reflect NEW LAW (SB 114, 2023) which includes long-term English learners as a numerically significant subgroup, NEW LAW (SB 141, 2023) which defines “long-term English learner” as a student who has not attained English language proficiency within seven years of initial classification as an English learner, and to clarify the differing definitions of “long-term English learner” for the distinct purposes for which they apply. Additionally, regulation updated to reflect NEW LAW (AB 2268, 2024) which exempts students in transitional kindergarten from the requirement to be assessed in English listening and speaking for purposes of initial identification as an English learner. In addition the section “Reclassification/Redesignation” was deleted and moved to the accompanying Board policy, as the content is more appropriately placed in policy.

Board Bylaw 9240 – Board Training

Bylaw updated to include ethics training required by Governing Board members who are in office as of January 1, 2025, with completion by January 1, 2026, and every two years thereafter. Additionally, bylaw updated to add that the Board president work with the Superintendent or designee to include funds for professional development and associated reasonable travel expenses for the Board as a whole and for each individual Board member in the district’s proposed annual budget and, consistent with the availability of funds in the district’s adopted annual budget, (1) the Board president or designee annually develop, and bring to the Board for adoption, a Board professional development calendar designed to assist the Board as a whole, and (2) individual Board members identify and participate in additional professional development opportunities and then timely inform the Board president and the Superintendent upon doing so. In addition, bylaw updated to revise references to relevant training opportunities.

Board Bylaw 9270 – Conflict of Interest

Bylaw updated to add that Governing Boards are mandated to adopt a conflict of interest code and to adopt policies regarding incompatible offices and activities. Additionally, bylaw updated to denote “District Official” as the general term for a position to which the district’s conflict of interest code applies and to reflect NEW LAW (SB 1181, 2024) and NEW LAW (SB 1243, 2024) which increased the threshold to \$500 for certain disclosure requirements and restrictions on accepting, soliciting, or directing campaign contributions. In addition, bylaw updated to permit any District Official, who, in good faith, believes that they may be subject to the requirements of the bylaw and has questions, is unclear, or is unsure regarding the application of the requirements of the bylaw, to seek advice from the district’s legal counsel with the permission of the Superintendent, Board president, or majority of the Board. Bylaw also updated to include ethics training required by Board members who are in office as of January 1, 2025, with completion by January 1, 2026, and every two years thereafter. Bylaw also reorganized for coherence, clarity, and consistent style.

Exhibit(1) 9270 – Conflict of Interest

Exhibit updated to denote “District Official” as the general term for a position to which the district’s conflict of interest code applies. Additionally, exhibit updated with revised resolution language and simplified list of designated positions.

| Policy/Reg | Topic | Summary |
|-----------------|----------------------------|---|
| BP/AR/E 1312.2 | Instructional Materials | Prohibits adoption of materials that may cause unlawful discrimination (SB 153). |
| BP/AR 1340 | Access to District Records | Clarifies public record access and privacy protections (AB 1785, SB 1034). |
| BP/AR 3311 | Bids | Clarifies bidding process, prequalification required for state-funded projects. |
| BP/AR 3311.1 | UPCCA | Defines public projects, adjusts bid thresholds (AB 2192). |
| BP 3312 | Contracts | Ensures legal compliance and public disclosure; conflict of interest rules (SB 1303). |
| BP 3516.5 | Emergency Schedules | Adds health conditions and new attendance recovery rules (SB 153, AB 176). |
| BP/AR 3580 | District Records | Requires cybersecurity protections and training; breach reporting (SB 153). |
| BP 4151/4251/43 | Employee Compensation | New J-90 reporting; overpayment recovery clarified (AB 938). |
| BP/AR 4158/4258 | Employee Security | Adds workplace safety orders and accommodations for victims (AB 2499). |
| BP/AR 5125 | Student Records | Expands privacy/security protocols; requires CCGI data sharing (SB 153, AB 801). |
| BP 5131 | Conduct | New requirement to limit smartphone use by July 1, 2026 (AB 3216). |
| BP/AR 5131.6 | Alcohol & Drugs | Adds fentanyl and social media awareness; test strip protections (AB 2690, SB 997). |
| BP 5131.8 | Mobile Devices | Requires policy on smartphone use; search policy updated (AB 3216). |
| BP 5141.5 | Mental Health | Adds substance use, LGBTQ+ training, and student supports (SB 153). |
| BP/AR 5141.52 | Suicide Prevention | Includes 988 lifeline, mental health service access (SB 1063, 1318). |
| BP/AR 5145.13 | Immigration Enforcement | Revised AG guidance on protecting student/family status. |
| BP 6142.93 | Science Instruction | Emphasizes climate change, critical thinking, and NGSS standards. |
| BP 6142.94 | History-Social Science | Adds ethnic appreciation, finance education, and Workplace Readiness Week. |

| | | |
|--------------|-----------------------|---|
| BP/AR 6159 | IEP | Adds transition plans, tech supports, updated definitions (AB 438, 1938). |
| BP/AR 6159.2 | Nonpublic Schools | Mandates notice on NPS status changes, diploma flexibility (SB 153). |
| BB 9150 | Student Board Members | Allows stipends and restorative justice participation (SB 1445). |
| BB 9224 | Oath of Office | Technical updates for clarity and accuracy. |
| BB 9260 | Legal Protection | Technical updates for clarity and accuracy. |

CSBA POLICY GUIDE SHEET
March 2025

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

Board Policy 1312.2 - Complaints Concerning Instructional Materials

Policy updated to reflect **NEW LAW (SB 153, 2024)** which prohibits the Governing Board from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination in accordance with specified state law.

Administrative Regulation 1312.2 - Complaints Concerning Instructional Materials

Regulation updated to reference **NEW LAW (SB 153, 2024)** which prohibits the Governing Board from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination in accordance with specified state law.

Exhibit(1) 1312.2 - Complaints Concerning Instructional Materials

Exhibit updated in conjunction with accompanying Board policy and administrative regulation, with minor revisions to formatting and style.

Board Policy 1340 - Access to District Records

Policy updated to delete material related to the copying of public records, as it is more appropriately placed in, and therefore moved to, the accompanying Administrative Regulation.

Administrative Regulation 1340 - Access to District Records

Regulation updated to add that the regulation is a non-exhaustive list of records that may be defined as either public or confidential. Additionally, regulation updated to clarify that (1) the public may have access to public records unless otherwise exempt from disclosure, and (2) it is after initial proposals of exclusive employee representatives and of the district are presented at a district Governing Board meeting that they are a public record. In addition, regulation updated to include that executed contracts for the purchase of goods or services, even if the contract contains provisions specifying that the contract is confidential or a proprietary record of the vendor, is a public record. Regulation also updated to require that confidential home addresses, telephone numbers, or birth dates of employees may only be disclosed in the limited circumstances listed in the regulation, and to reflect **NEW LAW (AB 1785, 2024)** which prohibits districts from publicly posting online the home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official without first obtaining the written permission of that individual. Additionally, regulation updated to clarify that unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status shall not be disclosed. In addition, regulation updated to reflect **NEW LAW (SB 1034, 2024)** which adds, as an unusual circumstance which would permit the district to extend its response to a California Public Records Act request, to include the need to search for, collect, and appropriately examine records during a state of emergency when the state of emergency currently affects the district's ability to timely respond to staffing shortages or closure of facilities where the requested records are located. Regulation also updated to clarify that if a portion of a requested record is exempt from disclosure, only the non-exempt portion of the record is available for inspection and that the record's exempt material is required to be redacted prior to disclosure. Additionally, regulation reorganized for clarity and to keep related content together.

Board Policy 3311 - Bids

Policy updated to clarify that bidding procedures are required to be established in accordance with, and meet the requirements for, bidding procedures specified in law. Additionally, policy updated to incorporate material from the accompanying administrative regulation related to awarding contracts, protests by bidders,

and instances when bids are not required, as the majority of such content is related to Governing Board actions and therefore more appropriately placed in Board policy.

Administrative Regulation 3311 - Bids

Regulation updated to clarify that the definition of maintenance includes landscape maintenance and minor repainting. Additionally, regulation updated to reflect requirement that prequalification is required for projects that utilize state general funds. In addition, regulation updated to delete material related to awarding contracts, protests by bidders, and instances when bids are not required, as the majority of such content is related to Governing Board actions and therefore more appropriately placed, and thus incorporated, into the accompanying Board policy.

Board Policy 3311.1 - Uniform Public Construction Cost Accounting Procedures

Policy updated to add language related to authorization for the Governing Board when, after the first invitation of bids pursuant to informal or formal bidding procedures under the Uniform Public Construction Cost Accounting Act all bids are rejected, declare that a project can be performed more economically by employees of the district.

Administrative Regulation 3311.1 - Uniform Public Construction Cost Accounting Procedures

Regulation updated to reflect NEW LAW (AB 2192, 2024) which (1) includes "installations" involving publicly owned, leased, or operated facility in the definition of "public project," and (2) adjusted the threshold amounts for utilizing Uniform Public Construction Cost Accounting Act procedures. Regulation also updated to clarify and expand material related to informal procedures for awarding contracts for public projects of \$220,000 or less.

Board Policy 3312 - Contracts

Policy updated to broaden philosophical statement to include that the Governing Board ensure that contracts entered into on behalf of the district conform to any applicable legal standards. Additionally, policy updated to provide that Board members and district employees involved in the making of contracts on behalf of the district comply with applicable law. In addition, policy updated to add language that executed contracts for the purchase of goods or services, even if the contract contains provisions specifying that the contract is confidential or a proprietary record of the vendor, is a public record unless otherwise exempt from disclosure under state or federal law. Policy also updated to reflect NEW LAW (SB 1303, 2024) which (1) requires, if the district utilizes a private labor compliance entity, the entity to submit a signed declaration verifying that it does not have a conflict of interest, and (2) defines "private labor compliance entity" and "conflict of interest." Additionally, policy updated to clarify language regarding public records and that a district may not enforce a confidentiality clause that would prevent the district from making any part of the contract a public record.

Board Policy 3516.5 - Emergency Schedules

Policy updated to add "health conditions" as a reason for which the Superintendent or designee is authorized by the Governing Board to close a school site, change the regular school day schedule, or take any necessary action. Additionally, policy updated to reference NEW LAW (SB 1429, 2024) which adds snowstorms to the list of emergencies for which a district may apply to the Superintendent of Public Instruction to obtain apportionment credit for days and minutes lost due to emergency closure and material decreases in attendance. In addition, policy updated to reflect NEW LAW (SB 153, 2024) and NEW LAW (AB 176, 2024) which require a district that submits an affidavit for a school closure necessitated by an emergency condition to (1) for an emergency event occurring after September 1, 2021 but before July 1, 2026, certify that the district has a plan for offering independent study to affected students within 10 instructional days of the first day of a school closure or material decrease in attendance, and (2) for events occurring on or after July 1, 2026, certify that an instructional continuity plan is included in the district's comprehensive safety plan and that the district offered student engagement and instruction consistent with the instructional continuity plan or certify that it did not do so due to extenuating circumstances. NEW LAW (SB 153, 2024) also authorizes districts, beginning July 1, 2025, to implement attendance recovery programs for students in grades transitional kindergarten-12 to make up lost instructional time and offset absences due to emergency events. Additionally, policy updated to combine material related to student and parent/guardian notifications, make more current the modalities of the district's notification system for informing students and

parents/guardians of a change in the school day schedule, a school closure due to an emergency, or change in operation of school bus schedules, and reflect **NEW LAW (AB 2905, 2024)** which requires, when a district or school uses an automatic dialing-announcing device, for the device to be operated by a person who follows all procedures required by law prior to operating the device, and disconnect the device from the telephone line upon the termination of the call.

Board Policy 3580 - District Records

Policy updated to include protection of records against damage, loss, or theft, which may be caused by cybersecurity breaches. Additionally, policy updated to require the Superintendent or designee to (1) ensure that employees receive information and training about cybersecurity, including ways to protect district records from breaches to the district's digital infrastructure, and (2) to report a cyberattack that impacts more than 500 students or personnel to the California Cybersecurity Integration Center. In addition, policy updated to clarify that if a breach in security of district records has resulted in the release of personal information that was either unencrypted, or encrypted under certain specified circumstances, the Superintendent or designee is required to notify individuals, as specified. Policy also updated to specify that records containing confidential address information of a participant in the Safe at Home program are required to be kept in a confidential location and not shared with the public.

Administrative Regulation 3580 - District Records

Regulation updated to clarify that it is any historical inventory of equipment that is required to be a continuing record; that a student's cumulative record, if not transferred, is a continuing record until the student ceases to be enrolled in the district; and that minutes of Governing Board or Board committees are classified as permanent records, including text of rules, regulations, policies or resolutions not set forth verbatim in the minutes but included by reference only. Additionally, regulation updated to delete reference to printing and physically filing records and replace with language that all records, including electronic documents, should be organized and filed for easy retrieval based on information contained in, and the purpose of, the record.

Board Policy 4151/4251/4351 - Employee Compensation

Policy updated to reflect **NEW LAW (AB 938, 2024)** which requires districts, beginning January 31, 2026, to annually complete the Salary and Benefit Schedule for Bargaining Units (Form J-90), for classified and certificated staff assigned to a district school site(s) and report the Form J-90 to the California Department of Education. Additionally, policy updated to include "fillable" language for districts to utilize to reflect the payroll schedule determined by the Governing Board. In addition, policy updated to delete material related to the compensation of employees during periods of extended closure or disruption which was COVID-19 specific, and therefore outdated. Policy also updated to correct an inaccuracy regarding overtime rate of pay, which required the deletion of material related to an overtime rate of twice the regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive work day, since the Labor Code section which provides for such overtime compensation does not apply to school districts. Additionally, policy updated to add language regarding the rate of pay for a classified employee in an exempt position who is required to work on a holiday designated in law or by the Board. In addition, policy updated to clarify that, when an employee does not respond or disputes the existence or amount of an overpayment claimed by the district, the district may only recover an overpayment after pursuing appropriate legal action, and to delete the requirement for Board approval for the district to exercise legal means to recover an overpayment, as Board approval is not required by law.

Board Policy 4158/4258/4358 - Employee Security

Policy updated to include material which authorizes a collective bargaining representative to seek a temporary restraining order on behalf of a district employee who has been subjected to harassment, unlawful violence, or a credible threat of violence in the workplace, if the collective bargaining representative serves that employee in employment or labor matters at the employee's workplace. Additionally, policy updated to incorporate Executive Order 14127, "Combating Emerging Firearms Threats and Improving School-Based Active-Shooter Drills," which establishes a task force to provide guidance to schools related to school-based active shooter drills. In addition, policy revised to more closely align with law and to reflect a change in provisions from the Labor Code to the Government Code.

Administrative Regulation 4158/4258/4358 - Employee Security

Regulation updated to reference the requirement for schools to include in their comprehensive safety plans procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at school, at an activity sponsored by the school, or on a school bus serving the school. Additionally, regulation updated to add that reports of an attack, assault, or physical threat shall be forwarded immediately to the Superintendent or designee. In addition, regulation updated to reflect **NEW LAW (AB 2499, 2024)**, which requires districts to provide reasonable accommodations to an employee who is a victim, or whose family member is a victim, of domestic violence, sexual assault, stalking, or other qualifying act(s) of violence. Policy also updated to clarify material related to an employee's request, based on need, to carry or possess pepper spray on school property or at school-related activities.

Board Policy 5125 - Student Records

Policy updated to include in the first philosophical paragraph disclosure of records in the list of administrative regulations the Superintendent or designee is required to establish. Additionally, policy updated to reflect **NEW LAW (AB 801, 2024)** which requires districts to provide documentation that a student has not been enrolled in the district for at least 60 days to the operator of a website, online service or application, or mobile application that has control of student records which contain covered information that is not subject to the California Consumer Privacy Act, if the student's parent/guardian or the student, if 18 years of age or older, requests deletion of such records. In addition, policy updated to reflect **REVISED GUIDANCE** from the California Attorney General related to responding to immigration enforcement in K-12 schools. Policy also updated to broaden the applicability of the prohibition against disclosure by deleting reference to "Superintendent or designee" and replacing with "district or district employee", and add the requirement that the Superintendent or designee develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. Additionally, policy updated to add requirements related to the retention, disclosure, and security of student records, including that the Superintendent or designee (1) ensure the confidentiality of student records as required by law and establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft, which may be caused by the use of technology, including artificial intelligence, in the retention or disclosure of student records and breaches to the district's digital infrastructure, (2) ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the district's digital infrastructure, and (3) report a cyberattack to the California Cybersecurity Integration Center if the district experiences a cyberattack that impacts more than 500 students or personnel.

Administrative Regulation 5125 - Student Records

Regulation updated to reference **REVISED GUIDANCE** from the California Attorney General related to responding to immigration enforcement in K-12 schools. Additionally, regulation updated to reorganize definitions to appear in alphabetical order, and add that the district is prohibited from disclosing student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. In addition, regulation updated to reflect **NEW LAW (SB 153, 2024)** which requires a district that serves students in grades 9-12 to (1) enter into a data sharing agreement with the California College Guidance Initiative (CCGI) to provide student data for use when students are planning for and applying to California public colleges and universities, and (2) provide parent/guardian notification of the sharing with CCGI of specified district data and data collected by the California Department of Education for the purposes of college admissions, academic placement, and eligibility for student financial aid. In addition, regulation updated to clarify that (1) information may be released from a student's records to appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons, and (2) that when a student in foster care is enrolling in a district school, the district's liaison for foster youth is required to contact, within two business days of the student's request for enrollment, the school last attended by the student to obtain all academic and other records.

Board Policy 5131 - Conduct

Policy updated to reflect **NEW LAW (AB 3216, 2024)** which requires the Governing Board to, by July 1, 2026, develop, adopt, and update every five years a policy to limit or prohibit student use of smartphones while at a school site or under the supervision and control of district employee(s). Additionally, policy updated to expand the list of prohibited student conduct to include conduct that is prohibited by law related to suspension and expulsion.

Board Policy 5131.6 - Alcohol and Other Drugs

Policy updated to add language which requires districts to annually inform parents/guardians at the beginning of the first semester or quarter of the regular school year about the dangers associated with the use of synthetic drugs that are not prescribed by a physician, such as fentanyl, and to reflect **NEW LAW (AB 2690, 2024)** which requires districts to notify parents/guardians about the risk of social media being used as a way to market and sell synthetic drugs. Additionally, policy updated to reflect **NEW LAW (AB 2711, 2024)** which prohibits the suspension of students who voluntarily disclose their use of a tobacco product, controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports solely for that disclosure, **NEW LAW (SB 997, 2024)** which prohibits districts that serve students in middle school, junior high school, high school, or adult school from prohibiting a student in middle school, junior high school, or high school, while on a school site or participating in school activities, from carrying fentanyl test strips while on a school site or participating in school activities, to carry fentanyl test strips or a federally approved opioid antagonist for the emergency treatment of persons suffering, or reasonably believed to be suffering, from an opioid overdose, and **NEW LAW (AB 2998, 2024)**, which provides that districts may not prohibit students 12 years of age or older, while on a school site or participating in school activities, from carrying or administering, for the purposes of providing emergency treatment to persons who are suffering, or reasonably believed to be suffering, from an opioid overdose, a naloxone hydrochloride nasal spray or any other opioid overdose reversal medication. In addition, policy updated to add language which authorizes a district to use alternatives to the referral of a student to a law enforcement agency in response to an incident involving the student's misuse of an opioid, to the extent any alternative utilized is not in conflict with any law requiring that referral.

Administrative Regulation 5131.6 - Alcohol and Other Drugs

Regulation updated to reflect **NEW LAW (AB 2865, 2024)** which requires instruction on the nature and effects of alcohol to include information about excessive alcohol use and the short- and long-term health risks of excessive alcohol use, which may include instruction about depression and anxiety, and **NEW LAW (AB 2429, 2024)**, which provides that, beginning with the 2026-27 school year, districts that require students to complete a course in health education for graduation from high school to include in such course instruction in the dangers associated with fentanyl use.

Board Policy 5131.8 - Mobile Communication Devices

Policy updated to reflect **NEW LAW (AB 3216, 2024)** which requires the Governing Board to, by July 1, 2026, develop, adopt, and update every five years a policy to limit or prohibit student use of smartphones while at a school site or under the supervision and control of district employee(s). Additionally, policy updated to add options which offer different approaches to regulating the use of smartphones and other mobile communication devices. In addition, policy updated to clarify language related to the search of a student's personal electronic device.

Board Policy 5141.5 - Mental Health

Policy updated to include substance abuse in instruction provided to students, and to include students as recipients of information and training that the Superintendent or designee is required to provide. Additionally, policy updated to reflect **NEW LAW (SB 153, 2024)** which (1) requires the district to, by July 1, 2029, certify to the California Department of Education that all certificated employees and 40 percent of classified employees who have direct contact with students in grades 7-12 receive youth behavioral training at least one time, and (2) requires the Governing Board of any district serving students in grades 7-12 to, before January 31, 2026, adopt a policy at a regularly scheduled meeting, on referral protocols for addressing student behavioral health concerns. In addition, policy updated to reflect that the Superintendent or designee is required to provide and require at least one hour of training to support lesbian, gay, bisexual, transgender, queer, and questioning cultural competency annually to all certificated employees serving students in grades 7 to 12, and that the district is required to maintain records documenting the date that each employee completed such training and the name of the entity that provided the training. Policy also updated to expand material related to telehealth or other information and communication technologies for mental and behavioral health services for students.

Board Policy 5141.52 - Suicide Prevention

Policy updated to reflect **NEW LAW (SB 1318, 2024)** which, if the district does not have a school mental health professional or contract with a mental health professional, encourages the Governing Board to consider when reviewing its policy on suicide prevention whether funding should be identified for purposes of hiring a school mental health professional. Additionally, policy updated to require that measures and strategies for suicide prevention, intervention, and postvention include student instruction on help-seeking strategies and resources, and expand tasks of district and/or school-site crisis intervention team(s) to include posting of suicide prevention policy, protocols, and resources on district and school websites. In addition, policy updated to include material related to addressing mental health disabilities, as well as language regarding the establishment of a process to maintain regular contact with students, including during distance learning or school closures, and to communicate emotional wellbeing and or safety concerns. Policy also updated to include that mental health and behavioral health services be provided for in accordance with Board Policy 5141.5 - Mental Health, which includes the provision of services by way of telehealth technology.

Administrative Regulation 5141.52 - Suicide Prevention

Regulation updated to include definitions for "mental health professional," "student suicide crisis," and "school mental health professional." Additionally, regulation updated to reflect **NEW LAW (SB 1063, 2024)** which requires districts that issue or reissue student identification cards to include on the card the 988 Suicide and Crisis Lifeline, and authorizes districts to include the telephone number for campus police or security or, if the campus does not have a campus police or security telephone number, the local nonemergency telephone number, and/or a quick response (QR) code for the county's mental health resources website. In addition, regulation updated to include that mental health and behavioral health services be provided for in accordance with Board Policy 5141.5 - Mental Health.

Board Policy 5145.13 - Response to Immigration Enforcement

Policy updated to reflect **REVISED GUIDANCE** from the California Attorney General related to responding to immigration enforcement in K-12 schools, including the prohibition against seeking or requiring information or documents, to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members. Additionally, policy updated to incorporate language from the accompanying administrative regulation related to the prohibition against using resources and data collected by the district to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination.

Administrative Regulation 5145.13 - Response to Immigration Enforcement

Regulation updated to reflect **REVISED GUIDANCE** from the California Attorney General related to responding to immigration enforcement in K-12 schools, including the requirement to obtain consent to release immigration-related student information; when and how a law enforcement officer is required to register at a school in order to gain access; and what to do when a law enforcement officer declares that exigent circumstances exist and demands immediate access to the campus. Additionally, regulation updated to clarify the circumstances when there is a need for a judicial subpoena and/or judicial subpoena warrant. In addition, regulation updated to delete language moved to the accompanying Board policy related to the prohibition against using resources and data collected by the district to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. Regulation also updated to add new section headings for organization and ease of understanding.

Board Policy 6142.93 - Science Instruction

Policy updated to expand the philosophical statement to specify the Governing Board's belief that science instruction include the place of humans in ecological systems, the causes and effects of climate change and the methods to mitigate and adapt to climate change, and experiments and other activities that foster critical thinking. Additionally, policy updated to clarify that the Board is required to adopt academic standards for science which meet or exceed the California Next Generation Science Standards and describe the knowledge and skills students are expected to possess at each grade level, with an instructional focus on understanding the process of science, the fundamental ideas within each discipline of science, and underlying themes that are common to all sciences.

Board Policy 6142.94 - History-Social Science Instruction

Policy updated to expand the philosophical statement to specify the Governing Board's belief that history-social science instruction include a foundation for the appreciation of different ethnicities, the wise use of natural resources, and the responsible management of personal finance. Additionally, policy updated to specify that districts with high schools are required to annually observe, during the week that includes April 28, "Workplace Readiness Week" by providing information to students on their rights as workers, and that for students in grades 11 and 12, the "Workplace Readiness Week" observances are required to be integrated into the regular school program, consistent with the history-social science framework.

Board Policy 6159 - Individualized Education Program

Policy reviewed in conjunction with the accompanying administrative regulation and updated for technical revisions, including changing the term "students with disabilities" to "students with exceptional needs".

Administrative Regulation 6159 - Individualized Education Program

Regulation updated to reflect NEW LAW (AB 438, 2024) which requires a student's individualized education program (IEP), if determined appropriate by a student's IEP team, to include measurable postsecondary goals and transition services beginning when the student starts high school or not later than the first IEP to be in effect when the student is 16 years of age or younger, as appropriate, and updated annually thereafter, and NEW LAW (AB 1938, 2024) which requires IEP teams, when determining the least restrictive environment for a deaf, hard of hearing, or deaf-blind student to consider the language needs of the student and to consider placements and services available to the student, as specified. Additionally, policy updated to recognize that assistive devices and services may include artificial intelligence services, and to reflect NEW GUIDANCE from the U.S. Department of Education which provides information to support children with disabilities who need assistive technology devices and services for meaningful access and engagement in education, In addition, regulation updated to change the term "students with disabilities" to "students with exceptional needs".

Board Policy 6159.2 - Nonpublic, Nonsectarian School and Agency for Special Education

Policy updated to provide that for any foster youth served by a nonpublic school or agency (NPS/A), the NPS/A will serve as the school of origin of the foster youth and that the foster youth will be allowed to continue in the school. Additionally, policy updated to include that within 14 days of becoming aware of any change to the certification status of an NPS/A, the district is required to notify parents/guardians of district students who attend the NPS/A of the change in certification status and include in that notice, a copy of procedural safeguards. In addition, policy updated to change the term "students with disabilities" to "students with exceptional needs".

Administrative Regulation 6159.2 - Nonpublic, Nonsectarian School and Agency for Special Education

Regulation updated to reflect the requirement that an eligible student with exceptional needs who entered the ninth grade in the 2022-23 school year or later be exempted from all coursework and other requirements adopted by the Governing Board that are in addition to the statewide course requirements for high school graduation, and award such student a high school diploma, and to reflect NEW LAW (SB 153, 2024) which authorizes districts, until July 1, 2031, to extend such an exemption and award a high school diploma to an eligible student with exceptional needs who was enrolled in grade 10 or higher in the 2022-23 school year..

Board Bylaw 9150 - Student Board Members

Bylaw updated to reflect authorization for the Governing Board to provide student Board members with monthly financial compensation and NEW LAW (SB 1445, 2024) which authorizes student Board members to make restorative justice recommendations regarding expulsions if certain conditions are met. Additionally, bylaw restructured based on two legal bases to create student Board member positions and to clarify which aspects of bylaw are based on which basis.

Board Bylaw 9224 - Oath or Affirmation

Bylaw updated as part of CSBA's process to review policy materials that have not recently required updating based on changes to law, regulations, new guidance, or other directives, and has been amended for precision, consistency, and accuracy.

Board Bylaw 9260 - Legal Protection

Bylaw updated as part of CSBA's process to review policy materials that have not recently required updating based on changes to law, regulations, new guidance, or other directives, and has been amended for precision, consistency, and accuracy.

Wilmar Union Elementary School District Meeting of the Board of Education Minutes

March 13, 2025, at 4:30 PM

The Wilmar Union School District Board of Education meetings are open to the public, except for certain subjects that are addressed in closed session in accordance with the Ralph M. Brown Act. If anyone wishes to attend and requires special accommodations due to a handicapping condition, as outlined in the Americans with Disabilities Act, please contact the superintendent at least two working days prior to the meeting.

4:30 PM Regular Meeting Minutes

Call to order and Flag Salute: 4:30

Board Members present: Lyn Romstad, Andrea Christens, Andrea Balf, and Kendra Benson

1.0 Approval of the Agenda: (If anyone is present for a particular agenda item, the Board may wish to bring that item forward at this time.) Motion to approve agenda.

Motion: Lyn Romstad Second: Andrea Christensen Ayes: 4 Nays: 0

2.0 Public Comment: At this time members of the public may address the Board on any items, that are not on the agenda, but are of interest to the public and that are within the subject matter jurisdiction of the Board. Members may address the Board on particular items on the agenda as they come up during the meeting. In accordance with Board Bylaw 9323, visitors are allowed to address the Board for up to three (3) minutes per individual and up to 20 minutes per topic. The Board President may increase or decrease the time allowed for public comment. The Board values public comments, but by the Brown Act, the Board shall not act upon, respond to, or comment on the merits of any item presented during this period. The Board may ask clarifying questions of the presenter or refer the presenter to a District procedure, if appropriate.

County Board Trustee **Peter Coscas**, serving as a representative for Area 2, expressed his gratitude for the Wilmar Union School District members, recognizing their hard work and providing words of encouragement.

3.0 Reports/presentations:

3.1 Superintendent/Principal:

Superintendent/Principal **Steve Hospodar** provided updates on:

- A **significant increase in enrollment**, particularly in **Transitional Kindergarten**.

3.2 Business Manager: (p.1)

Chief Business Officer **Jolene Hale** presented the **Second Interim Report**, which provides a financial snapshot through January. Key points included:

- Overview of the **Governor's proposed budget**.
- **Enrollment outlook**, projected revenue, and expenditures.

A **positive financial outlook for 2025-26**.

3.3 Reports from Board Members:

Andrea Christensen shared information on establishing a **healthy and sustainable budget reserve**, noting that the average budget reserve is **17%**.

Andrea Balf shared insights from the **budget workshop** she attended at SCOE over the weekend. Andrea Balf also provided her understanding of the **Wilmar Union School District's budget**.

4.0 Information/Discussion

4.1 (p.106) Reserve Policy

CBO Hale outlined the **pitfalls and benefits of different budget reserve options**. The next step is to **create a Board Reserve Policy**, which will be carried over to the **next board meeting**.

(Note: At 6:00 PM, Board Member Kendra Benson left due to a previously scheduled engagement.)

5.0 Approval of the Consent Agenda by Consolidated Motion:

5.1 (p.109) Approval of the Minutes of February 13, 2025.

5.2 (p.112) Approve Budget Updates Batch BR25-00050 through BR25-00057

Motion: Lyn Romstad Second: Andrea Christensen Ayes: 3 Noes: 0

6.0 Action Items

6.1 (p.113) **Approve the Board Payment Report**. Recommended Motion: That the Board approve the Board Payment Report for February 7, 2025 through March 6, 2025.

Motion: Lyn Romstad Second: Andrea Christensen Ayes: 3 Noes: 0

6.2 (p.1) **Approve the Second Interim Report for Fiscal Year 2024-25**.

Recommended Motion: That the Board approve the Second Interim Report for Fiscal Year 2024-2025.

Motion: Andrea Christensen Second: Lyn Romstad Ayes: 3 Noes: 0

6.3 **Approve April 17, 2025 for the April regular Board meeting**. Recommended Motion: That the Board approve April 17, 2025 for the April regular Board meeting.

Motion: Lyn Romstad Second: Andrea Christensen Ayes: 3 Noes: 0

7.0 Move to Close Session

Motion: Lyn Romstad Second: Andrea Christensen Ayes: 3 Noes: 0

7.1 **The purpose of the close session is to revisit the annual evaluation process for the Superintendent**. The Superintendent's evaluation was conducted.

8.0 Adjourn Close Session:

9.0 **Report of Action Taken in Close Session.** The evaluation was reviewed and approved by the trustees.

10.0 **Next Board Meeting: Thursday, April 17, 2025, 4:30 p.m.**

Topics for that meeting:

- Staffing updates
- YouthTruth
- Declaration of Need
- Budget Updates
- 2025-26 Academic Calendar
- Williams Quarterly
- Dyslexia Screener

11.0 **Adjournment: 6:15** (Followed by signing of papers of routine nature.)

Approved by _____
Andrea Christensen, Clerk

Wilmar Union Elementary School District
 Wilson Elementary School
 3775 Bodega Ave.
 Petaluma, CA 94952

To: Wilmar Board of Trustees
 From: Jolene Hale
 Date: April 17, 2025

Budget Update Batches #BR25-00058 through #BR25-00061 & BT25-00004

The following budget updates are recommended for your approval at the regular board meeting.

| Reference # | Description | Change in Fund Balance |
|-------------|--|------------------------|
| BR25-00058 | Update restricted programs to projected actuals. Net increase to costs. | \$499.00 |
| BR25-00059 | Update unrestricted expenditures to projected actuals. Net increase to expenditures. | (\$3,018.00) |
| BR25-00060 | Update special education funding and costs to current projections. Increase costs. | (\$2,565.00) |
| BR25-00061 | Update Mental health dollars to current projections. Increase revenue, increase costs. | -0- |
| BT25-00004 | Update admin accounts. Increase and decrease costs. | -0- |
| | | |
| | | |
| | | |
| | Change in General Fund 01 Balance Due to Above updates. | (\$5,084.00) |

Approved and certified by the Wilmar Union School District Board on April 17, 2025

President of the Board: _____ Date: _____
 Andrea Christensen, Board Clerk

Quarterly Report – Williams Uniform Complaints [Education Code § 35186]

District: Wilmar Union School District

Name & Title of Preparer: Steve Hospodar/Superintendent

Quarter Reported: (check one) 1st Quarter: July 2024 through September 2024 – Due October 2024
 2nd Quarter: October 2024 through December 2024 – Due January 2025
 3rd Quarter: January 2025 through March 2025 – Due April 2025
 4th Quarter: April 2025 through June 2025 – Due July 2025

Date for information to be reported publicly at governing board meeting: 4/17/2025

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. **Copies of the complaint and the district’s written response will be submitted along with this report.**

| General Subject Area | Number of Complaints Received | Number of Complaints Resolved | Number of Complaints Unresolved |
|---------------------------------------|-------------------------------|-------------------------------|---------------------------------|
| Instructional Materials and Textbooks | 0 | 0 | 0 |
| Facility Conditions | 0 | 0 | 0 |
| Teacher Vacancy or Misassignment | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 |

Steve Hospodar/Superintendent
Name & Signature of Superintendent

Date: 4/17/2025

Sign and date the report **after** it is presented at your board meeting.
 Please submit the executed report to SCOE EES via email at williams@scoe.org

**MEMORANDUM OF UNDERSTANDING BETWEEN
WILMAR UNION SCHOOL DISTRICT AND
WILMAR'S TEACHER ASSOCIATION**

Reduced Workload Program (Willie Brown Act)

This Memorandum of Understanding ("MOU") is entered into by the **WILMAR UNION SCHOOL DISTRICT** ("District") and the **WILMAR'S TEACHER ASSOCIATION** ("Association"). The District and Association are collectively referred to as "the Parties." The Association enters into this MOU on behalf of the certificated bargaining unit employees represented by the Association as Exclusive Representative.

This MOU is in regards to the implementation of the Reduced Workload Program (Willie Brown Act). Upon execution of this MOU, the duty to meet and negotiate regarding the matters set forth in this MOU has been satisfied and will be added to the collective bargaining agreement as a new Appendix.

TERMS

The member may reduce his/her workload give the following conditions:

- The qualification informational sheet for eligibility for part-time employment with full retirement credit as outlined in Education Code section 44922 (Appendix G).
- Upon request and mutual agreement between the unit member and the District, the unit member may reduce his/her workload given the following conditions:
 - Any unit member interested in participating in the program shall notify the District in writing no later than March 15 of that school year, exception is made for 2024-25 due to later board approval.
 - The unit member must have reached the age of fifty-five (55) prior to reduction in workload program.
 - The unit member must have been employed full-time in a position requiring certification for at least ten (10) years, of which the immediately preceding five (5) years were full-time employment. A leave of absence is not a break in service as that term is defined by the State Teachers' Retirement System (STRS).
 - The STRS Reduced workload Option must be reviewed and approved by the Board of Trustees annually.
 - The STRS Reduced Workload must meet the educational needs of the District.
 - The STRS Reduced Workload must be fiscally sound.

- o The option of part-time employment can be revoked with the mutual consent of the District and the unit member, provided work performance is satisfactory to the District.
- o The unit member shall be paid a compensation that is the pro rata share of the compensation the unit member would have been paid had the unit member not reduced his or her workload. The unit member shall make contributions to the State Teachers' Retirement System in the amount that the unit member would have contributed had the unit member performed creditable service on a full-time basis. The District shall contribute to the State Teachers' Retirement System at a rate specified by the Board, an amount based upon the compensation that would have been paid to the unit member had the unit member performed creditable service on a full-time basis. The unit member shall receive health benefits in the same manner as a full-time employee.
- o The minimum part-time employment shall be equivalent of one-half of the number of days of service requirement by the unit member's contract of employment during the final year of service in a full-time position. The period of reduced workload shall not exceed ten (10) years.

A representative of the Association will be given up to 30 minutes to meet with new hires at the District Office. The District will provide a 10-day notice of any alternate or unscheduled orientation sessions.

The orientation session will be held on District property during the workday of the new hire(s) who will be on paid time. The Association President(s) may also attend the orientation session.

District administrators, supervisors, and human resource personnel will not be present during the Association's allocated time.

If the orientation process does not include a designated meeting (e.g., electronic or other form of on-boarding process), the District and Association will discuss and agree on the structure, time, and manner of access to the new-hire.

WTA Membership material will be provided to the District. The District will provide the WTA Membership material to the new-hire.

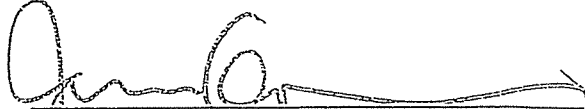
Tentative Agreement

the matters set forth above are fully settled pertaining to this item. This MOU shall be binding upon their heirs, successors, devisees, administrators, employees, executors, and assigns of the parties hereto. This MOU will be effective upon acceptance by Association and subsequent approval by the Board of Trustees.

Wilmar Union School District

Wilmar's Teacher Association

District Superintendent



Association President

Date

3/29/24

Date

APPENDIX G - Reduced Workload Program

WILMAR UNION SCHOOL DISTRICT

GUIDELINES FOR ELIGIBILITY DETERMINATION FOR REDUCED WORKLOAD PROGRAM

(TRANSITIONAL KINDERGARTEN THROUGH GRADE 6)

As per the Memorandum of Understanding regarding the Reduced Workload Program, you are hereby informed of the following Workload Program provided under Education Code sections 44922 and 22713.

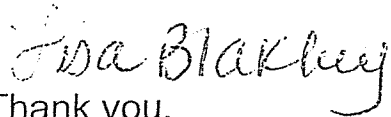
1. Will the member have reached the age of 55 prior to participation in the Reduced Workload Program? _____
2. Has the member been employed in a full-time certificated position for at least 10 years? _____
3. Has the member been continuously employed in a full-time certificated position for the 5 consecutive school years immediately preceding entering the program? _____
4. Is the total amount of time in which the member reduces his/her workload not more than 10 school years? _____

If any of the above answers are no, the member cannot participate in the Reduced Workload Program.

3/7/25

To: Wilmar Union School District

I would like to participate in the Willie Brown Act for the 2025-2026 school year. I understand that I will be eligible to take advantage of this, as I will be turning 55 on June 16th 2025. I would have a 60% position (3 days per week) for the upcoming school year.



Thank you,
Lisa Blakley

Checks Dated 03/07/2025 through 04/03/2025

Board Meeting Date 04/17/2025

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|-------------------------------|-------------|--|-----------------|--------------|
| 2084490 | 03/12/2025 | Amazon Capital Services | 01-4310 | art supplies art teacher | 118.82 | |
| | | | | batteries for science | 13.58 | |
| | | | | bluetooth speaker music program | 174.39 | |
| | | | | color paper workshop | 117.59 | |
| | | | | curtain rods rm 12 | 27.24 | |
| | | | | dry erase cleaner/reading strips rm10 | 41.23 | |
| | | | | flashlights TK/K | 21.78 | |
| | | | | striping paint for field PE | 50.31 | |
| | | | | thermometer covers nurse | 12.94 | |
| | | | | plunger for TK sink | 8.61 | |
| | | | | staple cartridges workshop copiers | 104.63 | 691.12 |
| 2084491 | 03/12/2025 | Brandon Barbieri | 01-4350 | | | |
| 2084492 | 03/12/2025 | City of Petaluma | 01-5200 | mileage reimbursement 1/24-2/28/25 | | 173.88 |
| 2084493 | 03/12/2025 | Hightower Fence & Remodeling | 01-5500 | water service 2/6-3/6/25 | | 170.69 |
| 2084494 | 03/12/2025 | Kyocera Document Solutions | 01-6400 | advance on fencing materials | | 3,774.00 |
| 2084495 | 03/12/2025 | Language Line Services Inc. | 01-5600 | lease on copiers 3/15-4/14/25 | | 412.50 |
| 2084496 | 03/12/2025 | Pacific Gas & Electric | 01-4350 | translation services February 2025 | | 33.95 |
| 2084497 | 03/12/2025 | Petaluma Arts Center | 01-5500 | electric service 1/17-2/17/25 | | 697.23 |
| 2084498 | 03/12/2025 | Presence Learning Inc. | 01-5805 | 3rd grade to PAC 3/28/25 | | 50.00 |
| | | | 01-5800 | speech/OT/psyc February | 8,856.20 | |
| 2084499 | 03/12/2025 | Robello Plumbing | 01-5830 | speech/OT/psyc February | 4,360.00 | 13,216.20 |
| | | | 01-5630 | repair girls and boys leaking toilet primary | 416.83 | |
| | | | | staff bathroom repairs | 539.08 | 955.91 |
| 2084500 | 03/12/2025 | Sonoma County Wildlife Rescue | 01-5630 | labor/supplies to seal off skunk entry point | | 912.50 |
| 2084501 | 03/12/2025 | Sonoma County Wildlife Rescue | 01-4380 | soil for track/longjump | | 194.57 |
| 2084502 | 03/12/2025 | Toshiba Financial Services | 01-5600 | lease on color printer 2/20-3/20/25 | | 121.61 |
| 2085939 | 03/19/2025 | AG Construction Landscaping | 01-5800 | landscaping service January | | 500.00 |
| 2085940 | 03/19/2025 | Amazon Capital Services | 01-4310 | crayons TK | 10.76 | |
| | | | | playground foursquare balls | 74.52 | |
| | | | | small bandaids nurse | 20.74 | |
| | | | | trash grabbers for custodian | 41.16 | 147.18 |
| 2085941 | 03/19/2025 | Anova Inc. | 01-4370 | student J Bradford February | | 5,622.66 |
| 2085942 | 03/19/2025 | Brady Industries | 01-5800 | liners/kleenex/wet mops | 144.31 | |
| | | | | towels/bowl cleaner | 158.76 | |
| | | | | urinal screen 1 box | 24.19 | |
| | | | | urinal screens 1 case | 290.03 | 617.29 |
| 2085943 | 03/19/2025 | CDW Government | 01-4350 | office 365 renewal yearly admin | | 236.79 |
| 2085944 | 03/19/2025 | Cotati-Rohnert Park Unified | 13-4710 | food services February | | 9,670.42 |

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

Checks Dated 03/07/2025 through 04/03/2025 Board Meeting Date 04/17/2025

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|--|-------------|--|-----------------|--------------|
| 2085945 | 03/19/2025 | Annalisa Cunningham | 01-4310 | stamps/ink for cardmaking counselor | | 10.00 |
| 2085946 | 03/19/2025 | Gopher Sport | 01-4310 | measuring tapes for PE | | 41.86 |
| 2085947 | 03/19/2025 | Integrity Therapeutic Svcs Inc | 01-5830 | counseling services February | | 6,517.87 |
| 2085948 | 03/19/2025 | Jensen's Ornamental Inc. | 01-5800 | gate repairs | | 380.00 |
| 2085949 | 03/19/2025 | QDP Business Solutions | 01-4310 | black toner rm4 | | 108.17 |
| 2085950 | 03/19/2025 | Schafer's ATA Martial Arts | 01-5800 | 5 scholarship students 1/17-3/7/25 | | 450.00 |
| 2085951 | 03/19/2025 | Sonoma County Office Of Ed Business Services | 01-5800 | teacher induction program 2024-25 | | 5,000.00 |
| 2085952 | 03/19/2025 | State Of California DOJ | 01-5805 | fingerprints goldrush chaperone | | |
| 2086992 | 03/26/2025 | AG Security Services Inc. | 01-5800 | alarm repairs | 120.00 | 32.00 |
| 2086993 | 03/26/2025 | Amazon Capital Services | 01-4310 | qtrly alarm/fire monitoring 4/1-6/30/25 | 366.00 | 486.00 |
| | | | | candle making/airplane kits spring enrichment Mena | 104.58 | |
| | | | | childcare enrichment spring | 300.76 | |
| | | | | classroom carpet rm6 catalyst reimb | 174.39 | |
| | | | | crayons/duct tape TK | 27.98 | |
| | | | | refund broken crayons TK | 5.38- | |
| | | | | spanish version reading book grade 5 | 8.79 | |
| | | | | supplies rm9 | 92.06 | 703.18 |
| | | | | bowl cleaner/liners/sanitizer | 331.28 | |
| | | | | hand soap/towels | 179.17 | |
| | | | | qtrly taxes ending 03/31/2025 | 32.40 | |
| | | | | staff incentive/mileage to SCOE | 35.00 | |
| | | | | staff incentive/mileage to SCOE | 180.00 | |
| | | | | extra musical play practice March | 1,800.00 | 1,980.00 |
| | | | | music enrichment March | | 666.99 |
| | | | | disability insurance march | 45.76 | |
| | | | | aprons for spring enrichment childcare | 39.22 | |
| | | | | spring break enrichment crafts | 214.44 | |
| | | | | spring break enrichment crafts/activities | 24.51 | |
| | | | | stress cubes RSP | 94.16 | |
| | | | | tetherballs/crafts RSP | 33.98 | |
| | | | | tissue paper art teacher | 16.32 | 468.39 |
| | | | | door stoppers for hallway doors | | 164.22 |
| | | | | mileage reimbursement March 2025 | | |
| | | | | speech prg/bellsmusic/backflow | 1,192.98 | |
| | | | | speech prg/bellsmusic/backflow | 40.00 | |
| | | | | speech prg/bellsmusic/backflow | 580.99 | |
| | | | | speech prg/bellsmusic/backflow | 36.30 | 1,850.27 |

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

Checks Dated 03/07/2025 through 04/03/2025

Board Meeting Date 04/17/2025

| Check Number | Check Date | Business Card | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|------------------------|------------|---|---------------------|-------------|--|-----------------|--------------|
| 2088289 | 04/02/2025 | See attached | | 01-4310 | wow lunch/postage/stamps | 77.42 | |
| 2088290 | 04/02/2025 | Shari Cohen DBA Music&Movement by Shari | | 01-4350 | wow lunch/postage/stamps | 138.98 | 216.40 |
| 2088291 | 04/02/2025 | ODP Business Solutions | | 01-5800 | after school enrichment March | | 180.00 |
| 2088292 | 04/02/2025 | Pacific Gas & Electric | | 01-4310 | construction paper/chart paper/folders rm8 | | 67.15 |
| 2088293 | 04/02/2025 | Power Business Technology | | 01-5500 | gas service 2/25-3/26/25 | | 490.68 |
| 2088294 | 04/02/2025 | Michael Seaton | | 01-5600 | shipping on toner carts color printer | | 25.95 |
| | | | | 01-5200 | mileage reimbursement March 2025 | | 869.82 |
| Total Number of Checks | | | | | | 43 | 59,751.44 |

Fund Summary

| Fund | Description | Check Count | Expensed Amount |
|---------------------------------|----------------|-------------|-----------------|
| 01 | General Fund | 42 | 50,081.02 |
| 13 | Cafeteria Fund | 1 | 9,670.42 |
| Total Number of Checks | | 43 | 59,751.44 |
| Less Unpaid Sales Tax Liability | | | .00 |
| Net (Check Amount) | | | 59,751.44 |

Andrea Christensen

Beth Molinari
Beth Molinari 4-3-25

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

Business Card Detail Board Meeting 04/17/2025

| Check # | Description | Amount | Account |
|---------|------------------------------------|-----------------|-----------------------------------|
| 2088288 | expression tool kit RSP | 284.37 | 01-6500-0-5760-1120-4310-000-0RSP |
| | handbell sets music teacher | 75.61 | 01-0000-0-1510-1000-4310-000-musc |
| | handbell sets music teacher | 833.00 | 01-6770-6-1510-1000-4310-000-musc |
| | | <u>1,192.98</u> | 01-4310 |
| | chat gpt for supt | 20.00 | 01-1100-0-0000-7150-4350-000-0000 |
| | chat gpt for bus mgr | 20.00 | 01-1100-0-0000-7150-4350-000-0000 |
| | | <u>40.00</u> | 01-4350 |
| | zoom for meetings | 15.99 | 01-6300-0-1110-1000-5800-000-0000 |
| | quickbooks childcare | 65.00 | 01-9625-0-8500-5000-5800-000-QUIK |
| | yearly backflow testing (required) | 500.00 | 01-8150-0-0000-8110-5800-000-MAIN |
| | | <u>580.99</u> | 01-5800 |
| | phone for back gate February | 36.30 | 01-0000-0-0000-8200-5911-000-OPER |
| | Total for warrant 2088288 | <u>1,850.27</u> | |
| 2088289 | wow lunch reimb by catalyst | 77.42 | 01-1100-0-1110-1000-4310-000-0000 |
| | stamps office | 73.00 | 01-1100-0-1110-2700-4350-000-0000 |
| | staff meeting snacks | 46.75 | 01-1100-0-1110-2700-4350-000-0000 |
| | bags for ice packs | 9.88 | 01-1100-0-1110-2700-4350-000-0000 |
| | postage | 9.35 | 01-1100-0-1110-2700-4350-000-0000 |
| | | <u>138.98</u> | 01-4350 |
| | Total for warrant 2088289 | <u>216.40</u> | |



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

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

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2025-26
 Revised Declaration of Need for year: _____

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

Name of District or Charter: Wilmar Union Elementary School District District CDS Code: 71019
 Name of County: Sonoma County CDS Code: 49

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

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

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 4 / 17 / 2025 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

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

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

Stephen Hospodar *shospodar* Superintendent
 Name Signature Title

707 765-4340 4-17-25
 Fax Number Telephone Number Date

3775 Bodega Avenue, Petaluma, CA 94952
 Mailing Address

shospodar@wilmarusd.org
 EMail Address

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

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

▶ *Enclose a copy of the public announcement*

Submitted by Superintendent, Director, or Designee:

| | | |
|---------------------------------|----------------------------------|-----------------------|
| _____ <i>Name</i> | _____ <i>Signature</i> | _____ <i>Title</i> |
| _____ <i>Fax Number</i> | _____ <i>Telephone Number</i> | _____ <i>Date</i> |
| _____ <i>Mailing Address</i> | | |
| _____ <i>E-Mail Address</i> | | |

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

| Type of Emergency Permit | Estimated Number Needed |
|--|-------------------------|
| CLAD/English Learner Authorization (applicant already holds teaching credential) | 3 |
| Bilingual Authorization (applicant already holds teaching credential) | 3 |
| List target language(s) for bilingual authorization: _____ | |
| Resource Specialist | 1 |
| Teacher Librarian Services | 1 |
| Emergency Transitional Kindergarten (ETK) | 2 |

LIMITED ASSIGNMENT PERMITS

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

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

| TYPE OF LIMITED ASSIGNMENT PERMIT | ESTIMATED NUMBER NEEDED |
|-----------------------------------|-------------------------|
| Multiple Subject | 3 |
| Single Subject | 1 |
| Special Education | 1 |
| TOTAL | 5 |

Authorizations for Single Subject Limited Assignment Permits

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

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

Yes No

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

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

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

Wilson School Instructional Continuity Plan (ICP)

Comprehensive School Safety Plan (CSSP) Addendum

Effective Date: July 1, 2025

Last Revised: [Insert Date]

1. Purpose

The **Wilson School Instructional Continuity Plan (ICP)** provides a structured approach to ensure all students have access to instruction during **emergencies, natural disasters, or other school closures**. This plan ensures compliance with **SB 153** and meets the requirements for the **Form J-13A waiver process** if instructional time is lost due to unforeseen circumstances.

2. Emergency Response Framework

Wilson School follows a **tiered response system** for instructional continuity based on the nature and length of the emergency.

Short-Term Disruptions (1-3 Days)

- Teachers will **upload assignments** to Google Classroom or Seesaw.
- **Asynchronous learning**: Pre-recorded lessons and assignments will be available online.
- **Hard-copy packets** will be distributed as needed for students without digital access.
- Teachers and support staff will maintain **email and Google Meet availability** for student questions.

Medium-Term Disruptions (4-10 Days)

- Transition to **blended learning**: combination of live (synchronous) virtual instruction and independent (asynchronous) work.
- **Daily virtual check-ins**: Teachers will hold daily Zoom or Google Meet sessions for direct instruction and Q&A.
- Special education and ELD services will be **provided virtually or through home packets** with individualized support.
- School-wide communication through ParentSquare, Remind, email, and phone calls to ensure families are informed.

Long-Term Disruptions (10+ Days)

- Full transition to **distance learning**, with structured schedules for virtual instruction.
 - **Attendance and engagement tracking** through online participation logs, assignment completion, and direct teacher check-ins.
 - **Meal distribution plans** activated in partnership with the district's food services.
 - Counseling and social-emotional support available via telehealth services and SEL check-ins.
 - **Ongoing teacher PD** to ensure high-quality virtual instruction and student engagement strategies.
-

3. Instructional Delivery Models

Wilson School's ICP includes a **flexible instructional model** that adapts to different emergency scenarios:

A. In-Person with Modifications (for partial closures)

- Smaller in-person groups if space allows, following safety protocols.
- Hybrid model where some students attend in person while others participate remotely.

B. Synchronous Virtual Learning (Live Online Instruction)

- Daily live instruction on Zoom or Google Meet (minimum of 2 hours for TK-2, 3+ hours for grades 3-6).
- Teachers follow a modified schedule similar to a traditional school day.

C. Asynchronous Learning (Independent Work)

- Pre-recorded lessons available for students unable to attend live instruction.
- Weekly learning objectives and assignments posted in Google Classroom.
- Office hours for additional support.

D. Packet-Based Learning (for students with limited connectivity)

- Weekly learning packets available for pickup or mailed home.
 - Teachers provide **phone-based support and check-ins** to ensure progress.
-

4. Equity and Accessibility Considerations

Wilson School prioritizes **equitable access to learning resources**:

- **Technology & Internet Access:**
 - Chromebooks/hotspots provided to families in need.
 - Training for families on using Google Classroom, Zoom, and online resources.
 - **Special Education & ELD Services:**
 - Individualized support plans for IEP/504 students.
 - Virtual or in-person speech, OT, and ELD interventions as feasible.
 - **Translation & Family Support:**
 - Parent communication in **English & Spanish** via ParentSquare and Language Line.
 - Virtual office hours and home visits for families requiring additional support.
-

5. Communication Plan

Wilson School will use **multiple communication channels** to keep families, staff, and students informed:

- **ParentSquare & Remind:** Emergency updates, schedules, and learning resources.
 - **School Website & Email:** Central hub for instructional continuity updates.
 - **Phone Tree System:** Personal outreach for families without internet access.
 - **Teacher Check-Ins:** Weekly check-ins via Google Meet, email, or phone.
-

6. Staff Roles & Responsibilities

| Role | Responsibilities During Closure |
|-------------------------|--|
| Principal | Oversee ICP implementation, communicate with families and staff, coordinate technology distribution. |
| Teachers | Deliver online instruction, provide asynchronous materials, conduct check-ins with students. |
| Special Ed Staff | Ensure IEP/504 services continue, support students with disabilities. |
| ELD Coordinator | Support English Learners with differentiated materials and virtual instruction. |

| | |
|----------------------------------|---|
| IT Support | Troubleshoot technology issues for students, staff, and families. |
| Counselors & SEL Team | Provide emotional support via telehealth and check-ins. |
| Office Staff | Maintain parent communication and support operations. |

7. Recovery & Transition Back to In-Person Learning

- **Re-engagement plans:** Check attendance and follow up with students who disengaged.
 - **Student support services:** Offer additional tutoring, SEL sessions, and small-group interventions.
 - **Parent feedback surveys:** Gather insights to refine future continuity plans.
 - **Professional development:** Train teachers on best practices for hybrid and emergency instruction.
-

8. Review & Updates

Wilson School’s ICP will be reviewed annually in collaboration with the School Safety Committee and adjusted based on feedback from staff, families, and students.

Approval & Signatures

Principal:
[Steve Hospodar]
 Date: *[Insert Date]*

School Board Approval Date: *[Insert Date]*

This Instructional Continuity Plan (ICP) ensures that Wilson School is prepared to maintain high-quality instruction, equity, and student support during any emergency or school closure.