

Joint Powers Governing Board, Regular Board Meeting

06/11/2025 05:30 PM

1040 Florence Road
Livermore, CA 94550

AGENDA



The Mission of Tri-Valley ROP is to:

- Educate and train a broad spectrum of students by providing a bridge of opportunity connecting school to continuing education and career.
- Support and guide the development of life and career skills valued by business, industry, colleges, and society.
- Provide an environment of continuous program improvement, responsive to the changing needs of students, employers, and industry.
- Educate all students to acquire the skills, attitudes and values needed to find and retain jobs, to be socially responsible, and to make positive contributions to their families and the community.

JOINT POWERS GOVERNING BOARD

Kristin Speck, Chairperson

(925) 351-2031

speckkristin@@dublinusd.org

Member District:

Dublin Unified School District

Emily Prusso, Vice Chairperson

(925) 606-3281

eprussotrustee@lvjUSD.org

Member District:

Livermore Valley Joint Unified School District

Laurie Walker, Trustee

(925) 963-6371

laurie_walker@pleasantonusd.net

Member District:

Pleasanton Unified School District

Julie Duncan, Superintendent

(925) 455-4800 x 106

jduncan@tvrop.org


Secretary to the Governing Board

JOINT POWERS GOVERNING BOARD MEETING PROCEDURES

Members of the public are encouraged to attend meetings of the Board. Individuals may address the Board regarding items on the agenda during the agenda item or, for Closed Session items, prior to Board adjournment into Closed Session. To address the Board regarding an item that is on the agenda, please complete a **blue speaker card** and submit it to the Administrative Assistant **prior** to Call to Order of the meeting or prior to the agenda item you wish to address. This allows the Board Chairperson to divide the available time among speakers.

Speakers may address the Board under agenda item **PUBLIC COMMENT**, regarding items of public interest within the Board's jurisdiction but are *not* on the agenda. Speakers should complete a **yellow speaker card** and submit it to the Administrative Assistant **prior** to Call to Order. By law, the Board may listen to comments, but may not enter into discussion nor take action on any item not on the agenda. Time is limited to 3 minutes per speaker and 20 minutes per subject matter.

1. CALL TO ORDER / ROLL CALL - 5:30 p.m.	5
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1. CALL TO ORDER / ROLL CALL - 5:30 p.m.

2. PUBLIC COMMENT on posted closed session items only

3. ADJOURN TO CLOSED SESSION

3. A. Public Employee Performance Evaluation (Government Code, §54957)

Summary

Title: Superintendent

4. RECONVENE IN OPEN SESSION - 6:00 p.m.

4. A. Pledge of Allegiance

4. B. Approval of the Agenda

Summary

Prior to approving the agenda, a Board member may request that an agenda item be pulled or moved on the agenda.

4. C. Announcement of Any Reportable Action Taken in Closed Session

5. PUBLIC COMMENT

Summary

At this time, members of the public may address the Board regarding matters *not* on the agenda but within the Board's jurisdiction. (For items that *are* on the agenda, the opportunity for public comment will be presented during each agenda item.) Speakers should submit a speaker card to the Administrative Assistant prior to Call to Order: a *yellow card* for items not on the agenda and a *blue card* to speak during an agenda item. Time is limited to 3 minutes per speaker and 20 minutes per topic.

6. CONSENT CALENDAR - MOTIONS

Summary

The Consent Calendar is for items that require the approval of the Board, but are routine in nature. The Board acts upon these items in one vote. Any member of the Board, administration, or public may request that an item be pulled from the Consent Calendar and discussed and/or acted upon separately under Deferred Consent Items.

6. A. Approval of the Minutes from the Regular Board Meeting of May 7, 2025

Summary

The Board will consider approval of the minutes from the May 7, 2025, Board Meeting.

Supporting Documents



JPGB_TVROP_Minutes_05-07-2025



Tri-Valley Regional Occupational Program

1040 Florence Road, Livermore, CA 94550

Ph. (925) 455-4800 - Fax (925) 449-9126

JOINT POWERS GOVERNING BOARD

Regular Board Meeting of May 7, 2025

5:30 p.m. Closed Session

6:00 p.m. Open Session

1. CALL TO ORDER / ROLL CALL – 5:30 p.m.

Chairperson Speck called the meeting to order at 5:33 p.m.

Roll Call

Trustee Walker – Aye

Trustee Speck – Aye

Trustee Prusso - Aye

2. PUBLIC COMMENT on posted closed session items only - *None*

3. ADJOURN TO CLOSED SESSION

A. Discipline/Dismissal/Release (*Government Code, §45195*)

B. Public Employee Performance Evaluation (*Government Code, §54957*)

Title: Superintendent

4. RECONVENE IN OPEN SESSION – 6:00 p.m.

Chairperson Speck reconvened into open session at 6:14 p.m.

A. Pledge of Allegiance

B. Approval of the Agenda

The agenda was approved as written.

Moved
Walker

Seconded
Prusso

Ayes
3

Noes
0

Abstain
0

Absent
0

C. Announcement of Any Reportable Action Taken in Closed Session – No action taken during closed session.

5. RECOGNITIONS

Suzanne Smith, Zoe Zannis, and Meredith Dorado recognized the following WIOA mentors for their contributions: Dean Salinas, DeSilva Gates and Tamara Edwards, LAVTA.

6. PUBLIC COMMENT – *None*

7. CONSENT CALENDAR – MOTIONS

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Prusso	Walker	3	0	0	0

A. Approval of the Minutes from the Regular Board Meeting of March 12, 2025

The Board approved the minutes from the March 12, 2025, Board Meeting.

B. Approval of the Bill and Salary Report – March 1 – April 30, 2025

The Board approved the Bill and Salary Reports, which show the District's operating and salary expenditures for the period noted.

C. Approval of the Purchase Order Summary – March 1 – April 30, 2025

The Board approved the Purchase Order Summary which show the encumbrances of District funds for the period noted.

D. Approval of Donations

The Board approved donations received through April 30, 2025.

E. Approval of the Construction Technology 1 Course Outline

The Board approved the Construction Technology 1 Course Outline.

F. Approval of the 2024-2025 Salary Schedules

The Board approved the two corrections to the 2024-2025 Salary Schedules previously approved on March 12, 2025.

8. DEFERRED CONSENT ITEM/S - *None*

9. INFORMATION / ACTION ITEMS

A. 2025 – 2026 Draft Master Schedule – Information

Superintendent Duncan presented an update on the Master Schedule for the 2025 - 2026 school year.

B. 2025 – 2026 Board Meeting Calendar – Action

The Board approved the preliminary 2025 - 2026 Board Meeting Calendar.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Walker	Prusso	3	0	0	0

C. First and Final Reading of the Revised, BP 3100: Budget – Information/Action

The Board approved the revised BP 3100: Budget.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Prusso	Walker	3	0	0	0

10. CORRESPONDENCE

- Letter from Alysse Castro, Superintendent, Alameda County Office of Education, 2024-25 Second Interim Budget report.

11. SUPERINTENDENT'S REPORT

Julie Duncan, Superintendent, reported on recent meetings, activities, or legislation.

Customer Service

- Julie and Suzanne have been working with Dawn Wilkie from Kaiser to secure Medical Occupations placements for the 2025-2026 school year. We were reintroduced to them through our contacts and relationship with Katie Marcel from ITV
- Continue to work with Bay Area LEEDS, April Treece to facilitate the marketing, registration and promotion of Summer Camps and Teacher Externships. This year as part of the Externships, teachers are being offered placement in the LLNL Teacher Research Academies. We already have 20+ signups for Externships which is a 150% increase

Programs

- Named Shelley Matek, Developmental Psychology of Children instructor our 2025-2026 Teacher of the Year
- DECA Chapters competed in the ICDC Event in Orlando with over 26,000 national and international competitors. All chapters had a great showing
- Rolled out Summer Camp registration for Robotics, Drones and Girls Who Construct all to be held at Las Positas College. Registration has increased by over 100% and we have very robust waitlists
- Free Summer CNA Academy for 15 students will be offered July 7 – August 8, in partnership with ITV, Bay Area K16 Collaborative, Tri-Valley Career Center and the Bay Area CNA School. We have begun the personalized recruitment efforts at all Alternative Education sites

Fiscal Management

- Worked with Districts to support AB 401 and oppose AB 917
- Attended Legislative Action Day in Sacramento and met with staffers for Senator Nunes and Assemblywoman Bauer-Kahan staff on CTE/ROP funding issues and legislative objectives
- Suzanne applied to CSBA to be presenters of Model Programs at the fall conference in Sacramento. The title of the presentation is Middle College: Transforming Lives, Expanding Opportunities & Building Community
- Julie met as the only K12 educator in partnership with School Services and Capitol Advisors with Assembly Education Secretary and CDE to successfully get LEA language on Dual Enrollment to include JPA ROPs and ROCs

Relationships

- Julie worked with Doug on the 2024-2025 Budget including clean-up of individual program accounts in order to develop our 2025-2025 budget
- Suzanne was named President elect for CAROCP, Athena will be the Amador Valley ACSA Region 6 CTE Member at Large, and Julie will serve as ACSA CTE Council State President
- Suzanne and Julie participated in LVJUSD's Strategic Planning days
- We are excited to launch our first CCAP course. Suzanne and Teressa Williams, K12 Pathway Coordinator have worked with LPC to offer a Summer CCAP Course. We had tremendous interest, which exceeded our expectations

12. BOARD MEMBER REPORTS – *None*

13. ANNOUNCEMENTS

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, June 11, 2025 at 5:30 p.m.

14. ADJOURNMENT – 6:55 p.m.

Submitted,

*Approved and entered into the proceedings
of the Board this 11th day of June, 2025*

Julie Duncan
Secretary to the Board

Kristin Speck
Chairperson

KS/JD/rv

6. B. Approval of the Bill and Salary Report –May 1 - May 31, 2025

Summary

The Board will consider approval of the Bill and Salary Reports, which shows the District's operating and salary expenditures for the period noted.

Supporting Documents



Bill and Salary_May 1 - May 31, 2025

Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Revenue	Net Change to Balance
110-8660-6391-	- - -0-		Interest,Adult Ed Block,					
		BR25-00048	Est Actuals Revision,BR25-03,Fur	05/16/25		5,830.00		5,830.00
990-8290-5610-	- - -0-0000		Other Fed Rev,WIOA,Unrest					
		AR25-00089	WIOA GRANT REIMBURSEMEN	05/21/25			26,647.50	26,647.50-
990-8587-6387-3800-9200-000-90-0-0000			Pass Thru Rev,CTEIG,Unres					
		CT25-00986	APP-15446B-25 22-23 CTEIG (R	05/05/25			336,470.00	336,470.00-
990-8689-0000-6000-3110-201-90-0-2200			Other Fees & Co,Unrestric					
INV25-00033		AR25-00090	2024-2025 Granada HS PSAT Te	05/21/25			750.01	750.01-
990-8689-0000-6000-3110-202-90-0-2200			Other Fees & Co,Unrestric					
INV25-00034		AR25-00091	2024-2025 Livermore HS PSAT T	05/21/25			750.01	750.01-
990-8699-9010-6000-1000-501-90-0-9930			Other Local Rev,Other Res					
		AR25-00088	LAS POSITAS MC STOLES/SHIR	05/07/25			435.00	435.00-
Total for Revenue Accounts					.00	5,830.00	365,052.52	359,222.52-

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
110-1110-6391-4630-1000-000-90-0-0000			Tchr Sal 11 Pay,Unrest.,A						
		BR25-00050	Est Actuals Revision	05/16/25		34,679.00-			34,679.00-
110-1128-6391-4630-1000-000-90-0-0000			Tchr Hourly,Unrest.,Adult						
		BR25-00048	Est Actuals Revision,BR25-03,Fun	05/16/25		807.00-			807.00-
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				22.08	829.08-
		Account Total		05/31/25	.00	807.00-	.00	22.08	
110-3101-6391-4630-1000-000-90-0-0000			STRS Cert,Unrest.,Adult V						
		BR25-00048	Est Actuals Revision,BR25-03,Fun	05/16/25		6,778.00-			6,778.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				4.21	6,782.21-
		Account Total		05/31/25	.00	6,778.00-	.00	4.21	
110-3321-6391-4630-1000-000-90-0-0000			Medicare Cert,Unrest.,Adu						
		BR25-00048	Est Actuals Revision,BR25-03,Fun	05/16/25		515.00-			515.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.40	515.40-
		Account Total		05/31/25	.00	515.00-	.00	.40	
110-3501-6391-4630-1000-000-90-0-0000			SUI Cert,Unrest.,Adult Vo						
		BR25-00048	Est Actuals Revision,BR25-03,Fun	05/16/25		17.00-			17.00-
110-3601-6391-4630-1000-000-90-0-0000			Wk Comp Cert,Unrest.,Adul						
		BR25-00048	Est Actuals Revision,BR25-03,Fun	05/16/25		671.00-			671.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.60	671.60-
		Account Total		05/31/25	.00	671.00-	.00	.60	
110-4300-6391-4630-1000-000-90-0-0000			Mat & Supp,Unrest.,Adult						
		BR25-00048	Est Actuals Revision,BR25-03,Fun	05/16/25		28,503.00-			28,503.00-

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

ERP for California

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Activity for Dates 05/01/2025 to 05/31/2025									Fiscal Year 2024/25
Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
110-5825-6371-4630-1000-000-90-0-0000 Consultants,Unrest.,Adult									
		BR25-00048	Est Actuals Revision,BR25-03,Fun	05/16/25		195,469.00-			195,469.00-
T25-00018	Mckinney, Mildred	EN25-00565	CalWorks Metrix Instructor 24-25	05/20/25			1,938.30-		193,530.70-
T25-00018	Mckinney, Mildred	EX25-00669	CalWorks Metrix Instructor 24-25	05/20/25				1,938.30	195,469.00-
		Account Total		05/31/25	.00	195,469.00-	1,938.30-	1,938.30	
110-5825-6391-4630-1000-000-90-0-0000 Consultants,Unrest.,Adult									
T25-00055	Castaneda, Adrian Marti	EN25-00553	Adult Ed Student Services Advisor	05/06/25			3,600.00-		3,600.00
T25-00055	Castaneda, Adrian Marti	EX25-00649	Adult Ed Student Services Advisor	05/06/25				3,600.00	
T25-00055	Castaneda, Adrian Marti	EN25-00575	Adult Ed Student Services Advisor	05/20/25			3,600.00-		3,600.00
T25-00055	Castaneda, Adrian Marti	EX25-00681	Adult Ed Student Services Advisor	05/20/25				3,600.00	
		Account Total		05/31/25	.00	.00	7,200.00-	7,200.00	
990-1110-0000-6000-1000-000-90-0-0000 Tchr Sal 11 Pay,Unrest.,R									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		36,518.00			36,518.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				40,235.28	3,717.28-
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				140,142.81	143,860.09-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			133,004.55		276,864.64-
		Account Total		05/31/25	.00	36,518.00	133,004.55	180,378.09	
990-1110-0000-6000-4000-501-90-0-9930 Tchr Sal 11 Pay,Middle Co									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		8,518.00			8,518.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				7,994.70	523.30
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				27,681.76	27,158.46-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			27,681.76		54,840.22-
		Account Total		05/31/25	.00	8,518.00	27,681.76	35,676.46	
990-1110-7339-6000-1000-501-90-0-7001 Tchr Sal 11 Pay,MCEC 24-2									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		9,936.00			9,936.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				902.61	9,033.39
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				3,443.05	5,590.34
		PR25-00037	Salary Encumbrance between 05/	05/30/25			3,443.05		2,147.29
		Account Total		05/31/25	.00	9,936.00	3,443.05	4,345.66	
990-1120-0000-6000-1000-000-90-0-0000 Tchr Stipend,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		556.00-			556.00-
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				2,222.24	2,778.24-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1,666.56		4,444.80-
		Account Total		05/31/25	.00	556.00-	1,666.56	2,222.24	
990-1128-0000-6000-1000-000-90-0-0000 Tchr Hourly,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		5,934.00			5,934.00

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-1128-0000-6000-1000-000-90-0-0000	Tchr Hourly,Unrest.,ROCP (continued)								
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				445.88	5,488.12
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				720.00	4,768.12
		Account Total	05/31/25		.00	5,934.00	.00	1,165.88	
990-1128-0000-6000-4000-501-90-0-9930	Tchr Hourly,Middle Colleg								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		511.00			511.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				107.24	403.76
		Account Total	05/31/25		.00	511.00	.00	107.24	
990-1312-0000-6000-2100-000-90-0-0000	Supv Admin Sal,Unrest.,RO								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		5,756.00			5,756.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				4,796.70	959.30
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				28,253.09	27,293.79-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			28,253.09		55,546.88-
		Account Total	05/31/25		.00	5,756.00	28,253.09	33,049.79	
990-1312-0000-6000-7100-000-90-0-0000	Supv Admin Sal,Unrest.,RO								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		2,736.00			2,736.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				2,280.00	456.00
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				19,553.28	19,097.28-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			19,553.28		38,650.56-
		Account Total	05/31/25		.00	2,736.00	19,553.28	21,833.28	
990-2210-0000-6000-3110-101-90-0-2200	Class Supp Sal,Career Cen								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,060.00			1,060.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				867.42	192.58
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				5,259.81	5,067.23-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			5,410.37		10,477.60-
		Account Total	05/31/25		.00	1,060.00	5,410.37	6,127.23	
990-2210-0000-6000-3110-201-90-0-2200	Class Supp Sal,Career Cen								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,083.00			1,083.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				885.78	197.22
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				5,967.04	5,769.82-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			5,967.04		11,736.86-
		Account Total	05/31/25		.00	1,083.00	5,967.04	6,852.82	
990-2210-0000-6000-3110-202-90-0-2200	Class Supp Sal,Career Cen								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,083.00			1,083.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				885.78	197.22
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				5,917.04	5,719.82-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			5,917.04		11,636.86-
		Account Total	05/31/25		.00	1,083.00	5,917.04	6,802.82	

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-2210-0000-6000-3110-301-90-0-2200 Class Supp Sal,Career Cen									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		784.00			784.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				688.50	95.50
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				2,855.75	2,760.25-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			2,855.75		5,616.00-
		Account Total		05/31/25	.00	784.00	2,855.75	3,544.25	
990-2210-0000-6000-3110-302-90-0-2200 Class Supp Sal,Career Cen									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		530.00			530.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				433.80	96.20
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				2,855.75	2,759.55-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			2,855.75		5,615.30-
		Account Total		05/31/25	.00	530.00	2,855.75	3,289.55	
990-2210-6388-6000-3110-000-90-0-1105 Class Supp Sal,SWG5,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		701.00			701.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				517.91	183.09
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				5,253.05	5,069.96-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			5,253.05		10,323.01-
		Account Total		05/31/25	.00	701.00	5,253.05	5,770.96	
990-2225-0000-6000-3110-101-90-0-2200 Class Suppt OT,Career Cen									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		2,389.00-			2,389.00-
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				1.12	2,390.12-
		Account Total		05/31/25	.00	2,389.00-	.00	1.12	
990-2225-0000-6000-3110-201-90-0-2200 Class Suppt OT,Career Cen									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,789.00-			1,789.00-
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				4.63	1,793.63-
		Account Total		05/31/25	.00	1,789.00-	.00	4.63	
990-2225-6388-6000-4000-000-90-0-1105 Class Suppt OT,SWG5,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00			1.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				5.25	4.25-
		Account Total		05/31/25	.00	1.00	.00	5.25	
990-2228-0000-6000-3110-102-90-0-2200 Class Suppt Hr,Career Cen									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,904.00-			1,904.00-
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				5.98	1,909.98-
		Account Total		05/31/25	.00	1,904.00-	.00	5.98	
990-2228-0000-6000-3110-201-90-0-2200 Class Suppt Hr,Career Cen									
		BR25-00050	Est Actuals Revision	05/16/25		250.00-			250.00-
990-2228-0000-6000-3110-202-90-0-2200 Class Suppt Hr,Career Cen									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,750.00-			1,750.00-

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-2228-0000-6000-3110-202-90-0-2200	Class Suppt Hr,Career Cen (continued)								
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				7.43	1,757.43-
			Account Total	05/31/25	.00	1,750.00-	.00	7.43	
990-2228-0000-6000-3110-301-90-0-2200	Class Suppt Hr,Career Cen								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		2,438.00-			2,438.00-
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				.62	2,438.62-
			Account Total	05/31/25	.00	2,438.00-	.00	.62	
990-2228-0000-6000-3110-302-90-0-2200	Class Suppt Hr,Career Cen								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,722.00-			1,722.00-
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				2.78	1,724.78-
			Account Total	05/31/25	.00	1,722.00-	.00	2.78	
990-2228-7339-6000-4000-501-90-0-7001	Class Suppt Hr,MCEC 24-25								
		BR25-00050	Est Actuals Revision	05/16/25		1,500.00-			1,500.00-
990-2310-0000-6000-2700-000-90-0-0000	Supv Admin Sal,Unrest.,RO								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,501.00			1,501.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				1,250.80	250.20
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				8,917.09	8,666.89-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			8,917.09		17,583.98-
			Account Total	05/31/25	.00	1,501.00	8,917.09	10,167.89	
990-2410-0000-6000-2700-000-90-0-0000	Clerical Sal,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		2,311.00			2,311.00
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				1,914.39	396.61
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				12,305.01	11,908.40-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			12,305.01		24,213.41-
			Account Total	05/31/25	.00	2,311.00	12,305.01	14,219.40	
990-2428-0000-6000-4000-501-90-0-9930	Clerical Hr,Middle Colleg								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		4,892.00-			4,892.00-
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				1.38	4,893.38-
		PR25-00035	05/30/25 Regular Payroll (Earning:	05/30/25				1,039.50	5,932.88-
			Account Total	05/31/25	.00	4,892.00-	.00	1,040.88	
990-2920-0000-6000-2700-000-90-0-0000	Othr Class Stip,Unrest.,R								
		PR25-00033	05/28/25 Manual Payroll (Earnings	05/28/25				7.43	7.43-
990-3101-0000-6000-1000-000-90-0-0000	STRS Cert,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		6,211.00			6,211.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				6,176.46	34.54
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				24,521.74	24,487.20-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			23,012.30		47,499.50-
			Account Total	05/31/25	.00	6,211.00	23,012.30	30,698.20	

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3101-0000-6000-2100-000-90-0-0000 STRS Cert,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		908.00			908.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				756.90	151.10
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				5,087.57	4,936.47-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			5,087.57		10,024.04-
		Account Total		05/31/25	.00	908.00	5,087.57	5,844.47	
990-3101-0000-6000-4000-501-90-0-9930 STRS Cert,Middle College,									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,438.00			1,438.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				1,313.14	124.86
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				5,000.71	4,875.85-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			5,000.71		9,876.56-
		Account Total		05/31/25	.00	1,438.00	5,000.71	6,313.85	
990-3101-0000-6000-7100-000-90-0-0000 STRS Cert,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		427.00			427.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				355.90	71.10
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				3,615.30	3,544.20-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			3,615.30		7,159.50-
		Account Total		05/31/25	.00	427.00	3,615.30	3,971.20	
990-3101-6388-6000-1000-000-90-0-1106 STRS Cert,SWG6,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00			1.00
990-3101-7339-6000-1000-501-90-0-7001 STRS Cert,MCEC 24-25,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,897.00			1,897.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				172.44	1,724.56
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				657.62	1,066.94
		PR25-00037	Salary Encumbrance between 05/	05/30/25			657.62		409.32
		Account Total		05/31/25	.00	1,897.00	657.62	830.06	
990-3201-0000-6000-1000-000-90-0-0000 PERS Cert,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		470.00			470.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				460.89	9.11
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				1,742.78	1,733.67-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1,742.78		3,476.45-
		Account Total		05/31/25	.00	470.00	1,742.78	2,203.67	
990-3202-0000-6000-2700-000-90-0-0000 PERS Class,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		627.00			627.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				523.24	103.76
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				5,362.45	5,258.69-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			5,362.45		10,621.14-
		Account Total		05/31/25	.00	627.00	5,362.45	5,885.69	

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Activity for Dates 05/01/2025 to 05/31/2025

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Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3202-0000-6000-3110-101-90-0-2200	PERS Class,Career Center,								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		181.00			181.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				124.02	56.98
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				1,287.53	1,230.55-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1,328.25		2,558.80-
		Account Total		05/31/25	.00	181.00	1,328.25	1,411.55	
990-3202-0000-6000-3110-102-90-0-2200	PERS Class,Career Center,								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		515.00-			515.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				1.11	516.11-
		Account Total		05/31/25	.00	515.00-	.00	1.11	
990-3202-0000-6000-3110-201-90-0-2200	PERS Class,Career Center,								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		394.00-			394.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				128.97	522.97-
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				1,478.83	2,001.80-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1,478.83		3,480.63-
		Account Total		05/31/25	.00	394.00-	1,478.83	1,607.80	
990-3202-0000-6000-3110-202-90-0-2200	PERS Class,Career Center,								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		316.00-			316.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				130.98	446.98-
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				1,465.30	1,912.28-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1,465.30		3,377.58-
		Account Total		05/31/25	.00	316.00-	1,465.30	1,596.28	
990-3202-0000-6000-3110-301-90-0-2200	PERS Class,Career Center,								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		547.00-			547.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				98.60	645.60-
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				704.86	1,350.46-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			704.86		2,055.32-
		Account Total		05/31/25	.00	547.00-	704.86	803.46	
990-3202-0000-6000-3110-302-90-0-2200	PERS Class,Career Center,								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		390.00-			390.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				62.76	452.76-
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				704.86	1,157.62-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			704.86		1,862.48-
		Account Total		05/31/25	.00	390.00-	704.86	767.62	
990-3202-0000-6000-4000-501-90-0-9930	PERS Class,Middle College								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,323.00-			1,323.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.38	1,323.38-
		Account Total		05/31/25	.00	1,323.00-	.00	.38	

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Activity for Dates 05/01/2025 to 05/31/2025

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Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3202-6388-6000-3110-000-90-0-1105 PERS Class,SWG5,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		96.00			96.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				70.79	25.21
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				1,285.70	1,260.49-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1,285.70		2,546.19-
		Account Total		05/31/25	.00	96.00	1,285.70	1,356.49	
990-3202-6388-6000-4000-000-90-0-1105 PERS Class,SWG5,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		142.00			142.00
990-3311-0000-6000-1000-000-90-0-0000 OASDI Cert,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		100.00			100.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				131.00	31.00-
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				421.20	452.20-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			421.20		873.40-
		Account Total		05/31/25	.00	100.00	421.20	552.20	
990-3312-0000-6000-2700-000-90-0-0000 OASDI Class,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		237.00			237.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				196.78	40.22
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				1,303.17	1,262.95-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1,303.17		2,566.12-
		Account Total		05/31/25	.00	237.00	1,303.17	1,499.95	
990-3312-0000-6000-3110-101-90-0-2200 OASDI Class,Career Center									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		72.00			72.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				53.86	18.14
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				321.62	303.48-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			330.95		634.43-
		Account Total		05/31/25	.00	72.00	330.95	375.48	
990-3312-0000-6000-3110-102-90-0-2200 OASDI Class,Career Center									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		118.00-			118.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.35	118.35-
		Account Total		05/31/25	.00	118.00-	.00	.35	
990-3312-0000-6000-3110-201-90-0-2200 OASDI Class,Career Center									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		59.00-			59.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				55.13	114.13-
		PR25-00035	05/30/25 Regular Payroll (Contribl	05/30/25				365.47	479.60-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			365.47		845.07-
		Account Total		05/31/25	.00	59.00-	365.47	420.60	
990-3312-0000-6000-3110-202-90-0-2200 OASDI Class,Career Center									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		41.00-			41.00-

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Activity for Dates 05/01/2025 to 05/31/2025

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Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3312-0000-6000-3110-202-90-0-2200	OASDI Class,Career Center (continued)								
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				55.45	96.45-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				362.37	458.82-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			362.37		821.19-
		Account Total		05/31/25	.00	41.00-	362.37	417.82	
990-3312-0000-6000-3110-301-90-0-2200	OASDI Class,Career Center								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		103.00-			103.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				42.73	145.73-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				164.64	310.37-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			164.65		475.02-
		Account Total		05/31/25	.00	103.00-	164.65	207.37	
990-3312-0000-6000-3110-302-90-0-2200	OASDI Class,Career Center								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		74.00-			74.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				27.07	101.07-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				173.54	274.61-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			173.54		448.15-
		Account Total		05/31/25	.00	74.00-	173.54	200.61	
990-3312-0000-6000-4000-501-90-0-9930	OASDI Class,Middle Colleg								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		303.00-			303.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.01	303.01-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				64.45	367.46-
		Account Total		05/31/25	.00	303.00-	.00	64.46	
990-3312-6388-6000-3110-000-90-0-1105	OASDI Class,SWG5,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		43.00			43.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				32.13	10.87
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				325.69	314.82-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			325.69		640.51-
		Account Total		05/31/25	.00	43.00	325.69	357.82	
990-3312-6388-6000-4000-000-90-0-1105	OASDI Class,SWG5,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00			1.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.32	.68
		Account Total		05/31/25	.00	1.00	.00	.32	
990-3312-7339-6000-4000-501-90-0-7001	OASDI Class,MCEC 24-25,RO								
		BR25-00050	Est Actuals Revision	05/16/25		93.00-			93.00-
990-3321-0000-6000-1000-000-90-0-0000	Medicare Cert,Unrest.,ROC								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		610.00			610.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				589.80	20.20
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				2,040.30	2,020.10-

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3321-0000-6000-1000-000-90-0-0000	Medicare Cert,Unrest.,ROC (continued)								
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1,919.36		3,939.46-
			Account Total	05/31/25	.00	610.00	1,919.36	2,630.10	
990-3321-0000-6000-2100-000-90-0-0000	Medicare Cert,Unrest.,ROC								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		83.00			83.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				69.55	13.45
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				401.92	388.47-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			401.92		790.39-
			Account Total	05/31/25	.00	83.00	401.92	471.47	
990-3321-0000-6000-4000-501-90-0-9930	Medicare Cert,Middle Coll								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		131.00			131.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				117.42	13.58
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				385.84	372.26-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			385.84		758.10-
			Account Total	05/31/25	.00	131.00	385.84	503.26	
990-3321-0000-6000-7100-000-90-0-0000	Medicare Cert,Unrest.,ROC								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		40.00			40.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				33.06	6.94
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				279.89	272.95-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			279.89		552.84-
			Account Total	05/31/25	.00	40.00	279.89	312.95	
990-3321-7339-6000-1000-501-90-0-7001	Medicare Cert,MCEC 24-25,								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		144.00			144.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				13.14	130.86
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				47.22	83.64
		PR25-00037	Salary Encumbrance between 05/	05/30/25			47.23		36.41
			Account Total	05/31/25	.00	144.00	47.23	60.36	
990-3322-0000-6000-2700-000-90-0-0000	Medicare Class,Unrest.,RO								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		56.00			56.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				45.94	10.06
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				304.77	294.71-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			304.77		599.48-
			Account Total	05/31/25	.00	56.00	304.77	350.71	
990-3322-0000-6000-3110-101-90-0-2200	Medicare Class,Career Cen								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		17.00			17.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				12.60	4.40
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				75.22	70.82-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			77.40		148.22-

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

ERP for California

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Account Total				05/31/25	.00	17.00	77.40	87.82	
990-3322-0000-6000-3110-102-90-0-2200 Medicare Class,Career Cen									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		28.00-			28.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				.09	28.09-
Account Total				05/31/25	.00	28.00-	.00	.09	
990-3322-0000-6000-3110-201-90-0-2200 Medicare Class,Career Cen									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		14.00-			14.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				12.88	26.88-
	PR25-00035		05/30/25 Regular Payroll (Contribu	05/30/25				85.47	112.35-
	PR25-00037		Salary Encumbrance between 05/	05/30/25			85.47		197.82-
Account Total				05/31/25	.00	14.00-	85.47	98.35	
990-3322-0000-6000-3110-202-90-0-2200 Medicare Class,Career Cen									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		9.00-			9.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				12.98	21.98-
	PR25-00035		05/30/25 Regular Payroll (Contribu	05/30/25				84.75	106.73-
	PR25-00037		Salary Encumbrance between 05/	05/30/25			84.75		191.48-
Account Total				05/31/25	.00	9.00-	84.75	97.73	
990-3322-0000-6000-3110-301-90-0-2200 Medicare Class,Career Cen									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		24.00-			24.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				9.99	33.99-
	PR25-00035		05/30/25 Regular Payroll (Contribu	05/30/25				38.51	72.50-
	PR25-00037		Salary Encumbrance between 05/	05/30/25			38.51		111.01-
Account Total				05/31/25	.00	24.00-	38.51	48.50	
990-3322-0000-6000-3110-302-90-0-2200 Medicare Class,Career Cen									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		17.00-			17.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				6.33	23.33-
	PR25-00035		05/30/25 Regular Payroll (Contribu	05/30/25				40.59	63.92-
	PR25-00037		Salary Encumbrance between 05/	05/30/25			40.59		104.51-
Account Total				05/31/25	.00	17.00-	40.59	46.92	
990-3322-0000-6000-4000-501-90-0-9930 Medicare Class,Middle Col									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		70.00-			70.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				.09	70.09-
	PR25-00035		05/30/25 Regular Payroll (Contribu	05/30/25				15.07	85.16-
Account Total				05/31/25	.00	70.00-	.00	15.16	
990-3322-6388-6000-3110-000-90-0-1105 Medicare Class,SWG5,ROCP									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		10.00			10.00
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				7.51	2.49
	PR25-00035		05/30/25 Regular Payroll (Contribu	05/30/25				76.17	73.68-

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3322-6388-6000-3110-000-90-0-1105	Medicare Class,SWG5,ROCP (continued)								
		PR25-00037	Salary Encumbrance between 05/	05/30/25			76.17		149.85-
			Account Total	05/31/25	.00	10.00	76.17	83.68	
990-3322-6388-6000-4000-000-90-0-1105	Medicare Class,SWG5,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00			1.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.07	.93
			Account Total	05/31/25	.00	1.00	.00	.07	
990-3322-7339-6000-4000-501-90-0-7001	Medicare Class,MCEC 24-25								
		BR25-00050	Est Actuals Revision	05/16/25		22.00-			22.00-
990-3401-0000-6000-7100-000-90-0-0000	H&W Cert,Unrest.,ROCP								
		PR25-00035	05/30/25 Regular Payroll (Contribu	05/30/25				156.22	156.22-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			156.22		312.44-
			Account Total	05/31/25	.00	.00	156.22	156.22	
990-3401-6388-6000-1000-000-90-0-1106	H&W Cert,SWG6,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		58.00-			58.00-
990-3401-7339-6000-1000-501-90-0-7001	H&W Cert,MCEC 24-25,ROCP								
		BR25-00050	Est Actuals Revision	05/16/25		1,396.00-			1,396.00-
990-3501-0000-6000-1000-000-90-0-0000	SUI Cert,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		21.00			21.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				20.36	.64
		PR25-00035	05/30/25 Regular Payroll (Contribu	05/30/25				71.31	70.67-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			67.10		137.77-
			Account Total	05/31/25	.00	21.00	67.10	91.67	
990-3501-0000-6000-2100-000-90-0-0000	SUI Cert,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		3.00			3.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				2.40	.60
		PR25-00035	05/30/25 Regular Payroll (Contribu	05/30/25				14.06	13.46-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			14.06		27.52-
			Account Total	05/31/25	.00	3.00	14.06	16.46	
990-3501-0000-6000-4000-501-90-0-9930	SUI Cert,Middle College,R								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		4.00			4.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				4.06	.06-
		PR25-00035	05/30/25 Regular Payroll (Contribu	05/30/25				13.72	13.78-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			13.72		27.50-
			Account Total	05/31/25	.00	4.00	13.72	17.78	
990-3501-0000-6000-7100-000-90-0-0000	SUI Cert,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00			1.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				1.14	.14-

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3501-0000-6000-7100-000-90-0-0000	SUI Cert,Unrest.,ROCP (continued)								
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				9.71	9.85-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			9.71		19.56-
		Account Total		05/31/25	.00	1.00	9.71	10.85	
990-3501-7339-6000-1000-501-90-0-7001	SUI Cert,MCEC 24-25,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		5.00			5.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.45	4.55
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				1.70	2.85
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1.70		1.15
		Account Total		05/31/25	.00	5.00	1.70	2.15	
990-3502-0000-6000-2700-000-90-0-0000	SUI Class,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		2.00			2.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				1.58	.42
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				10.61	10.19-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			10.61		20.80-
		Account Total		05/31/25	.00	2.00	10.61	12.19	
990-3502-0000-6000-3110-101-90-0-2200	SUI Class,Career Center,R								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00			1.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.44	.56
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				2.63	2.07-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			2.71		4.78-
		Account Total		05/31/25	.00	1.00	2.71	3.07	
990-3502-0000-6000-3110-102-90-0-2200	SUI Class,Career Center,R								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00-			1.00-
990-3502-0000-6000-3110-201-90-0-2200	SUI Class,Career Center,R								
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.45	.45-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				2.98	3.43-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			2.98		6.41-
		Account Total		05/31/25	.00	.00	2.98	3.43	
990-3502-0000-6000-3110-202-90-0-2200	SUI Class,Career Center,R								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00-			1.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.45	1.45-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				2.96	4.41-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			2.96		7.37-
		Account Total		05/31/25	.00	1.00-	2.96	3.41	
990-3502-0000-6000-3110-301-90-0-2200	SUI Class,Career Center,R								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00-			1.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.34	1.34-

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3502-0000-6000-3110-301-90-0-2200	SUI Class,Career Center,R (continued)								
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				1.43	2.77-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1.43		4.20-
		Account Total		05/31/25	.00	1.00-	1.43	1.77	
990-3502-0000-6000-3110-302-90-0-2200	SUI Class,Career Center,R								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00-			1.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.22	1.22-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				1.43	2.65-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			1.43		4.08-
		Account Total		05/31/25	.00	1.00-	1.43	1.65	
990-3502-0000-6000-4000-501-90-0-9930	SUI Class,Middle College,								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		2.00-			2.00-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				.52	2.52-
		Account Total		05/31/25	.00	2.00-	.00	.52	
990-3502-6388-6000-3110-000-90-0-1105	SUI Class,SWG5,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1.00			1.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.26	.74
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				2.63	1.89-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			2.63		4.52-
		Account Total		05/31/25	.00	1.00	2.63	2.89	
990-3502-7339-6000-4000-501-90-0-7001	SUI Class,MCEC 24-25,ROCP								
		BR25-00050	Est Actuals Revision	05/16/25		1.00-			1.00-
990-3601-0000-6000-1000-000-90-0-0000	Wk Comp Cert,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,044.00			1,044.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				1,012.92	31.08
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				3,562.85	3,531.77-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			3,353.34		6,885.11-
		Account Total		05/31/25	.00	1,044.00	3,353.34	4,575.77	
990-3601-0000-6000-2100-000-90-0-0000	Wk Comp Cert,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		144.00			144.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				119.44	24.56
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				701.01	676.45-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			701.01		1,377.46-
		Account Total		05/31/25	.00	144.00	701.01	820.45	
990-3601-0000-6000-4000-501-90-0-9930	Wk Comp Cert,Middle Colle								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		225.00			225.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				201.71	23.29
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				689.28	665.99-

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-3601-0000-6000-4000-501-90-0-9930	Wk Comp Cert,Middle Colle (continued)								
		PR25-00037	Salary Encumbrance between 05/	05/30/25			689.28		1,355.27-
			Account Total	05/31/25	.00	225.00	689.28	890.99	
990-3601-0000-6000-7100-000-90-0-0000	Wk Comp Cert,Unrest.,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		68.00			68.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				56.77	11.23
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				486.88	475.65-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			486.88		962.53-
			Account Total	05/31/25	.00	68.00	486.88	543.65	
990-3601-6388-6000-1000-000-90-0-1106	Wk Comp Cert,SWG6,ROCP								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		57.00			57.00
990-3601-7339-6000-1000-501-90-0-7001	Wk Comp Cert,MCEC 24-25,R								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		248.00			248.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				22.50	225.50
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				85.73	139.77
		PR25-00037	Salary Encumbrance between 05/	05/30/25			85.73		54.04
			Account Total	05/31/25	.00	248.00	85.73	108.23	
990-3602-0000-6000-2700-000-90-0-0000	Wk Comp Class,Unrest.,ROC								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		95.00			95.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				79.06	15.94
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				528.43	512.49-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			528.43		1,040.92-
			Account Total	05/31/25	.00	95.00	528.43	607.49	
990-3602-0000-6000-3110-101-90-0-2200	Wk Comp Class,Career Cent								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		30.00			30.00
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				21.63	8.37
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				130.97	122.60-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			134.72		257.32-
			Account Total	05/31/25	.00	30.00	134.72	152.60	
990-3602-0000-6000-3110-102-90-0-2200	Wk Comp Class,Career Cent								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		48.00-			48.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				.10	48.10-
			Account Total	05/31/25	.00	48.00-	.00	.10	
990-3602-0000-6000-3110-201-90-0-2200	Wk Comp Class,Career Cent								
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		24.00-			24.00-
		PR25-00033	05/28/25 Manual Payroll (Contribu	05/28/25				22.17	46.17-
		PR25-00035	05/30/25 Regular Payroll (Contrib	05/30/25				148.58	194.75-
		PR25-00037	Salary Encumbrance between 05/	05/30/25			148.58		343.33-

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Activity for Dates 05/01/2025 to 05/31/2025

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Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Account Total				05/31/25	.00	24.00-	148.58	170.75	
990-3602-0000-6000-3110-202-90-0-2200 Wk Comp Class,Career Cent									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		16.00-			16.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				22.24	38.24-
	PR25-00035		05/30/25 Regular Payroll (Contribl	05/30/25				147.33	185.57-
	PR25-00037		Salary Encumbrance between 05/	05/30/25			147.33		332.90-
Account Total				05/31/25	.00	16.00-	147.33	169.57	
990-3602-0000-6000-3110-301-90-0-2200 Wk Comp Class,Career Cent									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		41.00-			41.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				17.16	58.16-
	PR25-00035		05/30/25 Regular Payroll (Contribl	05/30/25				71.11	129.27-
	PR25-00037		Salary Encumbrance between 05/	05/30/25			71.11		200.38-
Account Total				05/31/25	.00	41.00-	71.11	88.27	
990-3602-0000-6000-3110-302-90-0-2200 Wk Comp Class,Career Cent									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		29.00-			29.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				10.87	39.87-
	PR25-00035		05/30/25 Regular Payroll (Contribl	05/30/25				71.11	110.98-
	PR25-00037		Salary Encumbrance between 05/	05/30/25			71.11		182.09-
Account Total				05/31/25	.00	29.00-	71.11	81.98	
990-3602-0000-6000-4000-501-90-0-9930 Wk Comp Class,Middle Coll									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		121.00-			121.00-
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				.03-	120.97-
	PR25-00035		05/30/25 Regular Payroll (Contribl	05/30/25				25.88	146.85-
Account Total				05/31/25	.00	121.00-	.00	25.85	
990-3602-6388-6000-3110-000-90-0-1105 Wk Comp Class,SWG5,ROCP									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		17.00			17.00
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				12.94	4.06
	PR25-00035		05/30/25 Regular Payroll (Contribl	05/30/25				130.80	126.74-
	PR25-00037		Salary Encumbrance between 05/	05/30/25			130.80		257.54-
Account Total				05/31/25	.00	17.00	130.80	143.74	
990-3602-6388-6000-4000-000-90-0-1105 Wk Comp Class,SWG5,ROCP									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		1.00			1.00
	PR25-00033		05/28/25 Manual Payroll (Contribu	05/28/25				.13	.87
Account Total				05/31/25	.00	1.00	.00	.13	
990-3602-7339-6000-4000-501-90-0-7001 Wk Comp Class,MCEC 24-25,									
	BR25-00050		Est Actuals Revision	05/16/25		38.00-			38.00-
990-4300-0000-6000-1000-201-90-0-9410 Mat & Supp,Dev Psych I&II									
T25-00118	ODP Business Solutions	EN25-00549	LHS & GHS DPOC - Classroom S	05/06/25			242.87-		242.87

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-4300-0000-6000-1000-201-90-0-9410 Mat & Supp,Dev Psych I&II (continued)									
T25-00118	ODP Business Solutions	EX25-00642	LHS & GHS DPOC - Classroom S	05/06/25				7.43	235.44
T25-00118	ODP Business Solutions	EX25-00643	LHS & GHS DPOC - Classroom S	05/06/25				64.90	170.54
T25-00118	ODP Business Solutions	EX25-00644	LHS & GHS DPOC - Classroom S	05/06/25				123.10	47.44
T25-00118	ODP Business Solutions	EX25-00645	LHS & GHS DPOC - Classroom S	05/06/25				47.44	
			Account Total	05/31/25	.00	.00	242.87-	242.87	
990-4300-0000-6000-1000-202-90-0-1518 Mat & Supp,Auto Specialis									
T25-00088	Livermore Auto Parts, In	EN25-00563	LHS Auto Tech Parts & Mat.	05/20/25			47.59-		47.59
T25-00088	Livermore Auto Parts, In	EX25-00664	LHS Auto Tech Parts & Mat.	05/20/25				78.71	31.12-
T25-00088	Livermore Auto Parts, In	EX25-00665	LHS Auto Tech Parts & Mat.	05/20/25				4.37	35.49-
T25-00088	Livermore Auto Parts, In	EX25-00666	LHS Auto Tech Parts & Mat.	05/20/25				15.01-	20.48-
			Account Total	05/31/25	.00	.00	47.59-	68.07	
990-4300-0000-6000-1000-202-90-0-9410 Mat & Supp,Dev Psych I&II									
T25-00118	ODP Business Solutions	EN25-00549	LHS & GHS DPOC - Classroom S	05/06/25			242.88-		242.88
T25-00118	ODP Business Solutions	EX25-00642	LHS & GHS DPOC - Classroom S	05/06/25				7.43	235.45
T25-00118	ODP Business Solutions	EX25-00643	LHS & GHS DPOC - Classroom S	05/06/25				64.90	170.55
T25-00118	ODP Business Solutions	EX25-00644	LHS & GHS DPOC - Classroom S	05/06/25				123.10	47.45
T25-00118	ODP Business Solutions	EX25-00645	LHS & GHS DPOC - Classroom S	05/06/25				47.45	
			Account Total	05/31/25	.00	.00	242.88-	242.88	
990-4300-0000-6000-1000-302-90-0-9910 Mat & Supp,EMR,ROCP									
	US Bank	EX25-00682	US BANKY MAY 2025	05/20/25				109.70	109.70-
990-4300-0000-6000-2700-000-90-0-0000 Mat & Supp,Unrest.,ROCP									
T25-00021	ODP Business Solutions	EN25-00546	TVROP District Office office suppli	05/06/25			91.40-		91.40
T25-00021	ODP Business Solutions	EX25-00638	TVROP District Office office suppli	05/06/25				31.41	59.99
T25-00021	ODP Business Solutions	EX25-00639	TVROP District Office office suppli	05/06/25				59.99	
T25-00021	ODP Business Solutions	EN25-00568	TVROP District Office office suppli	05/20/25			196.00-		196.00
T25-00021	ODP Business Solutions	EX25-00672	TVROP District Office office suppli	05/20/25				28.98	167.02
T25-00021	ODP Business Solutions	EX25-00673	TVROP District Office office suppli	05/20/25				27.32	139.70
T25-00021	ODP Business Solutions	EX25-00674	TVROP District Office office suppli	05/20/25				139.70	
	US Bank	EX25-00682	US BANKY MAY 2025	05/20/25				149.25	149.25-
T25-00135	Silkworm, Inc	EN25-00581	Marketing/24-25 InService tshirts	05/21/25			525.56		674.81-
T25-00135	Silkworm, Inc	EN25-00584	Marketing/24-25 InService tshirts	05/22/25			525.56-		149.25-
T25-00135	Silkworm, Inc	EX25-00692	Marketing/24-25 InService tshirts	05/22/25				525.56	674.81-
			Account Total	05/31/25	.00	.00	287.40-	962.21	
990-4300-0000-6000-4000-501-90-0-9930 Mat & Supp,Middle College									
T25-00010	ODP Business Solutions	EN25-00547	MC office supplies for SY 24/25	05/06/25			62.54-		62.54
T25-00010	ODP Business Solutions	EX25-00640	MC office supplies for SY 24/25	05/06/25				62.54	
T25-00010	ODP Business Solutions	EN25-00567	MC office supplies for SY 24/25	05/20/25			90.09-		90.09

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Activity for Dates 05/01/2025 to 05/31/2025

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Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-4300-0000-6000-4000-501-90-0-9930 Mat & Supp,Middle College (continued)									
T25-00010	ODP Business Solutions	EX25-00671	MC office supplies for SY 24/25	05/20/25				90.09	
	US Bank	EX25-00682	US BANKY MAY 2025	05/20/25				710.67	710.67-
			Account Total	05/31/25	.00	.00	152.63-	863.30	
990-4300-5610-3800-4000-000-90-0-0000 Mat & Supp,Unrest.,Voc. E									
		BR25-00047	Purchase from Graduation Outlet	05/09/25		149.00			149.00
	US Bank	EX25-00682	US BANKY MAY 2025	05/20/25				148.70	.30
			Account Total	05/31/25	.00	149.00	.00	148.70	
990-4300-7339-6000-1000-501-90-0-7001 Mat & Supp,MCEC 24-25,ROC									
T25-00093	ODP Business Solutions	EN25-00548	MCEC-TVROP Grant/Brown Mate	05/06/25			71.43		71.43-
T25-00093	ODP Business Solutions	EX25-00641	MCEC-TVROP Grant/Brown Mate	05/06/25				71.43-	
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		9,329.00-			9,329.00-
			Account Total	05/31/25	.00	9,329.00-	71.43	71.43-	
990-4300-7339-6000-1000-510-90-0-7050 Mat & Supp,CC Access Path									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		6,500.00-			6,500.00-
990-4300-7339-6000-1000-511-90-0-7050 Mat & Supp,CC Access Path									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		6,500.00-			6,500.00-
990-4300-7339-6000-1000-512-90-0-7050 Mat & Supp,CC Access Path									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		6,500.00-			6,500.00-
990-4300-9010-6000-1000-000-90-0-0000 Mat & Supp,Unrest.,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		74,055.00-			74,055.00-
	US Bank	EX25-00682	US BANKY MAY 2025	05/20/25				330.60	74,385.60-
			Account Total	05/31/25	.00	74,055.00-	.00	330.60	
990-4300-9010-6000-1000-501-90-0-9930 Mat & Supp,Middle College									
T25-00066	Silkworm, Inc	EN25-00573	Middle College apparel	05/20/25			973.92-		973.92
T25-00066	Silkworm, Inc	EX25-00679	Middle College apparel	05/20/25				973.92	
			Account Total	05/31/25	.00	.00	973.92-	973.92	
990-5200-0000-6000-1000-000-90-0-0000 Travel & Conf,Unrest.,ROC									
	RAAKER, TAMI	EX25-00652	APRIL 2025 ICDC RTAA	05/20/25				229.15	229.15-
	UDOUTCH, BAILEY	EX25-00654	APRIL 2025 CONFERENCE BU 4	05/20/25				309.83	538.98-
	US Bank	EX25-00682	US BANKY MAY 2025	05/20/25				4,810.34	5,349.32-
			Account Total	05/31/25	.00	.00	.00	5,349.32	
990-5210-0000-6000-1000-101-90-0-1410 Mileage,Criminal Justic,R									
	HUTSON, AUSTIN L	EX25-00621	APRIL 2025 M AH 45	05/06/25				46.10	46.10-
990-5210-0000-6000-1000-201-90-0-9915 Mileage,Med Occupations,R									
	CABRERA, KATHY	EX25-00653	APRIL 2025 M KC 31	05/20/25				37.80	37.80-
	KOELLING, AMARISSA	EX25-00656	MARCH 2025 M AK 170	05/20/25				70.00	107.80-
	KOELLING, AMARISSA	EX25-00657	APRIL 2025 M AK 70	05/20/25				38.29	146.09-

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Activity for Dates 05/01/2025 to 05/31/2025

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Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Account Total				05/31/25	.00	.00	.00	146.09	
990-5210-0000-6000-1000-301-90-0-1411 Mileage,CSI,ROCP									
	HUTSON, AUSTIN L	EX25-00621	APRIL 2025 M AH 45	05/06/25				46.09	46.09-
990-5210-0000-6000-1000-302-90-0-9915 Mileage,Med Occupations,R									
	MACHADO, ALYSA L	EX25-00655	APRIL 2025 M AO 59	05/20/25				53.27	53.27-
990-5210-0000-6000-3110-302-90-0-2200 Mileage,Career Center,ROC									
	DELGADO, ANABEL	EX25-00622	OCT 2024 M AD 54	05/06/25				2.88	2.88-
	DELGADO, ANABEL	EX25-00623	DEC 2024 M AD 54	05/06/25				1.74	4.62-
	DELGADO, ANABEL	EX25-00624	NOV 2024 M AD 54	05/06/25				7.10	11.72-
	DELGADO, ANABEL	EX25-00625	SEPT 2024 M AD 54	05/06/25				3.42	15.14-
	DELGADO, ANABEL	EX25-00626	FEB 2025 M AD 54	05/06/25				8.89	24.03-
Account Total				05/31/25	.00	.00	.00	24.03	
990-5210-0000-6000-4000-501-90-0-9930 Mileage,Middle College,RO									
	Fairchild, Tara D	EX25-00627	APRIL 2025 M TF 63	05/06/25				25.83	25.83-
990-5210-7339-6000-1000-501-90-0-7001 Mileage,MCEC 24-25,ROCP									
	BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25			10.00			10.00
990-5610-0000-6000-2700-000-90-0-0000 Equip Maint,Unrest.,ROCP									
T25-00004	Caltronics Business Sys	EN25-00540	Caltronics copier lease 24-25 SY	05/06/25			497.56-		497.56
T25-00004	Caltronics Business Sys	EX25-00632	Caltronics copier lease 24-25 SY	05/06/25				497.56	
Account Total				05/31/25	.00	.00	497.56-	497.56	
990-5818-0000-6000-2700-000-90-0-0000 Fees & Assess,Unrest.,ROC									
T25-00130	Bay Area Air Quality Ma	EN25-00537	R Barnard LHS Annual Permit Rer	05/06/25			1,212.00-		1,212.00
T25-00130	Bay Area Air Quality Ma	EX25-00629	R Barnard LHS Annual Permit Rer	05/06/25				1,212.00	
Account Total				05/31/25	.00	.00	1,212.00-	1,212.00	
990-5825-5610-3800-4000-000-90-0-0000 Consultants,Unrest.,Voc.									
	BR25-00047	Purchase from Graduation Outlet	05/09/25			149.00-			149.00-
T25-00045	Glushenko, Joelle	EN25-00562	J Glushenko 24-25 TVROP Projec	05/20/25			5,312.50-		5,163.50
T25-00045	Glushenko, Joelle	EX25-00662	J Glushenko 24-25 TVROP Projec	05/20/25				2,507.50	2,656.00
T25-00045	Glushenko, Joelle	EX25-00663	J Glushenko 24-25 TVROP Projec	05/20/25				2,805.00	149.00-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					1,875.00	2,024.00-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					2,000.00	4,024.00-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					2,500.00	6,524.00-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					1,875.00	8,399.00-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					1,000.00	9,399.00-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					5,614.85	15,013.85-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					23.25	15,037.10-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					1,875.00	16,912.10-
	GJ25-00025	Transfer partial expense from Stro	05/28/25					1,625.00	18,537.10-

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-5825-5610-3800-4000-000-90-0-0000 Consultants,Unrest.,Voc. (continued)									
		GJ25-00026	Transfer partial expenses from Str	05/28/25				1,875.00	20,412.10-
		GJ25-00026	Transfer partial expenses from Str	05/28/25				2,000.00	22,412.10-
		GJ25-00026	Transfer partial expenses from Str	05/28/25				2,500.00	24,912.10-
		GJ25-00026	Transfer partial expenses from Str	05/28/25				4,356.25	29,268.35-
		GJ25-00026	Transfer partial expenses from Str	05/28/25				1,875.00	31,143.35-
		GJ25-00026	Transfer partial expenses from Str	05/28/25				6,638.10	37,781.45-
		GJ25-00026	Transfer partial expenses from Str	05/28/25				1,875.00	39,656.45-
		GJ25-00026	Transfer partial expenses from Str	05/28/25				1,625.00	41,281.45-
T25-00045	Glushenko, Joelle	EN25-00585	J Glushenko 24-25 TVROP Projec	05/30/25			9,690.00-		31,591.45-
			Account Total	05/31/25	.00	149.00-	15,002.50-	46,444.95	
990-5825-6388-6000-1000-000-90-0-1105 Consultants,SWG5,ROCP									
T25-00019	Schlick, Madison	EN25-00545	SWG5 M SchlickTech Coordinator	05/06/25			3,382.52-		3,382.52
T25-00041	Zoe T. Zannis	EN25-00555	SWG5 Z. Zannis Student Success	05/06/25			3,102.50-		6,485.02
T25-00019	Schlick, Madison	EX25-00637	SWG5 M SchlickTech Coordinator	05/06/25				4,308.32	2,176.70
T25-00041	Zoe T. Zannis	EX25-00651	SWG5 Z. Zannis Student Success	05/06/25				3,102.50	925.80-
T25-00042	Suter, Meredith	EN25-00566	SWG5 M Suter HS Pathway Liaisc	05/20/25			5,482.50-		4,556.70
T25-00041	Zoe T. Zannis	EN25-00579	SWG5 Z. Zannis Student Success	05/20/25			3,570.00-		8,126.70
T25-00019	Schlick, Madison	EX25-00668	SWG5 M SchlickTech Coordinator	05/20/25				4,250.00	3,876.70
T25-00042	Suter, Meredith	EX25-00670	SWG5 M Suter HS Pathway Liaisc	05/20/25				5,482.50	1,605.80-
T25-00041	Zoe T. Zannis	EX25-00686	SWG5 Z. Zannis Student Success	05/20/25				3,570.00	5,175.80-
		GJ25-00025	Transfer partial expense from Stro	05/28/25				1,875.00-	3,300.80-
		GJ25-00025	Transfer partial expense from Stro	05/28/25				2,000.00-	1,300.80-
		GJ25-00025	Transfer partial expense from Stro	05/28/25				2,500.00-	1,199.20
		GJ25-00025	Transfer partial expense from Stro	05/28/25				1,875.00-	3,074.20
		GJ25-00025	Transfer partial expense from Stro	05/28/25				1,000.00-	4,074.20
		GJ25-00025	Transfer partial expense from Stro	05/28/25				5,614.85-	9,689.05
		GJ25-00025	Transfer partial expense from Stro	05/28/25				23.25-	9,712.30
		GJ25-00025	Transfer partial expense from Stro	05/28/25				1,875.00-	11,587.30
		GJ25-00025	Transfer partial expense from Stro	05/28/25				1,625.00-	13,212.30
		GJ25-00026	Transfer partial expenses from Str	05/28/25				1,875.00-	15,087.30
		GJ25-00026	Transfer partial expenses from Str	05/28/25				2,000.00-	17,087.30
		GJ25-00026	Transfer partial expenses from Str	05/28/25				2,500.00-	19,587.30
		GJ25-00026	Transfer partial expenses from Str	05/28/25				4,356.25-	23,943.55
		GJ25-00026	Transfer partial expenses from Str	05/28/25				1,875.00-	25,818.55
		GJ25-00026	Transfer partial expenses from Str	05/28/25				6,638.10-	32,456.65
		GJ25-00026	Transfer partial expenses from Str	05/28/25				1,875.00-	34,331.65
		GJ25-00026	Transfer partial expenses from Str	05/28/25				1,625.00-	35,956.65

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? =

N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

ERP for California

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
Account Total				05/31/25	.00	.00	15,537.52-	20,419.13-	
990-5825-6388-6000-2100-000-90-0-1199 Consultants,SWG C,ROCP									
T25-00024	Williams, Teresa	EN25-00574	SW Pathway Coordinator SY 24-2	05/20/25			13,720.40-		13,720.40
T25-00024	Williams, Teresa	EX25-00680	SW Pathway Coordinator SY 24-2	05/20/25				13,720.40	
Account Total				05/31/25	.00	.00	13,720.40-	13,720.40	
990-5825-7339-6000-1000-000-90-0-0000 Consultants,Unrest.,ROCP									
T25-00040	Zoe T. Zannis	EN25-00554	MCEC Dual Enrollment Z. Zannis	05/06/25			3,272.50-		3,272.50
T25-00040	Zoe T. Zannis	EX25-00650	MCEC Dual Enrollment Z. Zannis	05/06/25				3,272.50	
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		126,759.00-			126,759.00-
T25-00040	Zoe T. Zannis	EN25-00578	MCEC Dual Enrollment Z. Zannis	05/20/25			2,826.25-		123,932.75-
T25-00040	Zoe T. Zannis	EX25-00685	MCEC Dual Enrollment Z. Zannis	05/20/25				2,826.25	126,759.00-
Account Total				05/31/25	.00	126,759.00-	6,098.75-	6,098.75	
990-5830-0000-6000-1000-000-90-0-0000 Contr.Services,Unrest.,RO									
T25-00129	Dublin Unified School Di	EN25-00542	DUSD Sub billing 2024-2025 SY	05/06/25			547.65-		547.65
T25-00002	Livermore Sanitation Inc	EN25-00544	R Barnard 24-25 LHS Solid Waste	05/06/25			261.40-		809.05
T25-00116	Pleasanton Unified Schc	EN25-00551	PUSD Sub billing 2024-2025 SY	05/06/25			4,166.27-		4,975.32
T25-00129	Dublin Unified School Di	EX25-00634	DUSD Sub billing 2024-2025 SY	05/06/25				547.65	4,427.67
T25-00002	Livermore Sanitation Inc	EX25-00636	R Barnard 24-25 LHS Solid Waste	05/06/25				261.40	4,166.27
T25-00116	Pleasanton Unified Schc	EX25-00647	PUSD Sub billing 2024-2025 SY	05/06/25				4,166.27	
Account Total				05/31/25	.00	.00	4,975.32-	4,975.32	
990-5830-0000-6000-1000-202-90-0-1518 Contr.Services,Auto Speci									
T25-00006	Aramark Uniform Service	EN25-00577	LHS Auto Shop SY 2024-25 towel	05/20/25			56.69-		56.69
T25-00006	Aramark Uniform Service	EX25-00684	LHS Auto Shop SY 2024-25 towel	05/20/25				56.69	
Account Total				05/31/25	.00	.00	56.69-	56.69	
990-5830-0000-6000-1000-501-90-0-9930 Contr.Services,Middle Col									
T25-00068	Pleasanton Unified Schc	EN25-00570	24-25 SY A. Brown LPC MC Coord	05/20/25			18,951.25-		18,951.25
T25-00068	Pleasanton Unified Schc	EX25-00676	24-25 SY A. Brown LPC MC Coord	05/20/25				18,951.25	
Account Total				05/31/25	.00	.00	18,951.25-	18,951.25	
990-5830-0000-6000-2700-000-90-0-0000 Contr.Services,Unrest.,RO									
T25-00003	Comcast	EN25-00541	TVROP DO internet, & cable servi	05/06/25			413.45-		413.45
T25-00128	QES Computers Inc	EN25-00552	Tech Labor: Install Windows	05/06/25			240.00-		653.45
T25-00003	Comcast	EX25-00633	TVROP DO internet, & cable servi	05/06/25				413.45	240.00
T25-00128	QES Computers Inc	EX25-00648	Tech Labor: Install Windows	05/06/25				240.00	
T25-00005	Caltronics Business Sys	EN25-00559	24-25 Caltronics usage-Maint agre	05/20/25			241.20-		241.20
T25-00069	Del Valle High School	EN25-00560	24/25 Catering for TEC Meetings	05/20/25			724.50-		965.70
T25-00134	ReadyRefresh by Nestle	EN25-00580	TVROP DO water services & rent	05/20/25			400.00		565.70
T25-00007	Amazon Web Services,	EX25-00658	AWS data storage 2024-25 SY	05/20/25				69.46	496.24
T25-00005	Caltronics Business Sys	EX25-00659	24-25 Caltronics usage-Maint agre	05/20/25				241.20	255.04

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-5830-0000-6000-2700-000-90-0-0000 Contr.Services,Unrest.,RO (continued)									
T25-00069	Del Valle High School	EX25-00660	24/25 Catering for TEC Meetings	05/20/25				724.50	469.46-
T25-00016	ReadyRefresh by Nestle	EN25-00583	TVROP DO water services & rent	05/22/25			102.02-		367.44-
T25-00016	ReadyRefresh by Nestle	EX25-00690	TVROP DO water services & rent	05/22/25				151.97	519.41-
T25-00016	ReadyRefresh by Nestle	EX25-00691	TVROP DO water services & rent	05/22/25				94.04	613.45-
			Account Total	05/31/25	.00	.00	1,321.17-	1,934.62	
990-5830-0000-6000-4000-501-90-0-9930 Contr.Services,Middle Col									
T25-00039	FN CO FOOD SERVICE	EN25-00543	SY 2024-2025 Student Lunches	05/06/25			9,096.78-		9,096.78
T25-00039	FN CO FOOD SERVICE	EX25-00635	SY 2024-2025 Student Lunches	05/06/25				9,096.78	
T25-00039	FN CO FOOD SERVICE	EN25-00561	SY 2024-2025 Student Lunches	05/20/25			8,896.62-		8,896.62
T25-00039	FN CO FOOD SERVICE	EX25-00661	SY 2024-2025 Student Lunches	05/20/25				8,896.62	
			Account Total	05/31/25	.00	.00	17,993.40-	17,993.40	
990-5830-6388-6000-1000-000-90-0-1105 Contr.Services,SWG5,ROCP									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		1,014.00-			1,014.00-
T25-00125	Pleasanton Unified Schc	EN25-00572	StrongWorkforce Grant 5 (Year 1 & 2)	05/20/25			51,584.00-		50,570.00
T25-00125	Pleasanton Unified Schc	EX25-00678	StrongWorkforce Grant 5 (Year 1 & 2)	05/20/25				51,584.00	1,014.00-
			Account Total	05/31/25	.00	1,014.00-	51,584.00-	51,584.00	
990-5830-6388-6000-1000-000-90-0-1106 Contr.Services,SWG6,ROCP									
T25-00121	Pleasanton Unified Schc	EN25-00571	SWG6, Jan-June 2024 Yr1 & 2024	05/20/25			36,238.00-		36,238.00
T25-00121	Pleasanton Unified Schc	EX25-00677	SWG6, Jan-June 2024 Yr1 & 2024	05/20/25				36,238.00	
			Account Total	05/31/25	.00	.00	36,238.00-	36,238.00	
990-5830-7339-6000-1000-501-90-0-7001 Contr.Services,MCEC 24-25									
T25-00107	Pleasanton Unified Schc	EN25-00550	MCEC/TVROP grant Sub billing 2024	05/06/25			687.95-		687.95
T25-00107	Pleasanton Unified Schc	EX25-00646	MCEC/TVROP grant Sub billing 2024	05/06/25				687.95	
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		5,180.00-			5,180.00-
			Account Total	05/31/25	.00	5,180.00-	687.95-	687.95	
990-5830-7339-6000-1000-510-90-0-7050 Contr.Services,CC Access									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		26,350.00-			26,350.00-
990-5830-7339-6000-1000-511-90-0-7050 Contr.Services,CC Access									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		26,350.00-			26,350.00-
990-5830-7339-6000-1000-512-90-0-7050 Contr.Services,CC Access									
		BR25-00049	Est Actuals Revision,BR25-03,Fun	05/16/25		26,350.00-			26,350.00-
990-5845-0000-6000-2700-000-90-0-0000 Legal,Unrest.,ROCP									
T25-00049	Atkinson Andelson Loya	EN25-00536	TVROP legal services 24-25 SY	05/06/25			981.75-		981.75
T25-00049	Atkinson Andelson Loya	EX25-00628	TVROP legal services 24-25 SY	05/06/25				981.75	
			Account Total	05/31/25	.00	.00	981.75-	981.75	
990-5846-0000-6000-2700-000-90-0-0000 Licensing,Unrest.,ROCP									
	US Bank	EX25-00682	US BANKY MAY 2025	05/20/25				93.10	93.10-

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Net Change to Balance
990-5880-0000-6000-2700-000-90-0-0000 Transportation,Unrest.,RO									
T25-00108	Black Tie Transportation	EN25-00538	Transportation-GetSet Field Trip o	05/06/25			1,918.62-		1,918.62
T25-00113	Black Tie Transportation	EN25-00539	Transportation-GetSet Field Trip o	05/06/25			1,918.62-		3,837.24
T25-00108	Black Tie Transportation	EX25-00630	Transportation-GetSet Field Trip o	05/06/25				1,918.62	1,918.62
T25-00113	Black Tie Transportation	EX25-00631	Transportation-GetSet Field Trip o	05/06/25				1,918.62	
			Account Total	05/31/25	.00	.00	3,837.24-	3,837.24	
990-5880-9010-6000-1000-000-90-0-0000 Transportation,Unrest.,RO									
	BR25-00049		Est Actuals Revision,BR25-03,Fun	05/16/25		2,392.00-			2,392.00-
990-5930-0000-6000-2700-000-90-0-0000 Telephone,Unrest.,ROCP									
T25-00009	Verizon Wireless	EN25-00576	Verizon services - jetpacks & iPad:	05/20/25			269.46-		269.46
T25-00009	Verizon Wireless	EX25-00683	Verizon services - jetpacks & iPad:	05/20/25				269.46	
			Account Total	05/31/25	.00	.00	269.46-	269.46	
990-7211-6387-3800-9200-000-90-0-0000 Transfer PassTh,Unrest.,V									
T25-00131	Livermore Valley Joint U	EN25-00556	J. Duncan 2023-2024 LVJUSD CT	05/13/25			892,123.20		892,123.20-
T25-00132	Pleasanton Unified Schc	EN25-00557	J. Duncan 2023-2024 PUSD CTEI	05/14/25			892,123.20		1,784,246.40-
T25-00133	Dublin Unified School Di	EN25-00558	J. Duncan 2023-2024 DUSD CTEI	05/14/25			693,873.60		2,478,120.00-
T25-00131	Livermore Valley Joint U	EN25-00564	J. Duncan 2023-2024 LVJUSD CT	05/20/25			892,123.20-		1,585,996.80-
T25-00132	Pleasanton Unified Schc	EN25-00569	J. Duncan 2023-2024 PUSD CTEI	05/20/25			892,123.20-		693,873.60-
T25-00131	Livermore Valley Joint U	EX25-00667	J. Duncan 2023-2024 LVJUSD CT	05/20/25				892,123.20	1,585,996.80-
T25-00132	Pleasanton Unified Schc	EX25-00675	J. Duncan 2023-2024 PUSD CTEI	05/20/25				892,123.20	2,478,120.00-
T25-00133	Dublin Unified School Di	EN25-00582	J. Duncan 2023-2024 DUSD CTEI	05/22/25			693,873.60-		1,784,246.40-
T25-00133	Dublin Unified School Di	EX25-00689	J. Duncan 2023-2024 DUSD CTEI	05/22/25				693,873.60	2,478,120.00-
			Account Total	05/31/25	.00	.00	.00	2,478,120.00	
Total for Expense Accounts					.00	515,263.00-	128,575.32	3,099,533.74	3,743,372.06-

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Debit	Credit	Net Change to Balance
110-9720- - - - - Encum Res,									
T25-00055	Castaneda, Adrian Marti	EN25-00553	Adult Ed Student Services Advisor	05/06/25			3,600.00		3,600.00-
T25-00018	Mckinney, Mildred	EN25-00565	CalWorks Metrix Instructor 24-25 :	05/20/25			1,938.30		5,538.30-
T25-00055	Castaneda, Adrian Marti	EN25-00575	Adult Ed Student Services Advisor	05/20/25			3,600.00		9,138.30-
			Account Total	05/31/25	.00	.00	9,138.30	.00	
110-9790-6371- - - - -0- Undesignated,CalWORKS									
	BR25-00048		Est Actuals Revision,BR25-03,Fur	05/16/25		195,469.00			
110-9790-6391- - - - -0- Undesignated,Adult Ed Blo									
	BR25-00048		Est Actuals Revision,BR25-03,Fur	05/16/25		43,121.00			
	BR25-00050		Est Actuals Revision	05/16/25		34,679.00			
			Account Total	05/31/25	.00	77,800.00	.00	.00	

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Debit	Credit	Net Change to Balance
Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Debit	Credit	Net Change to Balance
990-9720-	- - - - - Encum Res,								
T25-00049	Atkinson Andelson Loya	EN25-00536	TVROP legal services 24-25 SY	05/06/25			981.75		981.75-
T25-00130	Bay Area Air Quality Ma	EN25-00537	R Barnard LHS Annual Permit Rer	05/06/25			1,212.00		2,193.75-
T25-00108	Black Tie Transportation	EN25-00538	Transportation-GetSet Field Trip o	05/06/25			1,918.62		4,112.37-
T25-00113	Black Tie Transportation	EN25-00539	Transportation-GetSet Field Trip o	05/06/25			1,918.62		6,030.99-
T25-00004	Caltronics Business Sys	EN25-00540	Caltronics copier lease 24-25 SY	05/06/25			497.56		6,528.55-
T25-00003	Comcast	EN25-00541	TVROP DO internet, & cable servi	05/06/25			413.45		6,942.00-
T25-00129	Dublin Unified School Di	EN25-00542	DUSD Sub billing 2024-2025 SY	05/06/25			547.65		7,489.65-
T25-00039	FN CO FOOD SERVICE	EN25-00543	SY 2024-2025 Student Lunches	05/06/25			9,096.78		16,586.43-
T25-00002	Livermore Sanitation Inc	EN25-00544	R Barnard 24-25 LHS Solid Waste	05/06/25			261.40		16,847.83-
T25-00019	Schlick, Madison	EN25-00545	SWG5 M SchlickTech Coordinator	05/06/25			3,382.52		20,230.35-
T25-00021	ODP Business Solutions	EN25-00546	TVROP District Office office suppli	05/06/25			91.40		20,321.75-
T25-00010	ODP Business Solutions	EN25-00547	MC office supplies for SY 24/25	05/06/25			62.54		20,384.29-
T25-00093	ODP Business Solutions	EN25-00548	MCEC-TVROP Grant/Brown Mate	05/06/25				71.43	20,312.86-
T25-00118	ODP Business Solutions	EN25-00549	LHS & GHS DPOC - Classroom S	05/06/25			485.75		20,798.61-
T25-00107	Pleasanton Unified Schc	EN25-00550	MCEC/TVROP grant Sub billing 21	05/06/25			687.95		21,486.56-
T25-00116	Pleasanton Unified Schc	EN25-00551	PUSD Sub billing 2024-2025 SY	05/06/25			4,166.27		25,652.83-
T25-00128	QES Computers Inc	EN25-00552	Tech Labor: Install Windows	05/06/25			240.00		25,892.83-
T25-00040	Zoe T. Zannis	EN25-00554	MCEC Dual Enrollment Z. Zannis	05/06/25			3,272.50		29,165.33-
T25-00041	Zoe T. Zannis	EN25-00555	SWG5 Z. Zannis Student Success	05/06/25			3,102.50		32,267.83-
T25-00131	Livermore Valley Joint U	EN25-00556	J. Duncan 2023-2024 LVJUSD CT	05/13/25				892,123.20	859,855.37
T25-00132	Pleasanton Unified Schc	EN25-00557	J. Duncan 2023-2024 PUSD CTEI	05/14/25				892,123.20	1,751,978.57
T25-00133	Dublin Unified School Di	EN25-00558	J. Duncan 2023-2024 DUSD CTEI	05/14/25				693,873.60	2,445,852.17
T25-00005	Caltronics Business Sys	EN25-00559	24-25 Caltronics usage-Maint agre	05/20/25			241.20		2,445,610.97
T25-00069	Del Valle High School	EN25-00560	24/25 Catering for TEC Meetings	05/20/25			724.50		2,444,886.47
T25-00039	FN CO FOOD SERVICE	EN25-00561	SY 2024-2025 Student Lunches	05/20/25			8,896.62		2,435,989.85
T25-00045	Glushenko, Joelle	EN25-00562	J Glushenko 24-25 TVROP Projec	05/20/25			5,312.50		2,430,677.35
T25-00088	Livermore Auto Parts, In	EN25-00563	LHS Auto Tech Parts & Mat.	05/20/25			47.59		2,430,629.76
T25-00131	Livermore Valley Joint U	EN25-00564	J. Duncan 2023-2024 LVJUSD CT	05/20/25			892,123.20		1,538,506.56
T25-00042	Suter, Meredith	EN25-00566	SWG5 M Suter HS Pathway Liaisc	05/20/25			5,482.50		1,533,024.06
T25-00010	ODP Business Solutions	EN25-00567	MC office supplies for SY 24/25	05/20/25			90.09		1,532,933.97
T25-00021	ODP Business Solutions	EN25-00568	TVROP District Office office suppli	05/20/25			196.00		1,532,737.97
T25-00132	Pleasanton Unified Schc	EN25-00569	J. Duncan 2023-2024 PUSD CTEI	05/20/25			892,123.20		640,614.77

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

ERP for California

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Activity for Dates 05/01/2025 to 05/31/2025

Fiscal Year 2024/25

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Debit	Credit	Net Change to Balance
990-9720-	- - - - -	Encum Res, (continued)							
T25-00068	Pleasanton Unified Schc	EN25-00570	24-25 SY A. Brown LPC MC Coor	05/20/25			18,951.25		621,663.52
T25-00121	Pleasanton Unified Schc	EN25-00571	SWG6, Jan-June 2024 Yr1 & 2024	05/20/25			36,238.00		585,425.52
T25-00125	Pleasanton Unified Schc	EN25-00572	StrongWorkforce Grant 5 (Year 1 ;	05/20/25			51,584.00		533,841.52
T25-00066	Silkworm, Inc	EN25-00573	Middle College apparel	05/20/25			973.92		532,867.60
T25-00024	Williams, Terresa	EN25-00574	SW Pathway Coordinator SY 24-2	05/20/25			13,720.40		519,147.20
T25-00009	Verizon Wireless	EN25-00576	Verizon services - jetpacks & iPad	05/20/25			269.46		518,877.74
T25-00006	Aramark Uniform Service	EN25-00577	LHS Auto Shop SY 2024-25 towel	05/20/25			56.69		518,821.05
T25-00040	Zoe T. Zannis	EN25-00578	MCEC Dual Enrollment Z. Zannis	05/20/25			2,826.25		515,994.80
T25-00041	Zoe T. Zannis	EN25-00579	SWG5 Z. Zannis Student Success	05/20/25			3,570.00		512,424.80
T25-00134	ReadyRefresh by Nestle	EN25-00580	TVROP DO water services & rent	05/20/25				400.00	512,824.80
T25-00135	Silkworm, Inc	EN25-00581	Marketing/24-25 InService tshirts	05/21/25				525.56	513,350.36
T25-00133	Dublin Unified School Di	EN25-00582	J. Duncan 2023-2024 DUSD CTEI	05/22/25			693,873.60		180,523.24-
T25-00016	ReadyRefresh by Nestle	EN25-00583	TVROP DO water services & rent	05/22/25			102.02		180,625.26-
T25-00135	Silkworm, Inc	EN25-00584	Marketing/24-25 InService tshirts	05/22/25			525.56		181,150.82-
T25-00045	Glushenko, Joelle	EN25-00585	J Glushenko 24-25 TVROP Projec	05/30/25			9,690.00		190,840.82-
		PR25-00037	Salary Encumbrance between 05/	05/30/25				328,554.44	137,713.62
		Account Total		05/31/25		.00	.00	2,669,957.81	2,807,671.43
990-9790-0000-	- - - -0-	Undesignated,Unrestricted							
		BR25-00049	Est Actuals Revision,BR25-03,Fur	05/16/25		59,501.00-			
		BR25-00050	Est Actuals Revision	05/16/25		250.00			
		Account Total		05/31/25		.00	59,251.00-	.00	.00
990-9790-7339-	- - - -0-	Undesignated,MCEC Dual En							
		BR25-00049	Est Actuals Revision,BR25-03,Fur	05/16/25		227,578.00			
		BR25-00050	Est Actuals Revision	05/16/25		3,050.00			
		Account Total		05/31/25		.00	230,628.00	.00	.00
990-9790-9010-	- - - -0-	Undesignated,Other Res Lo							
		BR25-00049	Est Actuals Revision,BR25-03,Fur	05/16/25		76,447.00			
Total for Ending Balance Accounts					.00	521,093.00	2,679,096.11	2,807,671.43	128,575.32

Total for Org 079-Tri-Valley Regional Occupational Program

	Starting Balance	+ Revenues	- Encumbrances	- Expenditures
Budgeted		5,830.00		515,263.00-
Actual		365,052.52	128,575.32	3,099,533.74

Selection Filtered by User Permissions, (Org = 79, Online/Offline = N, Fiscal Year = 2025, Start Date = 5/1/2025, End Date = 5/31/2025, Unposted JEs? = N, Assets and Liabilities? = N, Restricted? = Y, Obj Digits = 0, Page Break Lvl =)

ERP for California

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6. C. Approval of the Purchase Order Summary – May 1 – May 31, 2025

Summary

The Board will consider the approval of the Purchase Order Summary which shows encumbrances for the District funds for the period noted.

Supporting Documents



Purchase Order Summary_May 1 - May 31, 2025

Includes Purchase Orders dated 05/01/2025 - 05/31/2025

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
T25-00131	Livermore Valley Joint USD	000	J. Duncan 2023-2024 LVJUSD CTEIG Funds 100%	990-7211	892,123.20
T25-00132	Pleasanton Unified School Dist	000	J. Duncan 2023-2024 PUSD CTEIG Funds 100%	990-7211	892,123.20
T25-00133	Dublin Unified School District	000	J. Duncan 2023-2024 DUSD CTEIG Funds 100%	990-7211	693,873.60
T25-00134	ReadyRefresh by Nestle	000	TVROP DO water services & rental fee	990-5830	400.00
T25-00135	Silkworm, Inc	000	Marketing/24-25 InService tshirts	990-4300	525.56
T26-00001	Active Internet Technologies	000	TVROP Website Management 5 Yr Term	990-5846	1,646.00
T26-00002	Livermore Sanitation Inc	000	R Barnard 25-26 LHS Solid Waste Weekly P/U	990-5830	3,264.00
Total Number of POs			7	Total	2,483,955.56

Fund Recap

Fund	Description	PO Count	Amount
990	General Fund	5	2,479,045.56
		Total Fiscal Year 2025	2,479,045.56
990	General Fund	2	4,910.00
		Total Fiscal Year 2026	4,910.00
		Total	2,483,955.56

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
T25-00045	67,235.00	990-5825	General Fund/Consultants	9,690.00-
Total PO Changes				9,690.00-

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

6. D. Approval of the Memorandum of Understanding with Pleasanton Unified School District for the 2025 – 2026 Middle College Coordinator

Summary

The Board will consider approval of the MOU with Pleasanton Unified School District (PUSD) for the 2025 – 2026 school year.

Supporting Documents



2025 - 2026 PUSD TVROP A Brown Agreement

Pending Board Approval: June 11, 2025

**AGREEMENT FOR SERVICES OF AN ADMINISTRATOR
between the
PLEASANTON UNIFIED SCHOOL DISTRICT
and
TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM**

This Agreement (hereinafter “Agreement”) for the services of an Administrator is by and between the Pleasanton Unified School District (hereinafter “District”), and the Tri-Valley Regional Occupational Program (hereinafter “TVROP”). The District and TVROP are hereinafter referred to collectively as “parties.”

**A.
RECITALS**

1. Amy Brown (“Brown”) is currently employed by the District.
2. The TVROP desires to utilize Brown during the 2025 - 2026 school year as Coordinator, Middle College, at a 1.0 FTE for the TVROP, and the District has agreed to allow Brown to accept this assignment for the 2025 - 2026 school year.
3. The District and TVROP enter into this Agreement in order to allow Brown to serve as an Administrator for the TVROP, while remaining a District employee.

**B.
TERMS AND CONDITIONS**

The District and TVROP agree:

1. Term of Agreement

a. Term

This Agreement shall commence on July 1, 2025 and shall end on June 30, 2026.

2. Provision of Administrator

For the term of this Agreement, the District shall make Brown available to serve as an Administrator for the TVROP.

3. Employee Status

While serving as an Administrator for the TVROP, Brown shall remain an employee of the District for the purpose of receiving compensation, retirement benefits, state mandated requirements and other employer provided benefits.

4. Direction and Control

When performing duties as Administrator for the TVROP, Brown shall be under the direction and control of the TVROP.

5. Duties of Administrator for the TVROP

- a. As Administrator for the TVROP, Brown shall perform duties and responsibilities as set forth by the TVROP.

6. Compensation and Benefits

- a. TVROP shall reimburse the District for the actual cost of the salary and statutory benefits paid to Brown in 2025 - 2026 in accordance with Exhibit "A" (25/26 Management/Confidential Salary Schedule) for Brown's position as a Coordinator, Middle College, at a 1.0 FTE, 214 days. The salary is currently calculated for 2025 - 2026 as:

\$ 176,719.00	Salary Step 10 (PUSD Coordinator III)
\$ 2,464.13	Master's Stipend
\$ 900.00	Non-Reimbursable Expenses
\$ 39,934.80	Statutory Benefits (22.55%)
<u>\$ 13,853.28</u>	Employer Paid Health Benefits (50% of Kaiser Single)
\$ 233,871.21	Total (Estimated)

- b. Reimbursement to the District shall be monthly for service provided to TVROP by Brown @ \$19,489.27 (estimated) invoiced monthly.
- c. Brown shall earn twelve (12) days of sick leave per school year.

7. Complaints

Any and all allegations or complaints, whether formal or informal, made to the District against Brown relating to her services as Administrator for the TVROP, shall be disclosed to the TVROP. Likewise, any and all allegations or complaints, whether formal or informal, made to the TVROP against Brown relating to her services as Administrator for the TVROP, shall be disclosed to the District. By agreeing to serve as Administrator for the TVROP, and agreeing to accept the terms and conditions of this Agreement, Brown

authorizes both the District and the TVROP to disclose any allegations or complaints, whether formal or informal, and the results of any investigation(s) to one another.

Upon receipt of an allegation or complaint, the District and the TVROP shall determine whether the District or the TVROP will be the primary agency to investigate the concern. Nothing in this Paragraph shall prohibit the District from investigating any allegation or complaint it chooses to investigate. Following an investigation of an allegation or complaint, the TVROP may, at its sole discretion, either terminate this Agreement, pursuant to Paragraph 8 below, or take other appropriate action. Nothing set forth in this Paragraph shall prohibit the District from imposing appropriate discipline upon Brown while serving as an Administrator for the TVROP as an employee of the District.

8. Termination of Agreement

This Agreement may be terminated by the TVROP, at any time and with or without cause by the TVROP. Termination of this Agreement during the year shall not affect the TVROP's obligation to reimburse the District for the full year of costs associated with Brown's employment for that year.

9. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may only be amended or modified by an agreement in writing signed by all the parties.

10. Waiver

None of the provisions of this Agreement shall be considered waived by either party unless such waiver is specified in writing.

11. Severability

Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

12. Governing Law/Venue

This Agreement shall be governed by the laws of the State of California. Venue shall be in Alameda County.

13. Execution

By executing this Agreement, the District and TVROP acknowledge that they have carefully read, and agree to be bound by, all terms and conditions contained in this Agreement.

14. Notices

Formal notices, communications or demand to a party shall be sufficiently given if either (a) personally delivered, (b) mailed by registered or certified mail, first class postage prepaid, return receipt requested, to the principal office of TVROP or to the District, or (c) delivered by Federal Express or other reliable private express delivery service to the principal office of TVROP or to the District, as follows:

If to TVROP: Julie Duncan
TVROP, Superintendent
1040 Florence Road
Livermore, CA 94550

If to the District: Nimarta Grewal
Pleasanton Unified School District, Asst. Superintendent
4665 Bernal Avenue
Pleasanton, CA 94566

15. Counterparts

This Agreement may be executed in identical counterparts, each of which shall constitute a duplicate original.

16. Indemnification

Each Party shall indemnify, defend, and hold harmless each other Party, its board, employees and representatives from any and all costs incurred in any administrative or civil action related to actions or omissions related to performance under this Agreement. This indemnification shall apply wherever any such cost arises in whole or in part from the negligent, wrongful or willful acts or omissions of the indemnifying party, its employees, agents, subcontractors, independent contractors, consultants or other representatives. This indemnification shall extend to include, but not be limited to attorneys' fees and costs of defense, and any administrative or judicial decision requiring a Party to provide money or services. This indemnity provision shall survive the term of this Agreement.

PLEASANTON UNIFIED SCHOOL
DISTRICT

By: _____
Nimarta Grewal
Assistant Superintendent, Human Resources

Dated: _____

TRI-VALLEY REGIONAL
OCCUPATIONAL PROGRAM

By: _____
Julie Duncan
Superintendent

Dated: _____

I, Amy Brown, agree to serve as a TVROP Administrator, and agree to the terms and conditions set forth in this Agreement.

Dated: _____

Amy Brown

PLEASANTON UNIFIED SCHOOL DISTRICT
Certificated Management/Classified Management/Confidential Annual Salary Schedule
Fiscal Year 2025/26

PUUSD Management / Confidential	Days	Range	Pay Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Administrative Assistant	219	1	Daily	431.51	440.14	448.95	457.92	467.08	476.43	485.95	495.67	505.59	515.70
			Annual	94,501	96,391	98,320	100,284	102,291	104,338	106,423	108,552	110,724	112,938
Exec. Asst. to Superintendent & Board of Trustees	219	2	Daily	563.08	574.34	585.82	597.54	609.49	621.69	634.12	646.79	659.73	672.92
			Annual	123,315	125,780	128,295	130,861	133,478	136,150	138,872	141,647	144,481	147,369
Program Supervisor *	202	3	Daily	653.13	666.19	679.51	693.10	706.96	721.10	735.52	750.23	765.24	780.54
			Annual	131,932	134,570	137,261	140,006	142,806	145,662	148,575	151,546	154,578	157,669
Coordinator I *	219	4	Daily	525.09	535.59	546.31	557.24	568.38	579.75	591.34	603.17	615.23	627.53
			Annual	114,995	117,294	119,642	122,036	124,475	126,965	129,503	132,094	134,735	137,429
Manager	196	17	Daily	586.13	597.86	609.82	622.02	634.46	647.15	660.09	673.29	686.75	700.49
		17A	Annual	114,881	117,181	119,525	121,916	124,354	126,841	129,378	131,965	134,603	137,296
		17B	Annual	118,398	120,768	123,184	125,648	128,161	130,724	133,338	136,005	138,724	141,499
		17C	Annual	122,501	124,953	127,452	130,002	132,602	135,254	137,959	140,718	143,531	146,402
		17D	Annual	125,432	127,942	130,501	133,112	135,774	138,490	141,259	144,084	146,965	149,905
		17E	Annual	128,362	130,931	133,551	136,222	138,947	141,726	144,560	147,451	150,398	153,407
Coordinator II *	219	5	Daily	632.58	645.24	658.15	671.31	684.73	698.43	712.39	726.64	741.18	756.01
			Annual	138,535	141,308	144,135	147,017	149,956	152,956	156,013	159,134	162,318	165,566
Coordinator III / Assist Director *	209	6	Daily	690.97	704.79	718.89	733.27	747.94	762.89	778.15	793.72	809.60	825.79
		6A	Annual	144,413	147,301	150,248	153,253	156,319	159,444	162,633	165,887	169,206	172,590
		6B	Annual	147,868	150,825	153,842	156,920	160,059	163,258	166,524	169,856	173,254	176,719
		6C	Annual	151,322	154,349	157,437	160,586	163,799	167,073	170,415	173,825	177,302	180,848
Vice Principal, Elementary	199	7	Daily	657.15	670.29	683.69	697.36	711.31	725.54	740.06	754.85	769.95	785.36
			Annual	130,773	133,388	136,054	138,775	141,551	144,382	147,272	150,215	153,220	156,287
Vice Principal, Alter HS	206	8	Daily	670.76	684.17	697.86	711.82	726.06	740.58	755.40	770.51	785.92	801.64
			Annual	138,177	140,939	143,759	146,635	149,568	152,559	155,612	158,725	161,900	165,138
Vice Principal, Middle School	206	9	Daily	677.22	690.76	704.58	718.67	733.04	747.70	762.66	777.91	793.47	809.33
			Annual	139,507	142,297	145,143	148,046	151,006	154,026	157,108	160,249	163,455	166,722
Vice Principal, High School	209	10	Daily	698.66	712.63	726.88	741.41	756.24	771.37	786.79	802.53	818.57	834.94
			Annual	146,020	148,940	151,918	154,955	158,054	161,216	164,439	167,729	171,081	174,502
Principal, Elementary	209	11	Daily	708.52	722.69	737.14	751.88	766.92	782.27	797.91	813.87	830.15	846.75
			Annual	148,081	151,042	154,062	157,143	160,286	163,494	166,763	170,099	173,501	176,971
Principal, Middle School	214	12	Daily	731.54	746.18	761.11	776.33	791.85	807.69	823.84	840.31	857.12	874.26
			Annual	156,550	159,683	162,878	166,135	169,456	172,846	176,302	179,826	183,424	187,092
Principal, High School	219	13	Daily	753.63	768.70	784.07	799.76	815.76	832.07	848.71	865.69	883.00	900.67
			Annual	165,045	168,345	171,711	175,147	178,651	182,223	185,867	189,586	193,377	197,247
Director I *	218	14	Daily	677.50	691.05	704.87	718.97	733.35	748.02	762.97	778.24	793.80	809.68
			Annual	147,695	150,649	153,662	156,735	159,870	163,068	166,327	169,656	173,048	176,510
Director II *	218	15	Daily	766.39	781.72	797.35	813.30	829.57	846.17	863.10	880.36	897.96	915.92
			Annual	167,073	170,415	173,822	177,299	180,846	184,465	188,156	191,918	195,755	199,671
Director III *	218	16	Daily	781.70	797.33	813.28	829.54	846.14	863.07	880.33	897.93	915.89	934.21
			Annual	170,411	173,818	177,295	180,840	184,459	188,149	191,912	195,749	199,664	203,658

* Refer to the appendix for detailed positions and categories

Due to rounding in the automated payroll system, rates shown on this schedule are not the exact figure and are being provided for general purpose only

Master Stipend 1.5% of Step 6 of Principal Elem salary: \$2,464.13
Doctorate Stipend 2.5% of Step 6 of Principal Elem salary: \$4,106.88
Annual Fringe Benefit Health Coverage - Effective January 1, 2025 up to \$13,354.80 toward district-provided health plan or the option of \$2,000 cash in lieu
Dental Coverage - Up to \$300 toward district-provided dental plan
Vision Coverage - Up to \$120 toward district-provided vision plan

The above-specified work year reductions shall be for the 2025-2026 school year only. Effective July 1, 2026, the work years shall be restored to the levels maintained during the 2024-2025 school year.
Note: Stipends are calculated based on the annual salary for the regular Management work year as reflected in the 2024-2025 school year.

Effective: July 1, 2025
Board Approved:

APPENDIX to 2025/26 Management/Confidential Salary Schedule

Range	Position	Department
Assistant Director	Assistant Director, Adult Education	Adult Education
Assistant Director	Assistant Director, SELPA	SELPA
Assistant Director	Assistant Director, SPED	Special Education
Coordinator I	Coordinator, Custodian	MOT
Coordinator I	Coordinator, Safety & Communications	Superintendent
Coordinator II	Coordinator, Child Nutrition Services Culinary	Child Nutrition Services
Coordinator II	Coordinator, Child Nutrition Services Operations	Child Nutrition Services
Coordinator II	Coordinator, Maintenance & Transportation	MOT
Coordinator II	Project Manager, Facilities & Construction	Facilities & Construction
Coordinator III	Coordinator, Accountability & Special Programs	Curriculum & Instruction
Coordinator III	Coordinator, Curriculum, Instruction, & Assessment	Curriculum & Instruction
Coordinator III	Coordinator, Educational Options^	Curriculum & Instruction
Coordinator III	Coordinator, Educational Technology	Curriculum & Instruction
Coordinator III	Coordinator, Fiscal Services	Fiscal Services
Coordinator III	Coordinator, High School Operations	High School
Coordinator III	Coordinator, Student Services	Student Services
Coordinator III	Coordinator, Technology	Technology Services
Director I	Director, Early & Expanded Learning	Early & Expanded Learning
Director II	Director, Child Nutrition Services	Child Nutrition Services
Director II	Director, Adult Education & CTE	Adult Education
Director II	Chief Technology Officer	Technology Services
Director II	Director, Educational Options	Curriculum & Instruction
Director II	Director, Elementary Education	Curriculum & Instruction
Director II	Director, Human Resources	Human Resources
Director II	Director, Secondary Education	Curriculum & Instruction
Director II	Director, Student Services	Student Services
Director III	Executive Director, Facilities & Construction	Facilities & Construction
Director III	Executive Director, Fiscal Services	Fiscal Services
Director III	Executive Director, Operations	MOT
Director III	Senior Director, Human Resources	Human Resources
Director III	Senior Director, SELPA	SELPA
Director III	Senior Director, Special Education	Special Education
Manager	Behavior Program Manager	Special Education
Program Supervisor	Program Supervisor	Special Education

^ Pending Board approval

6. E. Approval of Memorandums of Understanding for 2025 – 2026 with Member Districts

Summary

The Board will consider approving MOU's between TVROP, Dublin, Livermore Valley Joint and Pleasanton Unified School Districts for shared services with costs reimbursable to TVROP and member districts respectively.

Supporting Documents



2025 - 2026 MOU CCS Dublin



2025 - 2026 MOU CCS Emerald



2025 - 2026 MOU CCS Granada



2025 - 2026 MOU CCS Livermore



2025 - 2026 MOU DUSD Instructors



2025-2026 MOU LVJUSD Instructors



2025 - 2026 MOU PUSD Instructors



2025 - 2026 MOU DUSD Adult Ed Student Services Advisor



2025 - 2026 MOU LVJUSD Adult Ed Student Services Advisor



2025 - 2026 MOU PUSD Adult Ed Student Services Advisor

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Dublin Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Dublin Unified School District for Career Education Center services at Dublin High School performed by Daniel Yang for the 2025 - 2026 school year.

- Dublin Unified School District will pay .50 FTE of Daniel Yang's salary and benefits for the 2025 - 2026 school year upon receipt of invoice.
- TVROP will pay .50 FTE of Daniel Yang's salary and benefits for the 2025 - 2026 school year.
- The estimated total cost, including statutory benefits, is \$86,016.70 for the 2025 - 2026 school year.
- Total estimated cost to Dublin Unified School District shall not exceed \$43,008.00.
- Additionally, Dublin Unified School District agrees to fund up to 60 hours of Dublin High School overtime services not to exceed \$3,000.00 in salary and statutory benefits.

Payments due from Dublin Unified School District to Tri-Valley Regional Occupational Program will be invoiced quarterly, with the final invoice by June 30, 2026.

SIGNATURES OF AGREEMENT:

Dr. Matt Campbell
Assistant Superintendent, Educational Services
Dublin Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Dublin Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Dublin Unified School District for Career Education Center services at Emerald High School performed by Samantha Bacher for the 2025 - 2026 school year.

- Dublin Unified School District will pay .50 FTE of Samantha Bacher's salary and benefits for the 2025 - 2026 school year upon receipt of invoice.
- TVROP will pay .50 FTE of Samantha Bacher's salary and benefits for the 2025 - 2026 school year.
- The estimated total cost, including statutory benefits, is \$81,328.06 for the 2025 - 2026 school year.
- Total estimated cost to Dublin Unified School District shall not exceed \$40,664.00.
- Additionally, Dublin Unified School District agrees to fund up to 60 hours of Samantha Bacher's overtime services not to exceed \$3,000.00 in salary and statutory benefits.

Payments due from Dublin Unified School District to Tri-Valley Regional Occupational Program will be invoiced quarterly, with the final invoice by June 30, 2026.

SIGNATURES OF AGREEMENT:

Dr. Matt Campbell
Assistant Superintendent, Educational Services
Dublin Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Livermore Valley Joint Unified School District (LVJUSD) in regard to the Career Education Center services at Granada High School performed by Danielle Watson for the 2025 – 2026 school year.

- LVJUSD will pay .50 FTE of Danielle Watson's salary and benefits for the 2025 - 2026 school year upon receipt of invoice.
- TVROP will pay .50 FTE of Danielle Watson's salary and benefits for the 2025 - 2026 school year.
- The estimated total cost, including statutory benefits, is \$89,906.34 for the 2025 - 2026 school year.
- LVJUSD's estimated total cost shall not exceed \$44,953.00.
- LVJUSD additionally agrees to fund, not to exceed, 60 hours, of Granada High School overtime services not to exceed \$4,200.00 in salary and statutory benefits.

Payments due from LVJUSD to Tri-Valley Regional Occupational Program will be invoiced quarterly, with the final invoice by June 30, 2026.

SIGNATURES OF AGREEMENT:

Kayla Wasley
Assistant Superintendent, Business Services
Livermore Valley Joint Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Livermore Valley Joint Unified School District (LVJUSD) in regard to the Career Education Center services at Livermore High School performed by Paula-Ann Cabading for the 2025 - 2026 school year.

- LVJUSD will pay .50 FTE of Paula-Ann Cabading's salary and benefits for the 2025 - 2026 school year upon receipt of invoice
- TVROP will pay .50 FTE of Paula-Ann Cabading's salary and benefits for the 2025 - 2026 school year
- The estimated total cost, including statutory benefits, is \$89,151.52 for the 2025 - 2026 school year
- LVJUSD's estimated total cost shall not exceed \$44,575.76
- LVJUSD additionally agrees to fund, not to exceed, 60 hours, of Livermore High School overtime services not to exceed \$4,200.00 in salary and statutory benefits

Payments due from LVJUSD to Tri-Valley Regional Occupational Program will be invoiced quarterly, with the final invoice by June 30, 2026.

SIGNATURES OF AGREEMENT:

Kayla Wasley
Assistant Superintendent, Business Services
Livermore Valley Joint Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Dublin Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Dublin Unified School District in regard to a joint teaching contract for two (2) career pathway sections.

All instructors must have the appropriate CTE Credential in the subject stated below for reimbursement:

- TVROP will pay .20 FTE for Dave Uken (DHS), Computer Integrated Manufacturing, \$37,625.65
- TVROP will pay .20 FTE for Subbulakshmi Palanichamy (EHS), Principles of BioMed, \$34,550.55

The estimated total cost to Tri-Valley Regional Occupational Program for all sections listed above, including statutory benefits, is estimated to not exceed \$72,177.00 for the 2025 – 2026 school year.

Dublin Unified School District will invoice Tri-Valley Regional Occupational Program quarterly with the final invoice by June 30, 2026.

SIGNATURES OF AGREEMENT:

Dr. Matt Campbell
Assistant Superintendent, Educational Services
Dublin Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Livermore Valley Joint Unified School District in regard to a joint teaching contract for two (2) career pathway sections.

All instructors must have the appropriate CTE Credential in the subject stated below for reimbursement:

- TVROP will pay .40 FTE (2 sections) of Dorothy Morillos (LHS) Honors Civil Engineering and Architecture, \$52,917.00

The estimated total cost to Tri-Valley Regional Occupational Program for all sections listed above, including statutory benefits, is estimated to not exceed \$52,917.00 for the 2025 – 2026 school year.

Livermore Valley Joint Unified School District will invoice Tri-Valley Regional Occupational Program quarterly with the final invoice by June 30, 2026.

SIGNATURES OF AGREEMENT:

Kayla Wasley
Assistant Superintendent, Business Services
Livermore Valley Joint Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Pleasanton Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Pleasanton Unified School District in regard to a joint teaching contract for seven (7) career pathway sections.

All instructors must have the appropriate CTE Credential in the subject stated below for reimbursement:

- TVROP will pay .20 FTE for Ernesto Baena (AVHS), Honors Civil Engineering, & Architecture \$22,590.96
- TVROP will pay .40 FTE for Robyn Fewster (AVHS) AP Environmental Science, \$65,999.26
- TVROP will pay .20 FTE for Josh Hill (FHS) Child Growth and Development, \$35,861.21
- TVROP will pay .40 FTE for Chris Jones (FHS) AP Environmental Science, \$68,141.83
- TVROP will pay .20 FTE for Ken Cuzzo (FHS) Principles of Biomed \$33,817.94

The estimated total cost to Tri-Valley Regional Occupational Program for all sections listed above, including statutory benefits, is estimated to not exceed \$226,412.00 for the 2025 – 2026 school year. Pleasanton Unified School District will invoice Tri-Valley Regional Occupational Program quarterly with the final invoice by June 30, 2026.

SIGNATURES OF AGREEMENT:

Nimarta Grewal
Assistant Superintendent, Human Resources
Pleasanton Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Dublin Unified School District

July 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program and Dublin Unified School District in regard to shared services for an Adult Education Student Services Advisor in the Tri-Valley for the 2025 - 2026 school year being funded by the Mid Alameda County Consortium (Adult Ed Block Grant).

- Dublin Unified School District will pay an amount not to exceed \$15,000.00 for Adult Ed. Student Services Advisor services for the 2025 - 2026 school year
- Dublin Unified School District will pay up to 40 additional hours not to exceed \$2,500.00 for approved specialized tasks specific to district needs

Payments due from Dublin Unified School District to Tri-Valley ROP will be invoiced in August 2026.

SIGNATURES OF AGREEMENT:

Matt Campbell
Assistant Superintendent, Educational Services
Dublin Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program and Livermore Valley Joint Unified School District in regard to shared services for an Adult Ed. Student Services Advisor in the Tri-Valley for the 2025 - 2026 school year being funded by the Mid Alameda County Consortium (Adult Ed Block Grant).

- Livermore Valley Joint Unified School District will pay an amount not to exceed \$15,000 for Adult Ed. Student Services Advisor services for the 2025 - 2026 school year
- Livermore Adult Community Education will provide office space at 1401 Almond Avenue, Livermore, CA 94550, for the Adult Ed. Student Services Advisor as an In-Kind contribution

Payments due from Livermore Valley Joint Unified School District to Tri-Valley ROP will be invoiced in August 2026.

SIGNATURES OF AGREEMENT:

Kayla Wasley
Assistant Superintendent, Business Services
Livermore Valley Joint Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Pleasanton Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program and Pleasanton Unified School District in regard to shared services for an Adult Ed. Student Services Advisor in the Tri-Valley for the 2025 - 2026 school year being funded by the Mid Alameda County Consortium (Adult Ed Block Grant).

- Pleasanton Unified School District will pay an amount not to exceed \$15,000.00 for Adult Ed. Student Services Advisor services for the 2025 - 2026 school year
- Pleasanton Unified School District will pay up to 40 additional hours not to exceed \$2,500.00 for approved specialized tasks specific to district needs

Payments due from Pleasanton Unified School District to Tri-Valley ROP will be invoiced in August 2026.

SIGNATURES OF AGREEMENT:

Nimarta Grewal
Assistant Superintendent, Human Resources
Pleasanton Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

6. F. Approval of Memorandums of Understanding with Livermore Valley Joint Unified School District for Services during 2025 – 2026

Summary

The Board will consider approval of the MOU's with Livermore Valley Joint Unified School District (LVJUSD) providing Financial Services, Auto Shop-Livermore High School and Mocho Maintenance and Custodial Services.

Supporting Documents



2025-2026 MOU LVJUSD Financial Services



2025-2026 MOU LVJUSD Auto Shop



2025-2026 MOU LVJUSD Mocho Site

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Livermore Valley Joint Unified School District (LVJUSD) in regard to a joint contract for budget, accounting, purchasing and payroll services for the 2025 – 2026 school year.

TVROP will pay LVJUSD \$118,982.20 for the following services:

- Maintain and update the TVROP budget on the Escape system with the coordination of TVROP staff.
- Process purchase orders and issue account payable warrants.
- Issue invoices as necessary, receipt payments and apportionments.
- Process payroll and ensure that STRS, PERS, and payroll taxes are paid in a timely manner.
- Prepare First, Second and Third Interim reports if and when necessary and present to the Board and other interested parties.
- Maintain a three-year budget projection.
- Close the 2024 - 2025 books, determine receivables, payables, deferrals and ending balance in the SACS software.
- Maintain a current cash flow.
- Work with contracted auditors and present the 2024 – 2025 audit to the Board once completed.

The TVROP will also pay for 40 hours per week of in-house contracted services for an Accounting Specialist. The estimated Cost for this is \$132,330.48 annually. Additional hours requested by TVROP will be invoiced separately.

Total cost for the above services estimated at \$251,312.68 annually.

Payment from Tri-Valley Regional Occupational Program will be paid upon invoicing on December 31, 2025 for half of the contract \$125,656.34 and the remaining \$125,656.34 to be invoiced by June 30, 2026.

SIGNATURES OF AGREEMENT:

Kayla Wasley
Assistant Superintendent, Business Services
Livermore Valley Joint Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Livermore Valley Joint Unified School District (LVJUSD) in regard to a joint contract for custodial maintenance services for the Auto Shop located at Livermore High School for the 2025 – 2026 school year.

- LVJUSD will provide daily custodial maintenance services for the interior classroom, restrooms, locker room and office area.
- Daily services will include cleaning floor surfaces (sweep & mop), clean and disinfect toilets, fixtures and sinks, empty waste containers, replenishment of dispensers, paper and soap supplies and waste containers and dispensers.
- Weekly services will include; dusting, white boards, pencil sharpeners, vacuuming, spot clean doors and walls and clean table tops.
- Annual services will include strip and wax of classroom floor tile and general summer cleaning.
- The total cost for services and supplies is \$12,959.71 for the 2025 – 2026 school year.

Payment from Tri-Valley Regional Occupational Program will be made by invoice dated December 31, 2025 for half of the contract \$6,479.85 and the remainder \$6,479.85 will be invoiced by June 30, 2026.

SIGNATURES OF AGREEMENT:

Kayla Wasley
Assistant Superintendent, Business Services
Livermore Valley Joint Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

June 11, 2025

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program (TVROP) and Livermore Valley Joint Unified School District (LVJUSD) in regard to a joint contract for custodial and maintenance services for the administration building located at Arroyo Mocho Elementary School, 1040 Florence Road, Livermore, CA 94550 for the 2025 – 2026 school year.

- LVJUSD will provide custodial and maintenance services for the administration building offices, restrooms, break room, workroom and main office lobby area.
- Daily services to include emptying waste containers, replenishment of dispensers for paper and soap supplies, and disinfection of toilets and sinks.
- Weekly services to include vacuuming carpet, sweeping and mopping floor tile, cleaning fixtures and mirrors, dusting, and spot cleaning floors, doors and walls.
- Annual services to include shampoo of carpet, strip and wax floor tile and cleaning windows, inside and out.
- The total cost for the above custodial services and supplies will be estimated at \$580.41 per month.
- Maintenance repairs will be billed for time and materials as needed.

Payment from Tri-Valley Regional Occupational Program will be made biannually with \$3,482.45 due on December 31, 2025 and \$3,482.45 due on June 30, 2026.

SIGNATURES OF AGREEMENT:

Kayla Wasley
Assistant Superintendent, Business Services
Livermore Valley Joint Unified School District

Julie Duncan
Superintendent
Tri-Valley Regional Occupational Program

Date: _____

Date: _____

Pending Board Approval: June 11, 2025

6. G. Approval of the College and Career Access Pathways (CCAP) Agreement between Tri-Valley ROP and Las Positas Community College

Summary

The Board will consider approval of the CCAP Agreement between Tri-Valley ROP and Las Positas Community College.

Supporting Documents



College and Career Access Pathways Partnership Agreement for Dual Enrollment

COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Chabot-Las Positas Community College District 7600 Dublin Boulevard, 3rd Floor, Dublin, California 94568 (“CLPCCD”), and Tri-Valley Regional Occupational Program (“TVROP”) 1040 Florence Road, Livermore, CA 94550.

WHEREAS, the mission of CLPCCD and its colleges, Chabot College and Las Positas College, includes providing educational programs and services that are responsive to the needs of the students and communities within the Chabot-Las Positas Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, TVROP is a Regional Occupational Program serving grades 9 -12 located within the regional service area of CLPCCD, Las Positas College, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS CLPCCD desires to offer or expand dual enrollment opportunities for students served by TVROP; and

WHEREAS, CLPCCD and TVROP are entering into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288 and AB 30 (Education Code § 76004), for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, CLPCCD and its colleges;

NOW THEREFORE, CLPCCD and TVROP agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be ongoing beginning on May 21, 2025, and ends when terminated in accordance with Section 19 of this agreement. The Appendix Agreement must be renewed annually each year by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by CLPCCD for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the CLPCCD, Las Positas College, and for TVROP. Sec. 2 (c)(2)
- 1.4 A copy of the CLPCCD and TVROP CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.5 The terms of this agreement apply only to students in the identified courses who have successfully completed the dual enrollment application process. Students enrolled in TVROP articulated courses, but are not CCAP Dual Enrollment students through Las Positas College, are not subject to the terms of this agreement.

2. DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered by TVROP have been approved in accordance with the policies and guidelines of CLPCCD, Las Positas College, and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Effective January 1, 2014, Pursuant to SB 150, the concurrent enrollment in secondary school and community college nonresident tuition exemption: concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - Students are eligible who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to Las Positas Community College and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by Las Positas Community College and shall be in compliance with applicable law and CLPCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and CLPCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the TVROP unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment- the COLLEGE as a participant in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)

- 3.6 As part of this CCAP Agreement, CLPCCD shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP partnership program may enroll in up to a maximum of 15-units per term per conditions specified in AB 288, Sec. 2 program (p)(1)(2)(3) as well as Las Positas PB 5010. Specifically, the units must constitute no more than four community college courses per term and be part of an academic plan that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day – TVROP shall certify that it shall teach TVROP students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both the COLLEGE and TVROP will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 TVROP agrees to assist the COLLEGE in the admission and registration of TVROP students as may be necessary and requested by the COLLEGE.
- 4.4 TVROP, CLPCCD, and Las Positas COLLEGE understand and agree that timely and complete student admission and registration is essential for a successful CCAP Agreement dual enrollment program.
- 4.5 Las Positas COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.6 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of CLPCCD shall exempt special part-time students under this CCAP Agreement as described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.

- 5.2 The total cost of books and instructional materials for TVROP students who enroll in a Las Positas COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by TVROP. Participating students must meet all CLPCCD prerequisite requirements as established by the CLPCCD and Las Positas COLLEGE as stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.3 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official Las Positas COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the Las Positas COLLEGE catalog.
- 5.4 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of Las Positas COLLEGE for information regarding applicable policies and procedures.
- 5.5 Students enrolled in Las Positas COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the TVROP. Las Positas COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the Las Positas College. TVROP shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the TVROP.
- 5.6 Students who withdraw from courses offered as part of this CCAP Agreement will not receive Las Positas COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to Las Positas COLLEGE policy.
- 5.7 A course dropped within the CLPCCD drop “without a W” deadline will not appear on the partner district or the Las Positas COLLEGE transcript.

6. CCAP AGREEMENT COURSES

- 6.1 Henceforth, this agreement will differentiate between Primary Las Positas College Instructors and Primary TVROP Instructors. When available and as approved by Las Positas College to teach, the course offerings may be Primary TVROP Instructors that have met minimum qualifications or equivalency and have been employed by Las Positas COLLEGE.
- 6.2 Las Positas COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.3 Courses offered as part of this CCAP Agreement at Las Positas College may not limit enrollment in the course. Sec. 2 (o)(l)

- 6.4 Las Positas COLLEGE is responsible for all courses and educational programs offered as part of the CCAP Agreement regardless of whether the course and as part of the CCAP Agreement regardless of whether the course and educational program is offered on-site at the TVROP or at the COLLEGE.
- 6.5 The scope, nature, time, location, and listing of courses offered by COLLEGE with the approval of CLPCCD and the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1) Courses offered as part of this CCAP Agreement either at the COLLEGE or TVROP shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the TVROP shall be of the same quality and rigor as those offered on Las Positas COLLEGE campus and shall be in compliance with CLPCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the TVROP shall be listed in the Las Positas COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the TVROP shall adhere to the official course outline of record and the student learning outcomes established by the associated Las Positas COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to CLPCCD and Las Positas COLLEGE as well as any corresponding policies, practices, and requirements of the TVROP. In the event of a conflict between CLPCCD and/or Las Positas College course related regulations, policies, procedures, prerequisites and standards and TVROP policies, practices and requirements, the CLPCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits by one or more representatives of Las Positas COLLEGE and or CLPCCD shall be permitted by the TVROP to ensure that courses offered as part of this CCAP Agreement in the TVROP are the same as the courses offered on the college campus and in compliance with CLPCCD academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with CLPCCD and Las Positas COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with CLPCCD guidelines, policies, pertinent statutes, and regulations as well as TVROP guidelines, policies, pertinent statutes and regulations.
- 6.13 Las Positas COLLEGE has the sole right to control and direct the instructional

activities of all instructors, including those who are TVROP employees, once they become adjunct employees of Las Positas College.

- 6.14 CLPCCD, Las Positas COLLEGE and TVROP certify that any remedial course taught by Las Positas COLLEGE faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering TVROP, and shall involve collaborative effort between the TVROP and the Las Positas COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

7. INSTRUCTOR(S)

- 7.1 All instructors teaching Las Positas COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended, and be hired by the CLPCCD.
- 7.2 The CCAP Agreement Appendix shall specify which participating TVROP or Las Positas COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the TVROP will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach Las Positas COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach Las Positas COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a TVROP site.
- 7.6 Prior to teaching, faculty provided by the TVROP may receive discipline-specific training and orientation from Las Positas COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.

- 7.7 Faculty provided by the TVROP will participate in professional development activities sponsored by Las Positas COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field, in consultation with TVROP instructional and professional development calendar to avoid scheduling conflicts.
- 7.8 Faculty performance shall be evaluated by Las Positas COLLEGE using the adopted evaluation process and standards for faculty of Las Positas COLLEGE, subject to the approval of CLPCCD, for the purposes of Las Positas COLLEGE employment.
- 7.9 Las Positas COLLEGE may select instructors from TVROP personnel. TVROP personnel selected to be instructors remain employees of the TVROP, subject to the authority of the TVROP, but will also be subject to the authority of CLPCCD specifically with regard to their duties as instructors.
- 7.10 Las Positas COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by CLPCCD. Every effort will be made to provide clear and timely communication on all decisions.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in Las Positas COLLEGE courses offered as part of this CCAP Agreement at the TVROP High Schools shall be held to the same standards of achievement as students in courses taught on the Las Positas COLLEGE campus.
- 8.2 Students enrolled in Las Positas COLLEGE courses offered as part of this CCAP Agreement at the TVROP shall be held to the same grading standards as those expected of students in courses taught on the Las Positas COLLEGE campus.
- 8.3 Students enrolled in Las Positas COLLEGE courses offered as part of this CCAP Agreement at the TVROP shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the Las Positas COLLEGE campus.
- 8.4 Students enrolled in Las Positas COLLEGE courses offered as part of this CCAP Agreement at the TVROP shall be held to the same behavioral standards as those expected of students in courses taught on the Las Positas COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 CLPCCD shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact for Las Positas COLLEGE and TVROP to facilitate and coordinate as to this agreement in conformity with CLPCCD policies and standards.
- 9.2 Las Positas COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between Las Positas COLLEGE and TVROP in conformity with CLPCCD policies and standards. Sec. 2 (c)(2)
- 9.3 TVROP shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between TVROP and Las Positas COLLEGE in conformity with TVROP policies and standards. Sec. 2 (c)(2)
- 9.4 Las Positas COLLEGE will provide TVROP personnel with reasonable assistance, direction and instruction on how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments outreach/recruitment activities and compliance with CLPCCD policy and Las Positas College procedures and academic standards.
- 9.5 The TVROP shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.6 The TVROP's personnel will perform services specified in 9.4 as part of their regular assignment. TVROP personnel performing these services will be employees of TVROP, subject to the authority of TVROP, but will also be subject to the direction of Las Positas COLLEGE, specifically with regard to their duties pertaining to the Las Positas COLLEGE courses.
- 9.7 This CCAP Agreement requires completion and submission of an annual report, as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by Las Positas COLLEGE and TVROP on all the following information: Sec. 2 (t)(1)(A-D)
 - The total number of high school students by school site enrolled in this CCAP Agreement partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)

- The total number of community college courses by course category and type and by school site enrolled in by CCAP Agreement partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP Agreement partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated for CLPCCD by CCAP Agreement partnership participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1 CLPCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 CLPCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at Las Positas COLLEGE as a special part-time or full-time student pursuant to this section is authorized attendance for which CLPCCD Las Positas COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

11. CERTIFICATIONS

- 11.1 TVROP certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 CLPCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 TVROP agrees and acknowledges that CLPCCD will claim apportionment for the TVROP students enrolled in community college course(s) under this CCAP Agreement.

- 11.4 This CCAP Agreement certifies that any Las Positas COLLEGE instructor teaching a course on a TVROP campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing Las Positas COLLEGE faculty member teaching the same course at the Las Positas COLLEGE campus. Sec. 2 (j)
- 11.7 Las Positas COLLEGE certifies that:
- A community college course offered for college credit at the participating school district high school does not reduce access to the same course offered at the partnering college. Sec. 2 (k)(1)
 - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
 - The Agreement is consistent with the core mission of the Las Positas COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that CLPCCD, TVROP and Las Positas COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

- 12.1 CLPCCD, Las Positas COLLEGE and TVROP may annually conduct surveys of participating TVROP pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by TVROP for TVROP students who enroll in any course(s) offered as

part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for Las Positas COLLEGE students shall be maintained by the College.

- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. REIMBURSEMENT

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

15. FACILITIES

- 15.1 TVROP will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to CLPCCD or students. TVROP agrees to clean, maintain, and safeguard TVROP's premises. TVROP warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 TVROP will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all TVROP students. The parties understand that such equipment and materials are TVROP's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. TVROP understands that no equipment or materials fee may be charged to students except as may be provided for in Education Code 49011.
- 15.3 Las Positas COLLEGE facilities may be used subject to mutual agreement by the parties as expressed in the Appendix to this Agreement.

16. INDEMNIFICATION

- 16.1 TVROP agrees to and shall indemnify, save and hold harmless the Las Positas COLLEGE and CLPCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of TVROP's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of TVROP, its officers, employees, independent contractors, subcontractors, agents and other representatives.

- 16.2 CLPCCD agrees to and shall indemnify, save and hold harmless the TVROP and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of CLPCCD and Las Positas COLLEGE's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of CLPCCD and Las Positas COLLEGE, its officers, employees, independent contractors, subcontractors, agents and other representatives.

17. INSURANCE

- 17.1 TVROP, in order to protect CLPCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name Las Positas COLLEGE and CLPCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to Las Positas COLLEGE and to CLPCCD.
- 17.2 For the purpose of Workers' Compensation, TVROP shall be the "primary employer" for all its personnel who perform services as instructors and support staff. TVROP shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective TVROP personnel made in connection with performing services and receiving instruction under this Agreement. TVROP agrees to hold harmless, indemnify, and defend Las Positas COLLEGE and CLPCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by TVROP personnel connected with providing services under this CCAP Agreement. TVROP is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the TVROP.

18. NON-DISCRIMINATION

18.1 Neither TVROP nor Las Positas COLLEGE and CLPCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

19. TERMINATION

19.1 Either party may terminate this CCAP Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this CCAP Agreement shall be addressed to the responsible person listed in Section 20 below.

20. NOTICES

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

CLPCCD, Chabot-Las Positas Community College
District 7600 Dublin Boulevard, 3rd Floor
Dublin, CA 94568
Attn: Vice Chancellor, Business Services

Tri-Valley ROP
1040 Florence Road
Livermore, CA 94550
Attn: Superintendent

21. INTEGRATION

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATION AND AMENDMENT

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1 This agreement shall be interpreted according to the laws of the State of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1 For locations outside the geographical service area boundaries of CLPCCD, CLPCCD and Las Positas COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non- district facilities.

25. SEVERABILITY

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on June 17, 2025

By: _____
Julie Duncan, Superintendent
Tri-Valley ROP

By: _____
Dr. Foster, President
Las Positas College

By: _____
Jonah Nicholas, Vice-Chancellor, Business
Services, Las Positas-Las Positas Community
College District

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Chabot-Las Positas Community College District (“CLPCCD”), 7600 Dublin Boulevard, 3rd Floor, Dublin, CA 94568, and Tri-Valley Regional Occupational Program (“TVROP”) and

WHEREAS, CLPCCD and TVROP agree to record CLPCCD and TVROP specific components of the CCAP Agreement using this Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, CLPCCD, Las Positas College and TVROP agree as follows:

1. CCAP AGREEMENT

- a. The governing board of each partner, CLPCCD, Las Positas COLLEGE and TVROP, shall present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board.
- b. Las Positas COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2) Confirmation of the filing shall be provided to TVROP and CLPCCD.
- c. CLPCCD, Las Positas COLLEGE and TVROP shall review and establish new or amended CCAP Agreements annually on or before the end of each school year and follow the protocols set forth in (a) and (b) of this section.

- d. CLPCCD, Las Positas COLLEGE and TVROP point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
CLPCCD:	Dr. Theresa Fleischer-Rowland	(510) 485-5280	trowland@clpccd.org
Las Positas College:	Traci Peterson	925-424-1109	tpeterson@laspositascollege.edu
Tri-Valley ROP:	Julie Duncan	925-455-4800	jduncan@tvrop.org

2. STUDENT SELECTION

- a. Minimum School Day - TVROP certifies that it shall teach TVROP students participating as part of the CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances Las Positas COLLEGE shall claim allowable FTES for the enrollment of high school students in any CCAP Agreement community college course.
- b. TVROP shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. Las Positas COLLEGE and TVROP certify that participating students will have a signed parental consent form on file with Las Positas COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. Las Positas COLLEGE and TVROP certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. Las Positas COLLEGE is responsible for all educational program(s) and course(s) offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the TVROP or Las Positas COLLEGE.

4. CCAP AGREEMENT WITH TRI-VALLEY ROP - LAS POSITAS COLLEGE

of the Chabot-Las Positas Community College District, has identified the following list of courses to provide a breadth of options and access to college and career pathways. This course list will be modified each year to accommodate the needs of students.

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

Counselors and teachers select students based on academic readiness and the alignment of the course content to students' and educational goals. TVROP and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school and college programs of study. 2) the potential for course completion to accelerate students' time to complete a post-secondary degree or certificate.

TOTAL NUMBER OF STUDENTS TO BE SERVED: 400	TOTAL PROJECTED FTES: 75
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COURSE#	COURSE NAME	UNITS	LOCATION
ANTR 3	Cultural Anthropology	3	TBD
BI0 40	Humans and the Environment	3	TBD
BUSN 40	Introduction to Business	3	TBD
CMST 1	Fundamentals Public Speaking	3	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
ENG 1A	Critical Reading and Composition	3	TBD
ENG7	Critical Thinking and Writing Across Disciplines	3	TBD
ENGR 1	Introduction to Engineering	2	TBD
HEA 7	Introduction to Public Health	3	TBD
HUMN 2	Introduction to Film Studies	3	TBD
HUMN 3	Introduction to Humanities	3	TBD
JAMS 1	Introduction to Mass Communications	3	TBD
MATH 3	Multivariable Calculus	5	TBD
MUS 13	History of Rock & Roll	3	TBD
PCN 10	Career and Educational Planning	2	TBD
PCN 15	College Study Skills	2	TBD
PCN 25	Transition to College	0.5	TBD
PSYC 1	General Psychology	3	TBD
PSYC 3	Intro. to Social Psychology	3	TBD

PSYC 4	Brain, Mind, and Behavior	3	TBD
SOC 1	Principles of Sociology	3	TBD
WLDT 55	Print Reading for Industry	2	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WLDT 61	Welding Ferrous Metals	3	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WLDT 62	Welding Nonferrous Metals	3	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WLDT 61AL	SMAW Skills Lab	2	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WLDT 61BL	FCAW Skills Lab	2	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WLDT 62AL	GTAW Skills Lab	2	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WLDT 62BL	GMAW Skills Lab	2	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WLDT 70	Introduction to Welding	2	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WLDT 73	Welding Workplace Safety	1	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
WRXX 95	General Work Experience	1-6	TBD

5. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
TBD	TBD	TBD	TBD	TBD

6. **MANDATED ANNUAL STATE REPORTING**

- a. Las Positas COLLEGE and TVROP shall ensure accurate and timely reporting of the total number of CLPCCD full-time equivalent students generated by CCAP Agreement partnership participants.
- b. Las Positas COLLEGE and TVROP shall each year report the annual total number of unduplicated high school student headcount by school site enrolled under the CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before June 30, and the information shall be reported in compliance with all applicable state and federal privacy laws. The CLPCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*
- c. Las Positas COLLEGE and TVROP shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. Las Positas COLLEGE and TVROP shall report the annual total number of the unduplicated high school student headcount and the percentage of successful

- course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. Las Positas COLLEGE and TVROP shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. Las Positas COLLEGE and TVROP shall ensure that the point of contact for each site establishes protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

7. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. Las Positas COLLEGE and TVROP shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. CLPCCD shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

8. PRIVACY OF STUDENT RECORDS

CLPCCD, Las Positas COLLEGE and TVROP understand and agree that education records of students enrolled in the CCAP Agreement course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). CLPCCD, Las Positas COLLEGE and TVROP agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- a. **Limitation on Use.** CLPCCD, Las Positas COLLEGE and TVROP shall use each student education record that is collected pursuant to this CCAP Agreement solely for a purpose(s) consistent with CLPCCD, Las Positas COLLEGE and TVROP authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- b. **Recordkeeping Requirements.** Las Positas COLLEGE and TVROP shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- c. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, CLPCCD, Las Positas COLLEGE and TVROP hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as

authorized by applicable law or regulation or by the parent or guardian's prior written consent.

9. FACILITIES USE

- d. Las Positas COLLEGE and TVROP shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- e. Las Positas COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following Las Positas COLLEGE facilities:

BUILDING	CLASSROOM	DAYS	HOURS
TBD	TBD	TBD	TBD

6. H. Approval of Disposal List of Equipment and Instructional Equipment

Summary

The Board will consider approving Surplus Equipment either for sale, donation or disposal, per Education Code Sections 17545.

Supporting Documents



Disposal List of Equipment and Instructional Supplies



**Tri-Valley Regional Occupation Program
Electronic Disposal List
JPGB Meeting of June 11, 2025**

Electronic Disposal		
Description of Item	ROP Tag Number	Reason for Disposal
Laser Jet Pro 400 M401dw	A00718	End of Life – Internal Failure
Laser Jet Pro 400 M401dw	A00446	End of Life – Internal Failure
Dell Optiplex 7440 Desktop	A02116	End of Life – Internal Failure
Dell Optiplex 7440 Desktop	A00453	End of Life – Internal Failure
Dell Latitude 3470	A00555	End of Life – Internal Failure
Dell Latitude 3470	A00640	End of Life – Internal Failure
Dell Latitude 3470	A00903	End of Life – Internal Failure
Dell Latitude 3470	A00921	End of Life – Internal Failure
Dell Latitude 3470	A00937	End of Life – Internal Failure
Dell Latitude 3420	A01999	End of Life – Physical Damage

7. DEFERRED CONSENT ITEM/S

Summary

Items that are pulled from the Consent Calendar to be addressed individually will be discussed and acted upon at this time.

8. INFORMATION / ACTION ITEMS

Summary

Informational items are noted as informational only; Action Items are up for a vote by the Board. Most items require a simple majority of Board member votes to pass.

8. A. Public Hearing on the Proposed 2025 – 2026 Budget

Summary

Open Public Hearing for the 2025 – 2026 Tri-Valley Regional Occupational Program Budget held in Compliance with California Education Code 42103.

8. B. Proposed Budget and Adoption for 2025 – 2026

Summary

Following the mandated Public Hearing on the 2025 – 2026 budget, it is appropriate for the Board to consider approval.

Supporting Documents



2025-26 TVROP Adopted Budget



2025-26 Adopted Budget Presentation.final

TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM

PROPOSED ADOPTED BUDGET

2025-26

The Tri-Valley Regional Occupational Program's (TVROP) Budget for 2025-26 was developed through a collaborative process involving the Board of Trustees, Superintendent, the Director of Fiscal Services from the Livermore Valley Joint Unified School District, and other TVROP administrative staff.

REVENUE

Total revenue for the 2025-26 fiscal year is projected at \$7,481,692, representing an increase of approximately \$2.7 million from the previous year.

- Federal Revenue – Decreased by \$109,570, primarily due to the removal of the Workforce Innovation and Opportunity Act (WIOA) grant.
- State Revenue - Increased by \$2,443,402, mainly due to the inclusion of Career Technical Education (CTE) Incentive Grant funds, which were not included in the previous year.
- Local Revenue – Increased by \$259,109, mainly due to a 4% increase in member contributions and higher projected interest earnings.

EXPENDITURES

Total expenditures for the 2025-26 fiscal year are projected at \$8,478,249, representing an increase of approximately \$3.2 million from the previous year.

- Salaries and Benefits – Increased by approximately \$416k compared to the prior year. This includes:
 - 2024-25 salary increases: 3% Certificated, 2% Director, 1% Classified and Management, plus an additional \$500 per full-time equivalent (FTE) for in-lieu medical benefits.
 - 2025-26 salary increases: same structure as 2024-25, beginning July 1, 2025.
 - Inclusion of salaries funded by carryover from the Middle College Early College (MCEC) grant.
 - Adjustments for step and column and a change in the PERS contribution rate (decreased 27.05% to 26.81%).

- Books and Supplies – Increased by approximately \$89k, adjusted for inflation (California CPI: 2.92%). Includes restricted carryover from the MCEC and Career & College Access Pathways grants.
- Services and Other Operating Expenditures – Increased by approximately \$363k, adjusted for inflation, 2.92% CPI. Includes restricted carryover from the MCEC and Career & College Access Pathways grants
- Other Outgo – Increased \$2,361,453. This increase is due to the CTE pass-through expenditure which was not included in the previous year.

SUMMARY

Based on the 2025-26 Proposed Adopted Budget, TVROP is expected to end the 2025-26 fiscal year with an ending fund balance of \$1,621,616. This balance allows TVROP to meet the State required 5% Reserve for Economic Uncertainties of \$423,912 and the Additional 3% Board Reserve of \$183,504. The Components of Ending Fund Balance also include \$227,382 in Restricted funds and \$20,000 in revolving funds, resulting in an unallocated amount of \$766.818.

ANNUAL BUDGET REPORT:

July 1, 2025 Budget Adoption

This budget was developed using the state-adopted Criteria and Standards. It was filed and adopted subsequent to a public hearing by the JPA governing board. (Pursuant to Education Code sections 33129, 41023 and 42127)

Budget available for inspection at:

Place: 1040 Florence Road, Livermore CA
Date: June 6, 2025

Public Hearing:

Place: 1040 Florence Road, Livermore CA
Date: June 11, 2025
Time: 5:30 pm

Adoption Date: June 11, 2025
Signed: _____

Clerk/Secretary of the JPA Governing Board
(Original signature required)

Printed Name: Julie Duncan Title: Superintendent

Contact person for additional information on the budget reports:

Name: Doug D'Amour
Title: Chief Business Official

Telephone: 925-606-3255
E-mail: ddamour@lvjUSD.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	This criterion is not checked for JPAs.	n/a	n/a
2	Enrollment	This criterion is not checked for JPAs.	n/a	n/a
3	ADA to Enrollment	This criterion is not checked for JPAs.	n/a	n/a
4	Local Control Funding Formula (LCFF) Revenue	This criterion is not checked for JPAs.	n/a	n/a
5	Salaries and Benefits	Projected ratios of total salaries and benefits to total general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.		X
6b	Other Expenditures	Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.		X
7	Ongoing and Major Maintenance Account	This criterion is not checked for JPAs.	n/a	n/a
8	Deficit Spending	Deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.	X	
9a	Fund Balance	General fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?	X	
S3	Using Ongoing Revenues to Fund One-time Expenditures	Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have transfers to or from the general fund to cover operating deficits changed by more than the standard for the budget or two subsequent fiscal years?		X
S6	Long-term Commitments	Does the JPA have long-term (multiyear) commitments or debt agreements?	X	
		• If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2024-25) annual payment?	n/a	

Budget, July 1
FINANCIAL REPORTS
2025-26 Budget
Joint Powers Agency Certification

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S7a	Postemployment Benefits Other than Pensions	Does the JPA provide postemployment benefits other than pensions (OPEB)?	X	
		• If yes, are they lifetime benefits?	n/a	
		• If yes, do benefits continue beyond age 65?	n/a	
		• If yes, are benefits funded by pay-as-you-go?	n/a	
S7b	Other Self-insurance Benefits	Does the JPA provide other self-insurance benefits (e.g., workers' compensation)?	X	
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for:		
		• Certificated? (Section S8A, Line 1)	n/a	
		• Classified? (Section S8B, Line 1)	n/a	
		• Management/supervisor/confidential? (Section S8C, Line 1)	n/a	
S9	Local Control and Accountability Plan (LCAP)	This supplemental section is not checked for JPAs.	n/a	n/a
S10	LCAP Expenditures	This supplemental section is not checked for JPAs.	n/a	n/a

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the JPA will end the budget year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior fiscal year and budget year?	n/a	n/a
A4	New Charter Schools Impacting JPA's Enrollment	Are any new charter schools operating in JPA boundaries that are impacting the JPA's enrollment, either in the prior fiscal year or budget year?	n/a	n/a
A5	Salary Increases Exceed COLA	Has the JPA entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the JPA's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the JPA have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of JPA Director or Financial Official	Have there been personnel changes in the JPA director or financial official positions within the last 12 months?	X	

ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to Education Code Section 42141, if a joint powers agency is self-insured for workers' compensation claims, the director of the joint powers agency annually shall provide information to the governing board of the joint powers agency regarding the estimated accrued but unfunded cost of those claims. The governing board annually shall certify to the county superintendent of schools the amount of money, if any, that it has decided to reserve in its budget for the cost of those claims.

To the County Superintendent of Schools:

Our JPA is self-insured for workers' compensation claims as defined in Education Code Section 42141(a):

Total liabilities actuarially determined:	\$	
Less: Amount of total liabilities reserved in budget:	\$	
Estimated accrued but unfunded liabilities:	\$	0.00

☒ This joint powers agency is not self-insured for workers' compensation claims.

Signed _____

Date of Meeting: June 11, 2025

Clerk/Secretary of the Governing Board

(Original signature required)

Printed Name: Julie Duncan

Title: Superintendent

For additional information on this certification, please contact:

Name: Doug D'Amour

Title: Chief Business Official

Telephone: 925-606-3255

E-mail: ddamour@lvjUSD.org

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	109,570.00	0.00	-100.0%
3) Other State Revenue		8300-8599	5,151,752.00	2,720,740.00	-47.2%
4) Other Local Revenue		8600-8799	4,668,775.00	4,760,952.00	2.0%
5) TOTAL, REVENUES			9,930,097.00	7,481,692.00	-24.7%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	2,544,777.00	2,618,973.00	2.9%
2) Classified Salaries		2000-2999	570,424.00	609,568.00	6.9%
3) Employee Benefits		3000-3999	1,004,680.00	1,036,147.00	3.1%
4) Books and Supplies		4000-4999	300,181.00	300,146.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	2,624,333.00	1,551,962.00	-40.9%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	3,083,753.00	2,361,453.00	-23.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			10,128,148.00	8,478,249.00	-16.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(198,051.00)	(996,557.00)	403.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(198,051.00)	(996,557.00)	403.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,816,224.00	2,618,173.00	-7.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
c) As of July 1 - Audited (F1a + F1b)			2,816,224.00	2,618,173.00	-7.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,816,224.00	2,618,173.00	-7.0%
2) Ending Balance, June 30 (E + F1e)			2,618,173.00	1,621,616.00	-38.1%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	20,000.00	20,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	605,361.00	227,382.00	-62.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	211,332.00	183,504.00	-13.2%
Additional Board Reserve 3% (excluding obj 7211)	0000	9780	211,332.00		
Additional Board Reserve 3% (excluding obj 7211)	0000	9780		183,504.00	
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	506,407.00	423,912.00	-16.3%
Unassigned/Unappropriated Amount		9790	1,275,073.00	766,818.00	-39.9%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	5,923,491.87		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	4,365.99		
c) in Revolving Cash Account		9130	20,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			5,947,857.86		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	43,387.81		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			43,387.81		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			5,904,470.05		
FEDERAL REVENUE					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from					
Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	109,570.00	0.00	-100.0%
TOTAL, FEDERAL REVENUE			109,570.00	0.00	-100.0%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	3,083,753.00	2,361,453.00	-23.4%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	124,287.00	New
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,067,999.00	235,000.00	-88.6%
TOTAL, OTHER STATE REVENUE			5,151,752.00	2,720,740.00	-47.2%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	161,230.00	150,000.00	-7.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	54,297.00	0.00	-100.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	170,160.00	173,201.00	1.8%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	16,020.00	0.00	-100.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	4,267,068.00	4,437,751.00	4.0%
Transfers of Apportionments					
Special Education SELPA Transfers					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			4,668,775.00	4,760,952.00	2.0%
TOTAL, REVENUES			9,930,097.00	7,481,692.00	-24.7%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	1,961,499.00	2,034,486.00	3.7%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	583,278.00	584,487.00	0.2%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,544,777.00	2,618,973.00	2.9%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	314,371.00	337,077.00	7.2%
Classified Supervisors' and Administrators' Salaries		2300	107,006.00	111,695.00	4.4%
Clerical, Technical and Office Salaries		2400	148,297.00	160,046.00	7.9%
Other Classified Salaries		2900	750.00	750.00	0.0%
TOTAL, CLASSIFIED SALARIES			570,424.00	609,568.00	6.9%
EMPLOYEE BENEFITS					
STRS		3101-3102	678,393.00	694,030.00	2.3%
PERS		3201-3202	161,691.00	170,047.00	5.2%
OASDI/Medicare/Alternative		3301-3302	83,750.00	88,211.00	5.3%
Health and Welfare Benefits		3401-3402	1,981.00	1,875.00	-5.4%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Unemployment Insurance		3501-3502	1,556.00	1,617.00	3.9%
Workers' Compensation		3601-3602	77,309.00	80,367.00	4.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,004,680.00	1,036,147.00	3.1%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	65,237.00	70,000.00	7.3%
Books and Other Reference Materials		4200	4,472.00	0.00	-100.0%
Materials and Supplies		4300	147,429.00	220,146.00	49.3%
Noncapitalized Equipment		4400	83,043.00	10,000.00	-88.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			300,181.00	300,146.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	44,986.00	49,250.00	9.5%
Dues and Memberships		5300	13,306.00	10,000.00	-24.8%
Insurance		5400-5450	47,000.00	56,000.00	19.1%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	13,613.00	9,500.00	-30.2%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,494,928.00	1,420,212.00	-43.1%
Communications		5900	10,500.00	7,000.00	-33.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			2,624,333.00	1,551,962.00	-40.9%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	3,083,753.00	2,361,453.00	-23.4%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			3,083,753.00	2,361,453.00	-23.4%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			10,128,148.00	8,478,249.00	-16.3%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	109,570.00	0.00	-100.0%
3) Other State Revenue		8300-8599	5,151,752.00	2,720,740.00	-47.2%
4) Other Local Revenue		8600-8799	4,668,775.00	4,760,952.00	2.0%
5) TOTAL, REVENUES			9,930,097.00	7,481,692.00	-24.7%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		4,127,409.00	3,488,765.00	-15.5%
2) Instruction - Related Services	2000-2999		1,215,046.00	986,759.00	-18.8%
3) Pupil Services	3000-3999		425,999.00	454,887.00	6.8%
4) Ancillary Services	4000-4999		713,878.00	619,904.00	-13.2%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		543,088.00	546,556.00	0.6%
8) Plant Services	8000-8999		18,975.00	19,925.00	5.0%
9) Other Outgo	9000-9999	Except 7600-7699	3,083,753.00	2,361,453.00	-23.4%
10) TOTAL, EXPENDITURES			10,128,148.00	8,478,249.00	-16.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(198,051.00)	(996,557.00)	403.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(198,051.00)	(996,557.00)	403.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,816,224.00	2,618,173.00	-7.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,816,224.00	2,618,173.00	-7.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,816,224.00	2,618,173.00	-7.0%
2) Ending Balance, June 30 (E + F1e)			2,618,173.00	1,621,616.00	-38.1%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	20,000.00	20,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	605,361.00	227,382.00	-62.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	211,332.00	183,504.00	-13.2%
Additional Board Reserve 3% (excluding obj 7211)	0000	9780	211,332.00		
Additional Board Reserve 3% (excluding obj 7211)	0000	9780		183,504.00	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	506,407.00	423,912.00	-16.3%
Unassigned/Unappropriated Amount		9790	1,275,073.00	766,818.00	-39.9%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
7339		528,914.00	227,381.00
9010	Other Restricted Local	76,447.00	1.00
Total, Restricted Balance		605,361.00	227,382.00

**2024-25 Estimated Actuals
Budget Change Detail**

REVENUE	CHANGE	DETAIL
Federal	\$ -	No Change
State		
Strong Workforce Grants	\$ 291,773	SWG #5 Final 30%
	-	
	-	
Total State Revenue Changes	\$ 291,773	
Local		
Interest	\$ 36,966	Increased Interest
Donations	2,570	Increased Donations
	-	
Total Local Revenue Changes	39,536	
TOTAL REVENUE CHANGES	\$ 331,309	

EXPENDITURES	CHANGE	DETAIL
Salaries & Benefits	\$ 69,788	Salary Increases
Books and Supplies	(45,591)	
Services and Other Operating Expenses	22,159	
Other Outgo	-	
TOTAL EXPENDITURE CHANGES	46,356	

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	62,468.00	62,468.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			62,468.00	62,468.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			62,468.00	62,468.00	0.0%
2) Ending Balance, June 30 (E + F1e)			62,468.00	62,468.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	62,468.00	62,468.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	62,468.31		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			62,468.31		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenues		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30					
(G10 + H2) - (I6 + J2)			62,468.31		
REVENUES					
Sale of Equipment and Supplies		8631	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	0.0%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
CAPITAL OUTLAY					
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a- b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	62,468.00	62,468.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			62,468.00	62,468.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			62,468.00	62,468.00	0.0%
2) Ending Balance, June 30 (E + F1e)			62,468.00	62,468.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	62,468.00	62,468.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
8210	Student Activity Funds	62,468.00	62,468.00
Total, Restricted Balance		62,468.00	62,468.00

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	75,401.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	55,164.00	0.00	-100.0%
5) TOTAL, REVENUES			130,565.00	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	552.00	0.00	-100.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	129.00	0.00	-100.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	95,630.00	273,269.00	185.8%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			96,311.00	273,269.00	183.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			34,254.00	(273,269.00)	-897.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			34,254.00	(273,269.00)	-897.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	239,015.00	273,269.00	14.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			239,015.00	273,269.00	14.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			239,015.00	273,269.00	14.3%
2) Ending Balance, June 30 (E + F1e)			273,269.00	0.00	-100.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	273,269.00	0.00	-100.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	313,214.23		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			313,214.23		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			313,214.23		
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.0%
FEDERAL REVENUE					
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from					
Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Adult Education Program	6391	8590	33,195.00	0.00	-100.0%
All Other State Revenue	All Other	8590	42,206.00	0.00	-100.0%
TOTAL, OTHER STATE REVENUE			75,401.00	0.00	-100.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	7,741.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	2,423.00	0.00	-100.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	45,000.00	0.00	-100.0%
Tuition		8710	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			55,164.00	0.00	-100.0%
TOTAL, REVENUES			130,565.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	552.00	0.00	-100.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			552.00	0.00	-100.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	106.00	0.00	-100.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	8.00	0.00	-100.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	1.00	0.00	-100.0%
Workers' Compensation		3601-3602	14.00	0.00	-100.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			129.00	0.00	-100.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	95,630.00	273,269.00	185.8%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			95,630.00	273,269.00	185.8%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			96,311.00	273,269.00	183.7%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	75,401.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	55,164.00	0.00	-100.0%
5) TOTAL, REVENUES			130,565.00	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		96,311.00	273,269.00	183.7%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			96,311.00	273,269.00	183.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			34,254.00	(273,269.00)	-897.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			34,254.00	(273,269.00)	-897.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	239,015.00	273,269.00	14.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			239,015.00	273,269.00	14.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			239,015.00	273,269.00	14.3%
2) Ending Balance, June 30 (E + F1e)			273,269.00	0.00	-100.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	273,269.00	0.00	-100.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
6371	CalWORKs for ROCP or Adult Education	195,469.00	0.00
6391	Adult Education Program	77,800.00	0.00
Total, Restricted Balance		273,269.00	0.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:		JUNE								
A. BEGINNING CASH			5,923,491.87	5,797,470.05	5,394,031.05	4,684,015.30	4,280,576.30	3,877,137.30	4,205,271.05	3,801,832.05
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019									
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299									
Other State Revenue	8300-8599									
Other Local Revenue	8600-8799				80,800.25			2,299,675.75		
Interfund Transfers In	8900-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			0.00	0.00	80,800.25	0.00	0.00	2,299,675.75	0.00	0.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		55,000.00	232,634.00	232,634.00	232,634.00	232,634.00	232,634.00	232,634.00	232,634.00
Classified Salaries	2000-2999		22,000.00	52,960.00	52,960.00	52,960.00	52,960.00	52,960.00	52,960.00	52,960.00
Employee Benefits	3000-3999		20,000.00	91,468.00	91,468.00	91,468.00	91,468.00	91,468.00	91,468.00	91,468.00
Books and Supplies	4000-4999		5,000.00	26,377.00	26,377.00	26,377.00	26,377.00	26,377.00	26,377.00	26,377.00
Services	5000-5999				387,377.00			387,377.00		
Capital Outlay	6000-6999									
Other Outgo	7000-7499							1,180,726.00		
Interfund Transfers Out	7600-7629									

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			102,000.00	403,439.00	790,816.00	403,439.00	403,439.00	1,971,542.00	403,439.00	403,439.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199	39,365.99	19,365.99							
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		39,365.99	19,365.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599	43,387.81	43,387.81							
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		43,387.81	43,387.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		(4,021.82)	(24,021.82)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(126,021.82)	(403,439.00)	(710,015.75)	(403,439.00)	(403,439.00)	328,133.75	(403,439.00)	(403,439.00)
F. ENDING CASH (A + E)			5,797,470.05	5,394,031.05	4,684,015.30	4,280,576.30	3,877,137.30	4,205,271.05	3,801,832.05	3,398,393.05
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:		JUNE							
A. BEGINNING CASH		3,398,393.05	2,688,377.30	2,284,938.30	4,602,239.30				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019					0.00		0.00	0.00
Property Taxes	8020-8079							0.00	0.00
Miscellaneous Funds	8080-8099							0.00	0.00
Federal Revenue	8100-8299							0.00	0.00
Other State Revenue	8300-8599			2,720,740.00				2,720,740.00	2,720,740.00
Other Local Revenue	8600-8799	80,800.25			2,299,675.75			4,760,952.00	4,760,952.00
Interfund Transfers In	8900-8929							0.00	0.00
All Other Financing Sources	8930-8979							0.00	0.00
TOTAL RECEIPTS		80,800.25	0.00	2,720,740.00	2,299,675.75	0.00	0.00	7,481,692.00	7,481,692.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	232,634.00	232,634.00	232,634.00	232,634.00	4,999.00		2,618,973.00	2,618,973.00
Classified Salaries	2000-2999	52,960.00	52,960.00	52,960.00	52,960.00	5,008.00		609,568.00	609,568.00
Employee Benefits	3000-3999	91,468.00	91,468.00	91,468.00	91,468.00	9,999.00		1,036,147.00	1,036,147.00
Books and Supplies	4000-4999	26,377.00	26,377.00	26,377.00	26,377.00	4,999.00		300,146.00	300,146.00
Services	5000-5999	387,377.00			387,377.00	2,454.00		1,551,962.00	1,551,962.00
Capital Outlay	6000-6999							0.00	0.00
Other Outgo	7000-7499				1,180,727.00			2,361,453.00	2,361,453.00
Interfund Transfers Out	7600-7629							0.00	0.00
All Other Financing Uses	7630-7699							0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		790,816.00	403,439.00	403,439.00	1,971,543.00	27,459.00	0.00	8,478,249.00	8,478,249.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199							19,365.99	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	19,365.99	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							43,387.81	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	43,387.81	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	(24,021.82)	
E. NET INCREASE/DECREASE (B - C + D)		(710,015.75)	(403,439.00)	2,317,301.00	328,132.75	(27,459.00)	0.00	(1,020,578.82)	(996,557.00)
F. ENDING CASH (A + E)		2,688,377.30	2,284,938.30	4,602,239.30	4,930,372.05				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								4,902,913.05	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:		JUNE								
A. BEGINNING CASH			4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010- 8019									
Property Taxes	8020- 8079									
Miscellaneous Funds	8080- 8099									
Federal Revenue	8100- 8299									
Other State Revenue	8300- 8599									
Other Local Revenue	8600- 8799									
Interfund Transfers In	8900- 8929									
All Other Financing Sources	8930- 8979									
TOTAL RECEIPTS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C. DISBURSEMENTS										
Certificated Salaries	1000- 1999									
Classified Salaries	2000- 2999									
Employee Benefits	3000- 3999									
Books and Supplies	4000- 4999									
Services	5000- 5999									
Capital Outlay	6000- 6999									
Other Outgo	7000- 7499									
Interfund Transfers Out	7600- 7629									

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. ENDING CASH (A + E)			4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:		JUNE							
A. BEGINNING CASH		4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599							0.00	
Other Local Revenue	8600-8799							0.00	
Interfund Transfers In	8900-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999							0.00	
Classified Salaries	2000-2999							0.00	
Employee Benefits	3000-3999							0.00	
Books and Supplies	4000-4999							0.00	
Services	5000-5999							0.00	
Capital Outlay	6000-6999							0.00	
Other Outgo	7000-7499							0.00	
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. ENDING CASH (A + E)		4,930,372.05	4,930,372.05	4,930,372.05	4,930,372.05				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								4,930,372.05	

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099					
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	
3. Other State Revenues	8300-8599	2,720,740.00	-84.77%	414,287.00	-13.28%	359,287.00
4. Other Local Revenues	8600-8799	4,760,952.00	3.84%	4,943,658.00	3.84%	5,133,620.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	0.00	0.00%		0.00%	
6. Total (Sum lines A1 thru A5c)		7,481,692.00	-28.39%	5,357,945.00	2.52%	5,492,907.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				2,618,973.00		2,631,693.00
b. Step & Column Adjustment				12,720.00		12,783.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	2,618,973.00	0.49%	2,631,693.00	0.49%	2,644,476.00
2. Classified Salaries						
a. Base Salaries				609,568.00		615,275.00
b. Step & Column Adjustment				5,707.00		5,819.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	609,568.00	0.94%	615,275.00	0.95%	621,094.00
3. Employee Benefits	3000-3999	1,036,147.00	1.48%	1,051,466.00	1.03%	1,062,249.00
4. Books and Supplies	4000-4999	300,146.00	2.07%	306,360.00	2.13%	312,883.00
5. Services and Other Operating Expenditures	5000-5999	1,551,962.00	-4.79%	1,477,553.00	-26.99%	1,078,722.00
6. Capital Outlay	6000-6999	0.00	0.00%		0.00%	
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	2,361,453.00	-100.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%		0.00%	
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section G below)						
11. Total (Sum lines B1 thru B10)		8,478,249.00	-28.26%	6,082,347.00	-5.97%	5,719,424.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(996,557.00)		(724,402.00)		(226,517.00)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		2,618,173.00		1,621,616.00		897,214.00
2. Ending Fund Balance (Sum lines C and D1)		1,621,616.00		897,214.00		670,697.00
3. Components of Ending Fund Balance						
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
a. Nonspendable	9710-9719	0.00		20,000.00		20,000.00
b. Restricted	9740	227,382.00		171,450.00		
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	183,504.00		182,470.00		171,583.00
e. Unassigned/Unappropriated						

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
1. Reserve for Economic Uncertainties	9789	0.00		304,117.00		285,971.00
2. Unassigned/Unappropriated	9790	1,210,730.00		219,177.00		193,143.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,621,616.00		897,214.00		670,697.00
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		304,117.00		285,971.00
c. Unassigned/Unappropriated	9790	1,210,730.00		219,177.00		193,143.00
d. Negative Restricted Ending Balances						
(Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		1,210,730.00		523,294.00		479,114.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F2)		14.28%		8.60%		8.38%
F. RECOMMENDED RESERVES						
1. JPA ADA						
Used to determine the reserve standard percentage level on Line F5						
(Enter ADA for current and two subsequent years, if applicable)		0.00		0.00		0.00
2. Total Expenditures and Other Financing Uses (Line B11)		8,478,249.00		6,082,347.00		5,719,424.00
3. Less: Special Education Pass-through						
(Not applicable for JPAs)		N/A		N/A		N/A
4. Sub-Total (Line F2 minus F3)		8,478,249.00		6,082,347.00		5,719,424.00
5. Reserve Standard Percentage Level						
(Refer to Form 01CS, Criterion 10 for calculation details)		5.00%		5.00%		5.00%
6. Reserve Standard - By Percent (Line F4 times F5)		423,912.45		304,117.35		285,971.20
7. Reserve Standard - By Amount						
(Refer to Form 01CS, Criterion 10 for calculation details)		88,000.00		88,000.00		88,000.00
8. Reserve Standard (Greater of Line F6 or F7)		423,912.45		304,117.35		285,971.20
9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)		YES		YES		YES
G. ASSUMPTIONS						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

**2025-26 Adopted Budget
Multi-Year Projection (MYP) Change Detail**

Major Object	Category	Description	2026-27	2027-28
Revenue				
8000	State Revenue	CTE Incentive Grant	\$ (2,361,453)	\$ -
		Middle College Early College	\$ 25,000	\$ (25,000)
		Career & College Access Pathways	\$ 30,000	\$ (30,000)
8000	Local Revenue	Member Contribution Increase (4%)	\$ 177,510	\$ 184,610
		MOU Billbacks	\$ 5,196	\$ 5,352
Total Revenue Changes			<u>\$ (2,123,747)</u>	<u>\$ 134,962</u>
Expenditure				
1000	Certificated Salaries	Step and Column Adjustment	\$ 12,720	\$ 12,783
2000	Classified Salaries	Step and Column Adjustment	\$ 5,707	\$ 5,819
3000	Employee Benefits	PERS rate increase, STRS/PERS employee changes	\$ 15,319	\$ 10,784
4000	Materials & Supplies	Reduce SWG & MCEC, CPI Adjustments	\$ 6,214	\$ 6,524
5000	Services & Other Operating	Reduce SWG & MCEC, CPI Adjustments	\$ (74,409)	\$ (398,831)
7000	Other Outgo	CTE Incentive Grant Transfer	\$ (2,361,453)	\$ -
Total Expenditure Changes			<u>\$ (2,395,902)</u>	<u>\$ (362,921)</u>

Provide methodology and assumptions used to estimate revenues, expenditures, reserves and fund balance, and multi-year commitments (including cost-of-living adjustments). Deviations from the standards must be explained and may affect the approval of the budget.

Note: This form is the same as the school district criteria and standards review except for the average daily attendance, enrollment, ADA to enrollment, LCFF revenue, and ongoing and major maintenance account criteria, which are not applicable for JPAs. The criteria and standards review should be completed only to the extent that individual components apply to each JPA, and with concurrence from the reviewing agency.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

This criterion is not checked for JPAs

2. CRITERION: Enrollment

This criterion is not checked for JPAs

3. CRITERION: ADA to Enrollment

This criterion is not checked for JPAs

4. CRITERION: Local Control Funding Formula (LCFF) Revenue

This criterion is not checked for JPAs

5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total salaries and benefits to total general fund expenditures for any of the budget year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the JPA's required reserves percentage.

5A. Calculating the JPA's Historical Average Ratio of Salaries and Benefits to Total General Fund Expenditures

DATA ENTRY: All data are extracted or calculated.

Estimated/Unaudited Actuals			
	Salaries and Benefits	Total Expenditures	Ratio of Salaries and Benefits
Fiscal Year	(Form 01, Objects 1000-3999)	(Form 01, Objects 1000-7499)	to Total Expenditures
Third Prior Year (2022-23)	3,769,715.75	9,250,339.86	40.8%
Second Prior Year (2023-24)	3,615,511.35	8,892,436.66	40.7%
First Prior Year (2024-25)	4,119,881.00	10,128,148.00	40.7%
Historical Average Ratio:			40.7%
	Budget Year	1st Subsequent Year	2nd Subsequent Year
	(2025-26)	(2026-27)	(2027-28)
JPA's Reserve Standard Percentage (Criterion 10B, Line 4):	5.0%	5.0%	5.0%
JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	35.7% to 45.7%	35.7% to 45.7%	35.7% to 45.7%

5B. Calculating the JPA's Projected Ratio of Salaries and Benefits to Total General Fund Expenditures

DATA ENTRY: If Form MYP exists, Salaries and Benefits, and Total Expenditures data for the 1st and 2nd Subsequent Years will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Budget		Ratio of Salaries and Benefits to Total Expenditures	Status
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)		
	(Form MYP, Lines B1-B3)	(Form MYP, Lines B1-B8, B10)		
Budget Year (2025-26)	4,264,688.00	8,478,249.00	50.3%	Not Met
1st Subsequent Year (2026-27)	4,298,434.00	6,082,347.00	70.7%	Not Met
2nd Subsequent Year (2027-28)	4,327,819.00	5,719,424.00	75.7%	Not Met

5C. Comparison of JPA Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected ratio(s) of salary and benefit costs to total expenditures are outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard, a description of the methods and assumptions used in projecting salaries and benefits, and what changes, if any, will be made to bring the projected salary and benefit costs within the standard.

Explanation:
(required if NOT met)

TVROP's historical average for salaries and benefits is low due to the CTE Incentive Grant pass-through.

6 CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating), for any of the budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the funded cost-of-living adjustment (COLA) plus or minus ten percent. For each major object category, changes that exceed the funded COLA plus or minus five percent must be explained.

6A. Calculating the JPA's Other Revenues and Expenditures Standard Percentage Ranges

DATA ENTRY: Enter data for the budget and two subsequent fiscal years on line 1. All other data are extracted or calculated.

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. JPA's Change in Funding Level			
2. JPA's Other Revenues and Expenditures Standard Percentage Range (Line 1, plus/minus 10%):	-10.00% to 10.00%	-10.00% to 10.00%	-10.00% to 10.00%
3. JPA's Other Revenues and Expenditures Explanation Percentage Range (Line 1, plus/minus 5%):	-5.00% to 5.00%	-5.00% to 5.00%	-5.00% to 5.00%

6B. Calculating the JPA's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 6A, Line 3)

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for each revenue and expenditure section will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Explanations must be entered for each category if the percent change for any year exceeds the JPA's explanation percentage range.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Change Is Outside Explanation Range
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Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)

First Prior Year (2024-25)	109,570.00		
Budget Year (2025-26)	0.00	-100.00%	Yes
1st Subsequent Year (2026-27)	0.00	0.00%	No
2nd Subsequent Year (2027-28)		0.00%	Yes

Explanation:
(required if yes)

TVROP received the Federal WIOA Grant in 2024-25

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)

First Prior Year (2024-25)	5,151,752.00		
Budget Year (2025-26)	2,720,740.00	-47.19%	Yes
1st Subsequent Year (2026-27)	414,287.00	-84.77%	Yes
2nd Subsequent Year (2027-28)	359,287.00	-13.28%	Yes

Explanation:
(required if yes)

TVROP received CTEIG, SWG, CCAP, and MCEC grants in 2024-25.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)

First Prior Year (2024-25)	4,668,775.00		
Budget Year (2025-26)	4,760,952.00	1.97%	No
1st Subsequent Year (2026-27)	4,943,658.00	3.84%	No
2nd Subsequent Year (2027-28)	5,133,620.00	3.84%	No

Explanation:
(required if yes)

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)

First Prior Year (2024-25)	300,181.00		
Budget Year (2025-26)	300,146.00	-0.01%	No
1st Subsequent Year (2026-27)	306,360.00	2.07%	No
2nd Subsequent Year (2027-28)	312,883.00	2.13%	No

Explanation:
(required if yes)

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B5)

First Prior Year (2024-25)	2,624,333.00		
Budget Year (2025-26)	1,551,962.00	-40.86%	Yes
1st Subsequent Year (2026-27)	1,477,553.00	-4.79%	No
2nd Subsequent Year (2027-28)	1,078,722.00	-26.99%	Yes

Explanation:
(required if yes)

Removed carryover related to the Strong Workforce, Career & College Access Pathways, and Middle College grants.

6C. Calculating the JPA's Change in Total Operating Revenues and Expenditures (Section 6A, Line 2)

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Status
Total Federal, Other State, and Other Local Revenue (Section 6B)			
First Prior Year (2024-25)	9,930,097.00		
Budget Year (2025-26)	7,481,692.00	-24.66%	Not Met
1st Subsequent Year (2026-27)	5,357,945.00	-28.39%	Not Met
2nd Subsequent Year (2027-28)	5,492,907.00	2.52%	Met

Total Books and Supplies, and Services and Other Operating Expenditures (Section 6B)			
First Prior Year (2024-25)	2,924,514.00		
Budget Year (2025-26)	1,852,108.00	-36.67%	Not Met
1st Subsequent Year (2026-27)	1,783,913.00	-3.68%	Met
2nd Subsequent Year (2027-28)	1,391,605.00	-21.99%	Not Met

6D. Comparison of JPA Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6B if the status in Section 6C is not met; no entry is allowed below.

- 1a. STANDARD NOT MET - Projected total operating revenues have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6B above and will also display in the explanation box below.

Explanation:
Federal Revenue
(linked from 6B if NOT met)

TVROP received the Federal WIOA Grant in 2024-25

Explanation:
Other State Revenue
(linked from 6B if NOT met)

TVROP received CTEIG, SWG, CCAP, and MCEC grants in 2024-25.

Explanation:
Other Local Revenue
(linked from 6B if NOT met)

- 1b. STANDARD NOT MET - Projected total operating expenditures have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating expenditures within the standard must be entered in Section 6B above and will also display in the explanation box below.

Explanation:
Books and Supplies
(linked from 6B if NOT met)

Explanation:
Services and Other Exps
(linked from 6B if NOT met)

Removed carry over related to the Strong Workforce, Career & College Access Pathways, and Middle College grants.

7. CRITERION: Facilities Maintenance

STANDARD: Confirm that the annual contribution for facilities maintenance funding is not less than the amount required pursuant to Education Code Section 17070.75, if applicable, and that the JPA is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the JPA's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

This criterion is not checked for JPAs

8. CRITERION: Deficit Spending

STANDARD: Deficit spending (total expenditures and other financing uses is greater than total revenues and other financing sources) as a percentage of total expenditures and other financing uses, has not exceeded one-third of the JPA's available reserves¹ as a percentage of total expenditures and other financing uses² in two out of three prior fiscal years:

8A. Calculating the JPA's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Third Prior Year (2022-23)	Second Prior Year (2023-24)	First Prior Year (2024-25)
1. JPA's Available Reserve Amounts			
a. Stabilization Arrangements (Funds 01 and 17, Object 9750)	0.00	0.00	0.00
b. Reserve for Economic Uncertainties (Funds 01 and 17, Object 9789)	462,517.00	444,622.00	0.00
c. Unassigned/Unappropriated (Funds 01 and 17, Object 9790)	1,599,579.31	1,410,097.03	1,781,480.00
d. Negative General Fund Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999)	0.00	0.00	0.00
e. Available Reserves (Lines 1a through 1d)	2,062,096.31	1,854,719.03	1,781,480.00
2. JPA's Total Expenditures and Other Financing Uses			
a. JPA's Total Expenditures and Other Financing Uses (Criterion 8B)	9,250,339.86	9,044,205.70	10,128,148.00
b. Plus: Special Education Pass-through Funds (Not applicable for JPAs)	N/A	N/A	N/A
c. Total Expenditures and Other Financing Uses (Line 2a plus Line 2b)	9,250,339.86	9,044,205.70	10,128,148.00
3. JPA's Available Reserve Percentage (Line 1e divided by Line 2c)	22.3%	20.5%	17.6%
JPA's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):	7.4%	6.8%	5.9%

¹Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve

Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

² A JPA that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8B. Calculating the JPA's Deficit Spending Percentages

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Net Change in Fund Balance (Form 01, Section E)	Total Expenditures and Other Financing Uses (Form 01, Objects 1000- 7999)	Deficit Spending Level (If Net Change in Fund Balance is negative, else N/A)	Status
Third Prior Year (2022-23)	(819,805.63)	9,250,339.86	8.9%	Not Met
Second Prior Year (2023-24)	42,318.43	9,044,205.70	N/A	Met
First Prior Year (2024-25)	(198,051.00)	10,128,148.00	2.0%	Met
Budget Year (2025-26) (Information only)	(996,557.00)	8,478,249.00		

8C. Comparison of JPA Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Deficit spending, if any, has not exceeded the standard percentage level in two or more of the three prior years.

Explanation:
(required if NOT met)

9. CRITERION: Fund and Cash Balances

A. STANDARD: Budgeted beginning general fund balance has not been overestimated for two out of three prior fiscal years by more than the following percentage levels:

Percentage Level ¹		JPA ADA
1.7%	0	to 300
1.3%	301	to 1,000
1.0%	1,001	to 30,000
0.7%	30,001	to 250,000
0.3%	250,001	and over

¹ Percentage levels equate to a rate of deficit spending which would eliminate recommended reserves for economic uncertainties over a three year period.

JPA ADA (Criterion 10):

JPA's Fund Balance Standard Percentage Level:

9A-1. Calculating the JPA's General Fund Beginning Balance Percentages

DATA ENTRY: Enter data in the Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	General Fund Beginning Balance ² (Form 01, Line F1e)		Beginning Fund Balance Variance Level	Status
	Original Budget	Estimated/Unaudited Actuals	(If overestimated, else N/A)	
Third Prior Year (2022-23)	3,593,715.00	3,593,711.09	0.00%	Met
Second Prior Year (2023-24)	2,110,372.00	2,773,905.46	N/A	Met
First Prior Year (2024-25)	1,854,503.00	2,816,224.00	N/A	Met
Budget Year (2025-26) (Information only)	2,618,173.00			

² Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

9A-2. Comparison of JPA Beginning Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - General fund beginning fund balance has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:
(required if NOT met)

B. Cash Balance Standard: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1. Determining if the JPA's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Ending Cash Balance		
General Fund		
Fiscal Year	(Form CASH, Line F, June Column)	Status
Current Year (2025-26)	4,915,372.05	Met

9B-2. Comparison of the JPA's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation
(required if not met)

10. CRITERION: Reserves

STANDARD: Available reserves¹ for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts² as applied to total expenditures and other financing uses³:

Percentage Level		JPA ADA
5% or \$88,000 (greater of)	0	to 300
4% or \$88,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 250,000
1%	250,001	and over

¹ Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

² Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238.02) and then rounded to the nearest thousand.

³ A JPA that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
JPA ADA (Form MYP, Line F1, if available; else defaults to zero and may be overwritten):	0	0	0
JPA's Reserve Standard Percentage Level:	5.0%	5.0%	5.0%

10A. Calculating the JPA's Special Education Pass-through Exclusions (only for JPAs that serve as the AU of a SELPA)

Special education pass-through exclusions are not applicable for JPAs

10B. Calculating the JPA's Reserve Standard

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for lines 1 and 2 will be extracted; if not, enter data for the two subsequent years.

All other data are extracted or calculated.

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. Total Expenditures and Other Financing Uses (Criterion 8B) (Form MYP, Line B11)	8,478,249.00	6,082,347.00	5,719,424.00
2. Less: Special Education Pass-through (Not applicable for JPAs)	N/A	N/A	N/A
3. Net Expenditures and Other Financing Uses (Line B1 minus Line B2)	8,478,249.00	6,082,347.00	5,719,424.00
4. Reserve Standard Percentage Level	5.0%	5.0%	5.0%
5. Reserve Standard - by Percent (Line B3 times Line B4)	423,912.45	304,117.35	285,971.20
6. Reserve Standard - by Amount (\$88,000 for JPAs with 0 to 1,000 ADA, else 0)	88,000.00	88,000.00	88,000.00
7. JPA's Reserve Standard (Greater of Line B5 or Line B6)	423,912.45	304,117.35	285,971.20

10C. Calculating the JPA's Budgeted Reserve Amount

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 through 7 will be extracted; if not, enter data for the two subsequent years.
All other data are extracted or calculated.

		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Reserve Amounts				
1.	General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYP, Line E1a)	0.00		
2.	General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYP, Line E1b)	0.00	304,117.00	285,971.00
3.	General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	1,210,730.00	219,177.00	193,143.00
4.	General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYP, Line E1d)	0.00	0.00	0.00
5.	Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYP, Line E2a)	0.00		
6.	Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYP, Line E2b)	0.00		
7.	Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYP, Line E2c)	0.00		
8.	JPA's Budgeted Reserve Amount (Lines C1 thru C7)	1,210,730.00	523,294.00	479,114.00
9.	JPA's Budgeted Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	14.28%	8.60%	8.38%
JPA's Reserve Standard (Section 10B, Line 7):		423,912.45	304,117.35	285,971.20
Status:		Met	Met	Met

10D. Comparison of JPA Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Projected available reserves have met the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

- 1a. Does your JPA have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?

No

- 1b. If Yes, identify the liabilities and how they may impact the budget:

S2. Use of One-time Revenues for Ongoing Expenditures

- 1a. Does your JPA have ongoing general fund expenditures in the budget in excess of one percent of the total general fund expenditures that are funded with one-time resources?

No

- 1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. Use of Ongoing Revenues for One-time Expenditures

- 1a. Does your JPA have large non-recurring general fund expenditures that are funded with ongoing general fund revenues?

No

- 1b. If Yes, identify the expenditures:

S4. Contingent Revenues

- 1a. Does your JPA have projected revenues for the budget year and/or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

No

- 1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the general fund operational budget.

JPA's Contributions and Transfers Standard:

-10% to +10% or -\$20,000 to
+\$20,000

SSA. Identification of the JPA's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: For Transfers In and Transfers Out, enter data in the First Prior Year. If Form MYP exists, the data will be extracted for the Budget Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Budget Year, 1st and 2nd subsequent Years. Click the appropriate button for item 1d; all other data will be calculated.

Description / Fiscal Year	Projection	Amount of Change	Percent Change	Status
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1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)

This item is not applicable for JPAs.

1b. Transfers In, General Fund *

First Prior Year (2024-25)	0.00			
Budget Year (2025-26)	0.00	0.00	0.0%	Met
1st Subsequent Year (2026-27)		0.00	0.0%	Not Met
2nd Subsequent Year (2027-28)		0.00	0.0%	Not Met

1c. Transfers Out, General Fund *

First Prior Year (2024-25)	0.00			
Budget Year (2025-26)	0.00	0.00	0.0%	Met
1st Subsequent Year (2026-27)		0.00	0.0%	Not Met
2nd Subsequent Year (2027-28)		0.00	0.0%	Not Met

1d. Impact of Capital Projects

Do you have any capital projects that may impact the general fund operational budget?

No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S5B. Status of the JPA's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1b-1c or if Yes for item 1d.

- 1a. This item is not applicable for JPAs.
- 1b. NOT MET - The projected transfers in to the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the JPA's plan, with timelines, for reducing or eliminating the transfers.

Explanation:

(required if NOT met)

There is no projected transfer into the General Fund in the current or subsequent years.

- 1c. NOT MET - The projected transfers out of the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the JPA's plan, with timeframes, for reducing or eliminating the transfers.

Explanation:

(required if NOT met)

There is no projected transfer out of the General Fund in the current or subsequent years.

- 1d. NO - There are no capital projects that may impact the general fund operational budget.

Project Information:

(required if YES)

S6. Long-term Commitments

Identify all existing and new multiyear commitments¹ and their annual required payment for the budget year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also explain how any decrease to funding sources used to pay long-term commitments will be replaced. ¹ Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the JPA's Long-term Commitments

DATA ENTRY: Click the appropriate button in item 1 and enter data in all columns of item 2 for applicable long-term commitments; there are no extractions in this section.

1. Does your JPA have long-term (multiyear) commitments?
(If No, skip item 2 and Sections S6B and S6C)
2. If Yes to item 1, list all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in item S7A.

No

Type of Commitment	# of Years	SACS Fund and Object Codes Used For:		Principal Balance
	Remaining	Funding Sources (Revenues)	Debt Service (Expenditures)	as of July 1, 2025
Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences		General Fund		57,426
Other Long-term Commitments (do not include OPEB)				
TOTAL:				57,426

Type of Commitment (continued)	First Prior Year (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
	Annual Payment	Annual Payment	Annual Payment	Annual Payment
	(P & I)	(P & I)	(P & I)	(P & I)
Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	59,795	57,426		
Other Long-term Commitments (continued):				
Total Annual Payments:	59,795	57,426	0	0
Has total annual payment increased over prior year (2024-25)?	No	No	No	No

S6B. Comparison of JPA's Annual Payments To Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the budget and two subsequent fiscal years.

Explanation:
(required if Yes
to increase in total
annual payments)

Compensated Absences are funded by the General Fund.

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in Item 1; If Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

N/A

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

Explanation:

(required if Yes)

S7. Unfunded Liabilities

Estimate the unfunded liability for postemployment benefits other than pensions (OPEB) based on an actuarial valuation, if required, or other method; identify or estimate the actuarially determined contribution (if available); and indicate how the obligation is funded (pay-as-you-go, amortized over a specific period, etc.).

Estimate the unfunded liability for self-insurance programs such as workers' compensation based on an actuarial valuation, if required, or other method; identify or estimate the required contribution; and indicate how the obligation is funded (level of risk retained, funding approach, etc.).

S7A. Identification of the JPA's Estimated Unfunded Liability for Postemployment Benefits Other than Pensions (OPEB)

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section except for the budget year data on line 5b.

- 1 Does your JPA provide postemployment benefits other than pensions (OPEB)? (If No, skip items 2-5)

No

2. For the JPA's OPEB:

a. Are they lifetime benefits?

b. Do benefits continue past age 65?

c. Describe any other characteristics of the JPA's OPEB program including eligibility criteria and amounts, if any, that retirees are required to contribute toward their own benefits:

- 3 a. Are OPEB financed on a pay-as-you-go, actuarial cost, or other method?

b. Indicate any accumulated amounts earmarked for OPEB in a self-insurance or governmental fund

Self-Insurance Fund

Governmental Fund

- 4 OPEB Liabilities

a. Total OPEB liability

b. OPEB plan(s) fiduciary net position (if applicable)

c. Total/Net OPEB liability (Line 4a minus Line 4b)

0.00

d. Is total OPEB liability based on the JPA's estimate or an actuarial valuation?

e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation

- 5 OPEB Contributions

a. OPEB actuarially determined contribution (ADC), if available, per actuarial valuation or Alternative Measurement Method

b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752)

c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

d. Number of retirees receiving OPEB benefits

Budget Year
(2025-26)

1st Subsequent Year
(2026-27)

2nd Subsequent Year
(2027-28)

0.00		

S7B. Identification of the JPA's Unfunded Liability for Self-Insurance Programs

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section.

- 1 Does your JPA operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability?
(Do not include OPEB, which is covered in Section S7A) (If No, skip items 2-4)

No

- 2 Describe each self-insurance program operated by the JPA, including details for each such as level of risk retained, funding approach, basis for the valuation (JPA's estimate or actuarial), and date of the valuation:

- 3 Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
b. Unfunded liability for self-insurance programs

- 4 Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
b. Amount contributed (funded) for self-insurance programs

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)

S8. Status of Labor Agreements

Analyze the status of all employee labor agreements. Identify new labor agreements, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized at budget adoption, upon settlement with certificated or classified staff:

The JPA must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the JPA governing board and superintendent.

S8A. Cost Analysis of JPA's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of certificated (non-management) full - time - equivalent(FTE) positions	21	20	20	20

Certificated (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

N/A

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 5 and 6.

If n/a, skip to Section S8B.

Negotiations Settled

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Budget Year
(2025-26)

1st Subsequent Year
(2026-27)

2nd Subsequent Year
(2027-28)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year

or

Multiyear Agreement

Total cost of salary settlement

% change in salary schedule from prior year (may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

--

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

6. Amount included for any tentative salary schedule increases

--	--	--

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Certificated (Non-management) Health and Welfare (H&W) Benefits

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Certificated (Non-management) Prior Year Settlements

Are any new costs from prior year settlements included in the budget?

--

If Yes, amount of new costs included in the budget and MYPs

--	--	--

If Yes, explain the nature of the new costs:

--

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Certificated (Non-management) Step and Column Adjustments

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Certificated (Non-management) Attrition (layoffs and retirements)

- Are savings from attrition included in the budget and MYPs?
- Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Certificated (Non-management) - Other

List other significant contract changes and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of JPA's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of classified (non-management) FTE positions	8	8	8	8

Classified (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

N/A

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 5 and 6.

--

If n/a, skip to Section S8C.

Negotiations Settled

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Budget Year
(2025-26)

1st Subsequent Year
(2026-27)

2nd Subsequent Year
(2027-28)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

One Year Agreement

Total cost of salary settlement

% change in salary schedule from prior year

or

Multiyear Agreement

Total cost of salary settlement

% change in salary schedule from prior year (may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

6. Amount included for any tentative salary schedule increases

Budget Year
(2025-26)

1st Subsequent Year
(2026-27)

2nd Subsequent Year
(2027-28)

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Classified (Non-management) Health and Welfare (H&W) Benefits

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Classified (Non-management) Prior Year Settlements

Are any new costs from prior year settlements included in the budget?

If Yes, amount of new costs included in the budget and MYPs

If Yes, explain the nature of the new costs:

--

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Classified (Non-management) Step and Column Adjustments

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Classified (Non-management) Attrition (layoffs and retirements)

- Are savings from attrition included in the budget and MYPs?
- Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Classified (Non-management) - Other

List other significant contract changes and the cost impact of each change (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of JPA's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of management, supervisor, and confidential FTE positions	4	3	3	3

Management/Supervisor/Confidential

Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

N/A

If Yes, complete question 2.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 3 and 4.

If n/a, skip the remainder of Section S8C.

Negotiations Settled

2. Salary settlement:

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

Total cost of salary settlement
% change in salary schedule
from prior year (may enter text,
such as "Reopener")

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

4. Amount included for any tentative salary schedule increases

--	--	--

Management/Supervisor/Confidential

Health and Welfare (H&W) Benefits

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Management/Supervisor/Confidential

Step and Column Adjustments

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Management/Supervisor/Confidential

Other Benefits (mileage, bonuses, etc.)

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

- Are costs of other benefits included in the budget and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

S9. Local Control and Accountability Plan (LCAP)

Confirm that the school district's governing board has adopted an LCAP or an update to the LCAP effective for the budget year.

This supplemental section is not checked for JPAs.

S10. LCAP Expenditures

Confirm that the school district's budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

This supplemental section is not checked for JPAs.

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A1 through A9 except items A3 and A4, which are not applicable for JPAs.

A1.	Do cash flow projections show that the JPA will end the budget year with a negative cash balance in the general fund?	No
A2.	Is the system of personnel position control independent from the payroll system?	No
A3.	Is enrollment decreasing in both the prior fiscal year and budget year? (Data from the enrollment budget column of Criterion 2A are used to determine Yes or No)	N/A
A4.	Are new charter schools operating in JPA boundaries that impact the JPA's enrollment, either in the prior fiscal year or budget year?	N/A
A5.	Has the JPA entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	No
A6.	Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?	No
A7.	Is the JPA's financial system independent of the county office system?	No
A8.	Does the JPA have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education)	No
A9.	Have there been personnel changes in the JPA director or financial official positions within the last 12 months?	No

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

End of Joint Powers Agency Budget Criteria and Standards Review

Budget, July 1
Estimated Actuals 2024-25
Technical Review Checks
Phase - All
Display - All Technical Checks

Tri-Valley ROP JPA**Alameda County**

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)

W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)

O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUNCTION - (**Fatal**) - All FUNCTION codes must be valid. **Passed**

CHECKFUND - (**Fatal**) - All FUND codes must be valid. **Passed**

CHECKGOAL - (**Fatal**) - All GOAL codes must be valid. **Passed**

CHECKOBJECT - (**Fatal**) - All OBJECT codes must be valid. **Passed**

CHECKRESOURCE - (**Warning**) - All RESOURCE codes must be valid. **Passed**

CHK-FDXRS7690xOB8590 - (**Fatal**) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **Passed**

CHK-FUNCTIONxOBJECT - (**Fatal**) - All FUNCTION and OBJECT account code combinations must be valid. **Passed**

CHK-FUNDxFUNCTION-A - (**Warning**) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **Passed**

CHK-FUNDxFUNCTION-B - (**Fatal**) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **Passed**

CHK-FUNDxGOAL - (**Warning**) - All FUND and GOAL account code combinations should be valid. **Passed**

CHK-FUNDxOBJECT - (**Fatal**) - All FUND and OBJECT account code combinations must be valid. **Passed**

CHK-FUNDxRESOURCE - (**Warning**) - All FUND and RESOURCE account code combinations should be valid. **Passed**

CHK-GOALxFUNCTION-A - (**Fatal**) - Goal and Function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. **Passed**

CHK-GOALxFUNCTION-B - (**Fatal**) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). **Passed**

CHK-RES6500XOBJ8091 - (Fatal) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years).	<u>Passed</u>
CHK-RESOURCExOBJECTA - (Warning) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>Passed</u>
CHK-RESOURCExOBJECTB - (Informational) - All RESOURCE and OBJECT(objects 9791, 9793, and 9795) account code combinations should be valid.	<u>Passed</u>
CHK-RS-LOCAL-DEFINED - (Fatal) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>Passed</u>
PY-EFB=CY-BFB - (Fatal) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791).	<u>Passed</u>
PY-EFB=CY-BFB-RES - (Fatal) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource.	<u>Passed</u>
SPECIAL-ED-GOAL - (Fatal) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3307, 3309, 3312, 3318, and 3332.	<u>Passed</u>
<u>GENERAL LEDGER CHECKS</u>	
AR-AP-POSITIVE - (Warning) - Accounts Receivable (Object 9200), Due from Other Funds (Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund.	<u>Passed</u>
CEFB-POSITIVE - (Fatal) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.	<u>Passed</u>
CONTRIB-RESTR-REV - (Fatal) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund.	<u>Passed</u>
CONTRIB-UNREST-REV - (Fatal) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund.	<u>Passed</u>
DUE-FROM=DUE-TO - (Fatal) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610).	<u>Passed</u>
EFB-POSITIVE - (Warning) - All ending fund balances (Object 979Z) should be positive by resource, by fund.	<u>Passed</u>
EXCESS-ASSIGN-REU - (Fatal) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95).	<u>Passed</u>
EXP-POSITIVE - (Warning) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund.	<u>Passed</u>
INTERFD-DIR-COST - (Fatal) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds.	<u>Passed</u>
INTERFD-IN-OUT - (Fatal) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629).	<u>Passed</u>

INTERFD-INDIRECT - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. **Passed**

INTERFD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. **Passed**

INTRA-FD-DIR-COST - (Fatal) - Transfers of Direct Costs (Object 5710) must net to zero by fund. **Passed**

INTRA-FD-INDIRECT - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. **Passed**

INTRA-FD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by function. **Passed**

LOTTERY-CONTRIB - (Fatal) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). **Passed**

NET-INV-CAP-ASSETS - (Warning) - If capital asset amounts are imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-95, then an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund. **Passed**

OBJ-POSITIVE - (Warning) - All applicable objects should have a positive balance by resource, by fund. **Passed**

PASS-THRU-REV=EXP - (Warning) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by fund and resource. **Passed**

REV-POSITIVE - (Warning) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. **Passed**

RS-NET-POSITION-ZERO - (Fatal) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. **Passed**

SE-PASS-THRU-REVENUE - (Warning) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. **Passed**

UNASSIGNED-NEGATIVE - (Fatal) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. **Passed**

UNR-NET-POSITION-NEG - (Fatal) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. **Passed**

SUPPLEMENTAL CHECKS

ASSET-ACCUM-DEPR-NEG - (Fatal) - In Form ASSET, accumulated depreciation and amortization for governmental and business-type activities must be zero or negative. **Passed**

DEBT-ACTIVITY - (Informational) - Long-term debt exists, but it appears that no activity has been entered in the Schedule of Long-Term Liabilities (Form DEBT) for the following long-term debt types: **Exception**

Long-Term Liability Type	Beginning Balance	Ending Balance
DEBT.GOV.PENSION.LIAB.9663	\$2,981,572.00	\$2,981,572.00

DEBT-POSITIVE - (Fatal) - In Form DEBT, long-term liability ending balances must be positive. **Passed**

EXPORT VALIDATION CHECKS

CHK-DEPENDENCY - (Fatal) - If data has changed that affect other forms, the affected forms must be opened and saved. **Passed**

CHK-UNBALANCED-A - (Warning) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. **Passed**

CHK-UNBALANCED-B - (Fatal) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export is completed. **Passed**

VERSION-CHECK - (Warning) - All versions are current. **Passed**

Budget, July 1
Budget 2025-26

Technical Review Checks

Phase - All

Display - All Technical Checks

Tri-Valley ROP JPA

Alameda County

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)

W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)

O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUNCTION - (**Fatal**) - All FUNCTION codes must be valid. **Passed**

CHECKFUND - (**Fatal**) - All FUND codes must be valid. **Passed**

CHECKGOAL - (**Fatal**) - All GOAL codes must be valid. **Passed**

CHECKOBJECT - (**Fatal**) - All OBJECT codes must be valid. **Passed**

CHECKRESOURCE - (**Warning**) - All RESOURCE codes must be valid. **Passed**

CHK-FDXRS7690xOB8590 - (**Fatal**) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **Passed**

CHK-FUNCTIONxOBJECT - (**Fatal**) - All FUNCTION and OBJECT account code combinations must be valid. **Passed**

CHK-FUNDxFUNCTION-A - (**Warning**) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **Passed**

CHK-FUNDxFUNCTION-B - (**Fatal**) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **Passed**

CHK-FUNDxGOAL - (**Warning**) - All FUND and GOAL account code combinations should be valid. **Passed**

CHK-FUNDxOBJECT - (**Fatal**) - All FUND and OBJECT account code combinations must be valid. **Passed**

CHK-FUNDxRESOURCE - (**Warning**) - All FUND and RESOURCE account code combinations should be valid. **Passed**

CHK-GOALxFUNCTION-A - (**Fatal**) - Goal and Function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. **Passed**

CHK-GOALxFUNCTION-B - (**Fatal**) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). **Passed**

CHK-RES6500XOBJ8091 - (Fatal) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). **Passed**

CHK-RESOURCExOBJECTA - (Warning) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. **Passed**

CHK-RESOURCExOBJECTB - (Informational) - All RESOURCE and OBJECT(objects 9791, 9793, and 9795) account code combinations should be valid. **Passed**

CHK-RS-LOCAL-DEFINED - (Fatal) - All locally defined resource codes must roll up to a CDE defined resource code. **Passed**

SPECIAL-ED-GOAL - (Fatal) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3307, 3309, 3312, 3318, and 3332. **Passed**

GENERAL LEDGER CHECKS

CEFB-POSITIVE - (Fatal) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. **Passed**

CONTRIB-RESTR-REV - (Fatal) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. **Passed**

CONTRIB-UNREST-REV - (Fatal) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. **Passed**

EFB-POSITIVE - (Warning) - All ending fund balances (Object 979Z) should be positive by resource, by fund. **Passed**

EXCESS-ASSIGN-REU - (Fatal) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). **Passed**

EXP-POSITIVE - (Warning) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. **Passed**

INTERFD-DIR-COST - (Fatal) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. **Passed**

INTERFD-IN-OUT - (Fatal) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). **Passed**

INTERFD-INDIRECT - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. **Passed**

INTERFD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. **Passed**

INTRA-FD-DIR-COST - (Fatal) - Transfers of Direct Costs (Object 5710) must net to zero by fund. **Passed**

INTRA-FD-INDIRECT - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. **Passed**

INTRA-FD-INDIRECT-FN - (Fatal) - Transfers of Indirect Costs (Object 7310) must net to zero by function. **Passed**

LOTTERY-CONTRIB - (Fatal) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). **Passed**

OBJ-POSITIVE - (Warning) - All applicable objects should have a positive balance by resource, by fund. **Passed**

PASS-THRU-REV=EXP - (Warning) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by fund and resource. **Passed**

REV-POSITIVE - (Warning) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. **Passed**

RS-NET-POSITION-ZERO - (Fatal) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. **Passed**

SE-PASS-THRU-REVENUE - (Warning) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. **Passed**

UNASSIGNED-NEGATIVE - (Fatal) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. **Passed**

UNR-NET-POSITION-NEG - (Fatal) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. **Passed**

SUPPLEMENTAL CHECKS

CS-EXPLANATIONS - (Warning) - Explanations must be provided in the Criteria and Standards Review (Form 01CS) for all criteria and for supplemental information items S1 through S6, and S9 if applicable, where the standard has not been met or where the status is Not Met or Yes. **Passed**

CS-YES-NO - (Warning) - Supplemental information items and additional fiscal indicator items in the Criteria and Standards Review (Form 01CS) must be answered Yes or No, where applicable, for the form to be complete. **Passed**

EXPORT VALIDATION CHECKS

BUDGET-CERT-PROVIDE - (Fatal) - Budget Certification (Form CB) must be provided. **Passed**

CASHFLOW-PROVIDE - (Warning) - A Cashflow Worksheet (Form CASH) must be provided with your Budget and Interim reports. (Note: LEAs may use a cashflow worksheet other than Form CASH, as long as it provides a monthly cashflow projected through the end of the fiscal year.) **Passed**

CHK-DEPENDENCY - (Fatal) - If data has changed that affect other forms, the affected forms must be opened and saved. **Passed**

CHK-UNBALANCED-A - (Warning) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. **Passed**

CHK-UNBALANCED-B - (Fatal) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export is completed. **Passed**

CS-PROVIDE - (Fatal) - The Criteria and Standards Review (Form 01CS) has been provided. **Passed**

MYP-PROVIDE - (Warning) - A Multiyear Projection Worksheet must be provided with your Budget. (Note: LEAs may use a multiyear projection worksheet other than Form MYP, with approval of their reviewing agency, as long as it provides current year and at least two subsequent fiscal years, and separately projects unrestricted resources, restricted resources, and combined total resources.)

Passed

VERSION-CHECK - (Warning) - All versions are current.

Passed

WK-COMP-CERT-PROVIDE - (Fatal) - Workers' Compensation Certification (Form CC) must be provided.

Passed



Tri-Valley Regional Occupational Program
Careers by Choice, Not by Chance

2025-26

Proposed Adopted Budget

June 11, 2025

2025-26 Budget Timeline

2025

- **June: 2025-26 Adopted Budget and 2024-25 Estimated Actuals**
- September: 2024-25 Unaudited Actuals
- December: 2025-26 First Interim

2026

- March: 2025-26 Second Interim
- June: 2026-27 Adopted Budget and 2025-26 Estimated Actuals

2024-25 Financial Highlights

Estimated Actuals

Projected Revenue = \$ 9,930,097

Projected Expenditures = \$ 10,128,147

Net Decrease = \$ (198,051)

Projected Ending Fund Balance:

- \$ 20,000 Revolving Fund
- 605,361 Restricted
- 506,407 5% Required State Reserve
- 211,332 3% Additional Board Reserve
- 1,275,073 Undesignated
- \$ 2,618,173

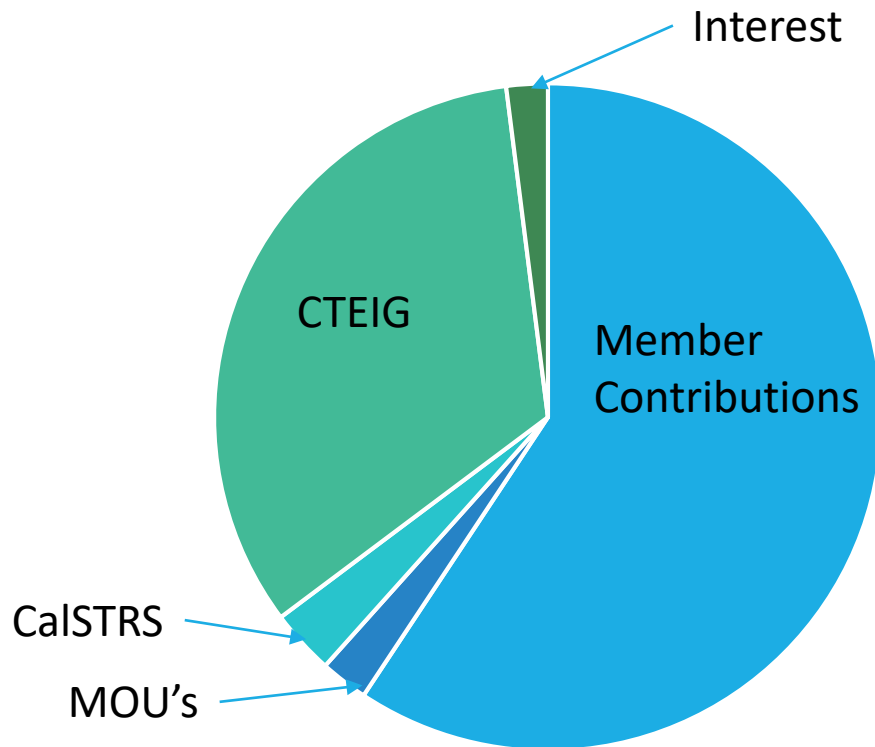
Budget Change Detail – Estimated Actuals

REVENUE	CHANGE	DETAIL
Federal	\$ -	No Change
State		
Strong Workforce Grants	\$ 291,773	SWG #5 Final 30%
	-	
	-	
Total State Revenue Changes	\$ 291,773	
Local		
Interest	\$ 36,966	Increased Interest
Donations	2,570	Increased Donations
	-	
Total Local Revenue Changes	39,536	
TOTAL REVENUE CHANGES	\$ 331,309	
EXPENDITURES	CHANGE	DETAIL
Salaries & Benefits	\$ 69,788	Salary Increases
Books and Supplies	(45,591)	
Services and Other Operating Expenses	22,159	
Other Outgo	-	
TOTAL EXPENDITURE CHANGES	46,356	

Reserves & Ending Fund Balance – Estimated Actuals

	2024-25 2nd Interim	2024-25 Est. Actuals	Change
Revenue	9,598,788	9,930,097	331,309
Expenditures	10,081,792	10,128,148	46,356
Net Income (Loss)	(483,004)	(198,051)	
Beginning Balance	2,816,224	2,816,224	
Ending Balance	2,333,220	2,618,173	284,953
Components of Ending Balance			
Revolving Cash	20,000	20,000	
Restricted	298,286	605,361	307,075
Required Economic Reserve 5%	504,090	506,407	
Additional Board Reserve 7.5%	524,853		
Additional Board Reserve 3%		211,332	
Excess over Reserves	985,991	1,275,073	289,082

2025-26 Projected Revenue



Member Contributions:
\$4,437,751

MOU's: \$173,201

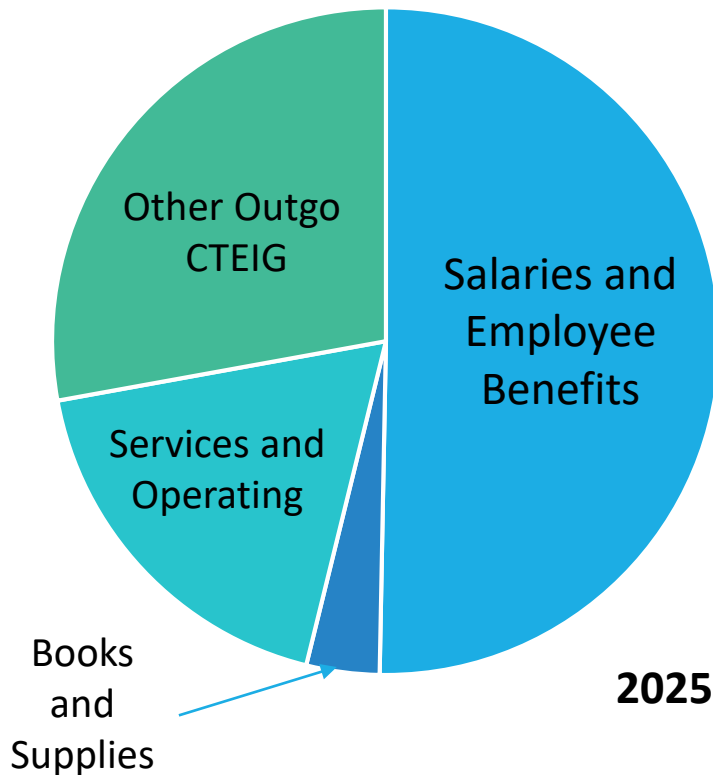
CalSTRS: \$235,000

Interest: \$150,000

CTE Incentive Grant: \$2,485,740

2025-26 Total Projected Revenue = \$ 7,481,692

2025-26 Projected Expenditures



Certificated Salaries:	\$2,618,973
Classified Salaries:	\$609,568
Employee Benefits:	\$1,036,147
Books and Supplies:	\$300,146
Services and Operating:	\$1,551,962
Other Outgo (CTEIG):	\$2,361,453

2025-26 Total Projected Expenditures = \$ 8,478,249

Reserves & Ending Fund Balance – Adopted Budget

	2025-26 Adopted Budget
Revenue	7,481,692
Expenditures	8,478,249
Net Income (Loss)	(996,557)
Beginning Balance	2,618,173
Ending Balance	1,621,616
Components of Ending Balance	
Revolving Cash	20,000
Restricted	227,382
Required Economic Reserve 5%	423,912
Additional Board Reserve 3%	183,504
Excess over Reserves	766,818

Changes to Multi-Year Projection

2025-26 Adopted Budget Multi-Year Projection (MYP) Change Detail

Major Object	Category	Description	2026-27	2027-28
Revenue				
8000	State Revenue	CTE Incentive Grant	\$ (2,361,453)	\$ -
		Middle College Early College	\$ 25,000	\$ (25,000)
		Career & College Access Pathways	\$ 30,000	\$ (30,000)
8000	Local Revenue	Member Contribution Increase (4%)	\$ 177,510	\$ 184,610
		MOU Billbacks	\$ 5,196	\$ 5,352
Total Revenue Changes			\$ (2,123,747)	\$ 134,962
Expenditure				
1000	Certificated Salaries	Step and Column Adjustment	\$ 12,720	\$ 12,783
2000	Classified Salaries	Step and Column Adjustment	\$ 5,707	\$ 5,819
3000	Employee Benefits	PERS rate increase, STRS/PERS employee changes	\$ 15,319	\$ 10,784
4000	Materials & Supplies	Reduce SWG & MCEC, CPI Adjustments	\$ 6,214	\$ 6,524
5000	Services & Other Operating	Reduce SWG & MCEC, CPI Adjustments	\$ (74,409)	\$ (398,831)
7000	Other Outgo	CTE Incentive Grant Transfer	\$ (2,361,453)	\$ -
Total Expenditure Changes			\$ (2,395,902)	\$ (362,921)

Multi-Year Projection – Reserves & Ending Fund Balance

	2025-26 Adopted Budget	2026-27 Projected	2027-28 Projected
Revenue	7,481,692	5,357,945	5,492,907
Expenditures	8,478,249	6,082,346	5,719,425
Net Income (Loss)	(996,557)	(724,401)	(226,518)
Beginning Balance	2,816,224	1,621,616	897,215
Ending Balance	1,621,616	897,215	670,697
Components of Ending Balance			
Revolving Cash	20,000	20,000	20,000
Restricted	227,382	171,450	-
Required Economic Reserve 5%	423,912	304,117	285,971
Additional Board Reserve 3%	183,504	182,470	171,583
Excess over Reserves	766,818	219,177	193,143

2025-26 Additional Information

- Fund 08, Student Activity Special Reserve Fund
- Fund 11, Adult Education Fund
- Cashflow Worksheet
- Multi-Year Projection
- Criteria and Standards
- Technical Review Checks

Superintendent's Recommendation

Approve the 2025-26

Adopted Budget as presented



8. C. First and Final Reading of the CSBA Recommended Revisions of Tri-Valley Regional Occupational Program Board Policies

Summary

The Board will consider approval for of the CSBA recommended revisions to the Tri-Valley Regional Occupational Program (TVROP) Board Policies:

1. Policy 1114: District-Sponsored Social Media
2. Regulation 1114: District Sponsored Social Media
3. Policy 1250: Visitors/Outsiders
4. Policy 1312.2: Complaints Concerning Instructional Materials
5. Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials
6. Regulation 1312.4: Williams Uniform Complaint Procedures
7. Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures
8. Policy 1340: Access to District Records
9. Regulation 1340: Access to District Records
10. Regulation 3100: Budget
11. Policy 3311: Bids
12. Regulation 3311: Bids
13. Policy: 3312: Contracts
14. Policy 3320: Claims and Actions Against the District
15. Policy 3580: District Records
16. Regulation 3580: District Records
17. Policy 4040: Employee Use of Technology
18. Exhibit 4040-(1): Employee use of Technology
19. Policy 4251: Employee Compensation
20. Policy 4258: Employee Security
21. Policy 4351: Employee Compensation
22. Policy 4358: Employee Security
23. Policy 5125: Student Records
24. Regulation 5125: Student Records
25. Policy 5131: Conduct
26. Policy 5131.6: Alcohol and Other Drugs
27. Regulation 5131.6: Alcohol and Other Drugs
28. Policy 5131.8: Mobile Communication Devices
29. Policy 5144.1: Suspension and Expulsion/Due Process
30. Policy 5145.13: Response to Immigration Enforcement
31. Regulation 5145.13: Response to Immigration Enforcement
32. Policy 6163.4: Student Use of Technology
33. Bylaw 9012: Board Member Electronic Communications
34. Bylaw 9270: Conflict of Interest
35. Exhibit 9270-E(1): Conflict of Interest

Policies



[DRAFT] Policy 1114: District-Sponsored Social Media



[DRAFT] Regulation 1114: District-Sponsored Social Media

-  [DRAFT] Policy 1250: Visitors/Outsiders
-  [DRAFT] Policy 1312.2: Complaints Concerning Instructional Materials
-  [DRAFT] Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials
-  [DRAFT] Regulation 1312.4: Williams Uniform Complaint Procedures
-  [DRAFT] Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures
-  [DRAFT] Policy 1340: Access To District Records
-  [DRAFT] Regulation 1340: Access To District Records
-  [DRAFT] Regulation 3100: Budget
-  [DRAFT] Policy 3311: Bids
-  [DRAFT] Regulation 3311: Bids
-  [DRAFT] Policy 3312: Contracts
-  [DRAFT] Policy 3320: Claims And Actions Against The District
-  [DRAFT] Policy 3580: District Records
-  [DRAFT] Regulation 3580: District Records
-  [DRAFT] Policy 4040: Employee Use Of Technology
-  [DRAFT] Exhibit 4040-E(1): Employee Use Of Technology
-  [DRAFT] Policy 4251: Employee Compensation
-  [DRAFT] Policy 4258: Employee Security
-  [DRAFT] Policy 4351: Employee Compensation
-  [DRAFT] Policy 4358: Employee Security
-  [DRAFT] Policy 5125: Student Records
-  [DRAFT] Regulation 5125: Student Records
-  [DRAFT] Policy 5131: Conduct
-  [DRAFT] Policy 5131.6: Alcohol And Other Drugs
-  [DRAFT] Regulation 5131.6: Alcohol And Other Drugs
-  [DRAFT] Policy 5131.8: Mobile Communication Devices



[DRAFT] Policy 5144.1: Suspension And Expulsion/Due Process



[DRAFT] Policy 5145.13: Response To Immigration Enforcement



[DRAFT] Regulation 5145.13: Response To Immigration Enforcement



[DRAFT] Policy 6163.4: Student Use Of Technology



[DRAFT] Bylaw 9012: Board Member Electronic Communications



[DRAFT] Bylaw 9270: Conflict Of Interest



[DRAFT] Exhibit 9270-E(1): Conflict Of Interest

Policy 1114: District-Sponsored Social Media

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official Tri-Valley ROP social media platform shall be to further the TVROP's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members. The Superintendent or designee shall ensure that the content posted by the district on an official district social media account is accessible to individuals with disabilities.

The Superintendent or designee shall develop content guidelines and protocols for official TVROP social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and administrative regulation.

Guidelines for Content

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

The Superintendent or designee shall ensure that the limited purpose of the official TVROP social media platforms is clearly communicated to users. Each account shall contain a statement specifying the purposes of the account, that the account shall only be used for such purposes, and any other user expectations or conditions as specified in the accompanying administrative regulation. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

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

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

Users of official TVROP social media platforms and anyone who posts, replies, or otherwise leaves a digital footprint

of the policy.

State

Ed. Code 32260-32262
Ed. Code 35182.5
Ed. Code 48900
Ed. Code 48907
Ed. Code 48950
Ed. Code 49061
Ed. Code 49073
Ed. Code 60048
Gov. Code 3307.5
Gov. Code 54952.2
Gov. Code 7920.000-7930.215

Federal

17 USC 101-1101
20 USC 1232g
29 USC 157
29 USC 794
34 CFR 99.1-99.67

Management Resources

Court Decision
Court Decision
Court Decision
Court Decision
Court Decision
Court Decision
Facebook Publication
National Labor Relations Board Decision 18-CA-1908
Website
Website
Website
Website
Website

Cross References

0000
0410
0440
1112

Description

[Interagency School Safety Demonstration Act of 1985](#)
[Contracts for advertising](#)
[Grounds for suspension or expulsion](#)
[Exercise of free expression; time, place, and manner rules and regulations](#)
[Speech and other communication](#)
[Definitions; directory information](#)
[Release of directory information](#)
[Commercial brand names, contracts or logos](#)
[Publishing identity of public safety officers](#)
[Brown Act; definition of meeting](#)
[California Public Records Act](#)

Description

Federal copyright law
[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)
[Employee rights to engage in concerted, protected activity](#)
[Rehabilitation Act of 1973; Section 504](#)
[Family Educational Rights and Privacy](#)

Description

[Lindke v. Freed \(2024\) 601 U.S. 187](#)
[Aaris v. Las Virgenes Unified School District \(1998\) 64 Cal.App.4th 1112](#)
[Board of Education, Island Trees Union Free School District, et.al. v. Pico \(1982\) 457 U.S. 853](#)
[Page v. Lexington County School District \(2008, 4th Cir.\) 531 F.3d 275](#)
[Perry Education Association v. Perry Local Educators' Association \(1983\) 460 U.S. 37](#)
[Downs v. Los Angeles Unified School District \(9th Cir. 2000\) 228 F.3d 1003](#)
[Facebook for Educators Guide, 2013](#)
[Sears Holdings, December 4, 2009](#)
[Meta in Education](#)
[CSBA District and County Office of Education Legal Services](#)
[Facebook, privacy resources](#)
[California School Public Relations Association](#)
[CSBA](#)

Description

[Vision](#)
[Nondiscrimination In District Programs And Activities](#)
[District Technology Plan](#)
[Media Relations](#)

Cross References

1113
1113
1113-E(1)
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1260
1312.3
1312.3
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4040-E(2)
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4119.23
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4319.21
4319.21-E(1)
4319.23
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5125.1-E(1)

Description

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[District And School Websites](#)
[District And School Websites](#)
[Political Processes](#)
[Educational Foundation](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Advertising And Promotion](#)
[Firearms On School Grounds](#)
[Emergencies And Disaster Preparedness Plan](#)
[Emergencies And Disaster Preparedness Plan](#)
[Nondiscrimination In Employment](#)
[Nondiscrimination In Employment](#)
[Employee Use Of Technology](#)
[Employee Use Of Technology](#)
[Employee Use Of Technology](#)
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[Student Records](#)
[Student Records](#)
[Release Of Directory Information](#)
[Release Of Directory Information](#)
[Release Of Directory Information](#)

Cross References

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5144.1

5145.2

5145.2

5145.3

5145.3

5145.7

5145.7

6162.6

6162.6

6163.4

9010

9012

Description[Conduct](#)[Discipline](#)[Suspension And Expulsion/Due Process](#)[Freedom Of Speech/Expression](#)[Freedom Of Speech/Expression](#)[Nondiscrimination/Harassment](#)[Nondiscrimination/Harassment](#)[Sex Discrimination and Sex-Based Harassment](#)[Sex Discrimination and Sex-Based Harassment](#)[Use Of Copyrighted Materials](#)[Use Of Copyrighted Materials](#)[Student Use Of Technology](#)[Public Statements](#)[Board Member Electronic Communications](#)

Regulation 1114: District-Sponsored Social Media

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

Definitions

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

An official district social media account is an account on a social media platform authorized by the Superintendent or designee.

~~Official Tri-Valley ROP social media platform is a site authorized by the Superintendent or designee.~~ Sites that have not been authorized by the Superintendent or designee, but that contain content related to the TVROP or comments on TVROP operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official TVROP social media platforms.

Authorization for Official TVTVROP Social Media Platforms

The Superintendent or designee shall authorize the development of any official TVROP social media platform. Teachers shall obtain approval from the TVROP administration before creating an official classroom or team social media platform.

Guidelines for Content

The Superintendent or designee shall ensure that official TVROP social media platforms provide current information regarding TVROP programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official TVROP social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official TVROP social media platforms.

The Superintendent or designee shall ensure that official TVROP social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the TVROP's policy, regulation, or content guidelines.

Each official TVROP social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
 - a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation
 - b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment
4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
5. A statement that users are personally responsible for the content of their posts and that the TVROP is not responsible for the content of external online platforms.

6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the TVROP.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the TVROP.
8. The individual(s) to contact regarding violation of TVROP guidelines on the use of official TVROP social media platforms.

Appropriate Use by TVROP Employees

TVROP employees who participate in official TVROP social media platforms shall adhere to all applicable TVROP policies and procedures, including, but not limited to, professional standards related to interactions with students.

When appropriate, employees using official TVROP social media platforms shall identify themselves by name and TVROP title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the TVROP or school.

All staff shall receive information about appropriate use of the official TVROP social media platforms.

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

State	Description
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985
Ed. Code 35182.5	Contracts for advertising
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 54952.2	Brown Act; definition of meeting
Gov. Code 7920.000-7930.215	California Public Records Act

Federal	Description
17 USC 101-1101	Federal copyright law
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 157	Employee rights to engage in concerted, protected activity
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources	Description
Court Decision	Lindke v. Freed (2024) 601 U.S. 187
Court Decision	Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112
Court Decision	Board of Education, Island Trees Union Free School District, et.al. v. Pico (1982) 457 U.S. 853
Court Decision	Page v. Lexington County School District (2008, 4th Cir.) 531 F.3d 275

Management Resources

Court Decision	Perry Education Association v. Perry Local Educators' Association (1983) 460 U.S. 37
Court Decision	Downs v. Los Angeles Unified School District (9th Cir. 2000) 228 F.3d 1003
Facebook Publication	Facebook for Educators Guide, 2013
National Labor Relations Board Decision 18-CA-1908	Sears Holdings, December 4, 2009
Website	Meta in Education
Website	CSBA District and County Office of Education Legal Services
Website	Facebook, privacy resources
Website	California School Public Relations Association
Website	CSBA

Description**Cross References**

0000	Vision
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
1112	Media Relations
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1160	Political Processes
1260	Educational Foundation
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1325	Advertising And Promotion
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4040-E(2)	Employee Use Of Technology
4118	Dismissal/Suspension/Disciplinary Action
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4132	Publication Or Creation Of Materials
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action

Description

Cross References

4219.21
4219.21-E(1)
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Description

[Professional Standards](#)
[Professional Standards](#)
[Unauthorized Release Of Confidential/Privileged Information](#)
[Staff Development](#)
[Publication Or Creation Of Materials](#)
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[Student And Family Privacy Rights](#)
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[Board Member Electronic Communications](#)

Policy 1250: Visitors/Outsiders

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting Tri- Valley ROP programs and students. Therefore, the Board encourages interested parents/guardians and community members to visit the programs and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the school site where the program is offered. When a visit involves a conference with a teacher or TVROP administration, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The school site principal or designee shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the TVROP's complaint processes if they have concerns with any TVROP program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a TVROP student, shall request written permission from the Member District principal before entering the school campus or grounds. As necessary, the Member District principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The Member District principal also shall report to the Superintendent or designee anytime he/she gives report that such a request is received and notify the Superintendent or designee if permission is granted or denied. such written permission.

The Member District principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

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

State

Description

Ed. Code 32210	Willful disturbance of public school or meeting
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 32212	Classroom interruptions
Ed. Code 35160	Authority of governing boards
Ed. Code 35292	Visits to schools (Board members)
Ed. Code 49091.10	Parental right to inspect instructional materials and observe school activities
Ed. Code 51101	Parents Rights Act of 2002
Ed. Code 51512	Prohibited use of electronic listening or recording device
Evid. Code 1070	Refusal to disclose news source
Lab. Code 230.8	Discharge or discrimination for taking time off to participate in child's educational activities

State

Pen. Code 290

Pen. Code 626-626.11

Pen. Code 626.81

Pen. Code 627-627.10

Management Resources

Attorney General Opinion

Court Decision

Website

Cross References

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1312.1

1312.1

1312.2

1312.2

1312.2-E(1)

1312.3

1312.3

1312.4

1312.4-E(2)

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1700

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3513.4

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3515.2

3515.2

5020

5020

5142

5145.13

5145.13

Description

[Sex offenders](#)

[Weapons on school grounds and other school crimes](#)

[Misdemeanor for registered sex offender to come onto school grounds](#)

[Access to school premises](#)

Description

[95 Ops.Cal.Atty.Gen. 509 \(1996\)](#)

[Reeves v. Rocklin Unified School District \(2003\) 109 Cal.App.4th 652](#)

[CSBA District and County Office of Education Legal Services](#)

Description

[Media Relations](#)

[Volunteer Assistance](#)

[Volunteer Assistance](#)

[Complaints Concerning District Employees](#)

[Complaints Concerning District Employees](#)

[Complaints Concerning Instructional Materials](#)

[Complaints Concerning Instructional Materials](#)

[Complaints Concerning Instructional Materials](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

[Williams Uniform Complaint Procedures](#)

[Civility](#)

[Relations Between Private Industry And The Schools](#)

[Tobacco-Free Schools](#)

[Tobacco-Free Schools](#)

[Drug And Alcohol Free Schools](#)

[Campus Security](#)

[Disruptions](#)

[Disruptions](#)

[Parent Rights And Responsibilities](#)

[Parent Rights And Responsibilities](#)

[Safety](#)

[Response To Immigration Enforcement](#)

[Response To Immigration Enforcement](#)

Policy 1312.2: Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board uses a comprehensive process to adopt Tri-Valley ROP instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of TVROP staff, parents/guardians, and community members, and, as appropriate, students. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the TVROP administrator. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation and exhibit.

The TVROP shall accept complaints concerning instructional materials only from staff, TVROP residents, or the parents/guardians of children enrolled in a TVROP school. (Education Code 35160)

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the TVROP; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

Additionally, the Superintendent, or any designee or committee established by the Superintendent to the review materials, shall not authorize the continued use of an adopted textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination pursuant to Education Code 220.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

Any challenged instructional material that is reviewed by the TVROP shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

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

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	County superintendent of schools; duties

State	Description
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 240-244	Prohibition of discrimination; instructional materials
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Powers and duties of school boards
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials
Ed. Code 60200-60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks and instructional materials
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials

Management Resources	Description
California Department of Education Publication	Guidance for Local Instructional Materials Adoption, March 2024
California Department of Education Publication	Instructional Materials, FAQ
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
California Department of Justice Publication	Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, Jan. 2024
California School Boards Association Publication	State Roles, Responsibilities, and Process for Instructional Materials Adoption, Feb. 2024
California School Boards Association Publication	Instructional Materials Adoption: Local governing board responsibilities, Fact Sheet, Feb. 2024
California School Boards Association Publication	Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Feb. 2024
Website	CSBA District and County Office of Education Legal Services
Website	Department of Justice
Website	California Department of Education, Curriculum and Instruction Resources
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights

Cross References	Description
0410	Nondiscrimination In District Programs And Activities

Cross References

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Description[Visitors/Outsiders](#)[Complaints Concerning District Employees](#)[Complaints Concerning District Employees](#)[Uniform Complaint Procedures](#)[Uniform Complaint Procedures](#)[Williams Uniform Complaint Procedures](#)[Williams Uniform Complaint Procedures](#)[Nondiscrimination/Harassment](#)[Nondiscrimination/Harassment](#)[Concepts And Roles](#)[Curriculum Development And Evaluation](#)[Controversial Issues](#)[Selection And Evaluation Of Instructional Materials](#)[Selection And Evaluation Of Instructional Materials](#)[Supplementary Instructional Materials](#)[Damaged Or Lost Instructional Materials](#)[Role Of The Board](#)[Governance Standards](#)[Board Member Electronic Communications](#)[Limits Of Board Member Authority](#)[Agenda/Meeting Materials](#)

Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

REQUEST FOR RECONSIDERATION OF EXISTING
INSTRUCTIONAL MATERIALS

This form is only for use by Tri- Valley ROP employees, TVROP residents, or parents/guardians of children enrolled in a TVROP school to challenge the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library.

Date:_____

Name of person filing complaint:_____

Anonymous complaints will not be accepted.

Group represented (if any):_____

Phone:_____

E-mail address:_____

Address:_____

Instructional Material Being Challenged:

Title:_____

Author:_____

Publisher:_____

Date of Edition:_____

Name of school/classroom instructional material was
used:_____

1. Please specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. Was the instructional material of concern read/heard/viewed in isolation or was the entire selection read/heard/viewed? If the entire selection was not read/heard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?

3. What is your concern regarding the consequence if a student reads/hears/views the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?

4. What would you like the school to do about the instructional material?

Signature of complainant

For TVROP Use:

Request received by:-----

Date:-----

Title:-----

Action taken:-----

Date:-----

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

State	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 240-244	Prohibition of discrimination; instructional materials
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Powers and duties of school boards
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials
Ed. Code 60200-60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks and instructional materials
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials

Management Resources

California Department of Education Publication	Guidance for Local Instructional Materials Adoption, March 2024
California Department of Education Publication	Instructional Materials, FAQ
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
California Department of Justice Publication	Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, Jan. 2024
California School Boards Association Publication	State Roles, Responsibilities, and Process for Instructional Materials Adoption, Feb. 2024
California School Boards Association Publication	Instructional Materials Adoption: Local governing board responsibilities, Fact Sheet, Feb. 2024
California School Boards Association Publication	Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Feb. 2024
Website	CSBA District and County Office of Education Legal Services
Website	Department of Justice
Website	California Department of Education, Curriculum and Instruction Resources
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights

Description**Cross References**

0410	Nondiscrimination In District Programs And Activities
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Description

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

Types of Complaints

The Tri-Valley ROP shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or TVROP-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

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

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

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff

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

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

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

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

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

Forms and Notices

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

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

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

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

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

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

Investigation and Response

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

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

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

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

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

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

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

Reports

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

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State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	School Facility Emergency Repair Account; urgent or emergency repairs
Ed. Code 200-270	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials

Federal

20 USC 6314

Description[Title I schoolwide program](#)**Management Resources**

CA Office of the Attorney General Publication

Description[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024](#)

CSBA Publication

[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February 2024](#)

CSBA Publication

[Instructional Materials Adoptions: Local governing board responsibilities, Fact Sheet, February 2024](#)

Website

[California County Superintendents Educational Services Association](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[State Allocation Board, Office of Public School Construction](#)

Website

[Department of Justice](#)

Website

[U.S. Department of Education, Office for Civil Rights](#)

Website

[CSBA](#)

Website

[California Department of Education](#)**Cross References****Description**

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[Selection And Evaluation Of Instructional Materials](#)

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**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, including emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ___ Yes ___ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or Tri- Valley ROP for the appropriate TVROP complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or TVROP-adopted textbooks or other required instructional materials to use in class.
- A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

- A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated employee has not been assigned at the beginning of the school year for an entire year or, if the position is a substitute position, the year of the teacher's retirement or the year of the teacher's death.

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the TVROP.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.
- Starting July 1, 2026, for a school that has more than one female and more than one male restroom designated exclusively for student use, the school has not maintained at least one all-gender restroom for student use in accordance with Education Code 35292
- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

Assistant to the Superintendent
1040 Florence Rd.
Livermore, CA 94550

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

----- (Signature) ----- (Date) -----

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State

5 CCR 4600-4670
 5 CCR 4600-4687
 5 CCR 4690-4694
 Ed. Code 1240
 Ed. Code 17592.72
 Ed. Code 200-270

 Ed. Code 234.1

 Ed. Code 33126
 Ed. Code 35186
 Ed. Code 35292.5-35292.6
 Ed. Code 48907
 Ed. Code 48950
 Ed. Code 48985
 Ed. Code 51501
 Ed. Code 60010
 Ed. Code 60040-60052
 Ed. Code 60119
 Ed. Code 60150

Federal

20 USC 6314

Management Resources

CA Office of the Attorney General Publication

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[Health and safety complaints in license-exempt preschool programs](#)
[County superintendent of schools; duties](#)
[School Facility Emergency Repair Account; urgent or emergency repairs](#)
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[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024](#)

[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February 2024](#)

[Instructional Materials Adoptions: Local governing board responsibilities, Fact Sheet, February 2024](#)

[California County Superintendents Educational Services Association](#)
[CSBA District and County Office of Education Legal Services](#)
[State Allocation Board, Office of Public School Construction](#)
[Department of Justice](#)

[U.S. Department of Education, Office for Civil Rights](#)

[CSBA](#)

[California Department of Education](#)

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[Visitors/Outsiders](#)
[Complaints Concerning Instructional Materials](#)
[Complaints Concerning Instructional Materials](#)

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Policy 1340: Access To District Records

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board recognizes the right of members of the public to have access to public records of the Tri-Valley ROP. The TVROP shall provide any person reasonable access to the public records of the programs and TVROP during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a TVROP-provided device or account or through an employee's or Board member's personal device or account.

The TVROP may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation, in accordance with law and as specified in the accompanying administrative regulation.

In order to help maintain the security of TVROP records, members of the public granted access shall examine records in the presence of a TVROP staff member.

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

State	Description
5 CCR 430-438	Individual student records
CA Constitution Article 1, Section 3	Right of access to governmental information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 35145	Public meetings
Ed. Code 35170	Authority to secure copyrights
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 35266	Cybersecurity
Ed. Code 41020	Requirement for annual audit
Ed. Code 42103	Budget notification
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 44839	Medical certificates; periodic medical examination
Ed. Code 49060-49079	Student records
Ed. Code 49091.10	Parental review of curriculum and instruction
Gov. Code 11549.3	Office of Information Security
Gov. Code 3547	Proposals relating to representation
Gov. Code 53262	Employment contracts
Gov. Code 54957.2	Minute book record of closed sessions
Gov. Code 54957.5	Agendas and other writings distributed for discussion or consideration
Gov. Code 6205-6210	Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse
Gov. Code 6215-6216	Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence

State

Gov. Code 7920.000-7930.215

Gov. Code 81008

Gov. Code 8310.3

Gov. Code 8550-8669.7

Gov. Code 8586.5

Description[California Public Records Act](#)[Political Reform Act, public records; inspection and reproduction](#)[California Religious Freedom Act](#)

California Emergency Services Act

Office of Emergency Services; California Cybersecurity Information Center

Federal

20 USC 1232g

34 CFR 99.1-99.8

Description[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)[Family Educational Rights and Privacy Act](#)**Management Resources**

Attorney General Opinion

Attorney General Opinion

CA Office of the Attorney General Publication

CA Office of the Attorney General Publication

CA Office of the Attorney General Publication

Description[64 Ops.Cal.Atty.Gen. 186 \(1981\)](#)[71 Ops.Cal.Atty.Gen. 235 \(1988\)](#)[Promoting a Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, December 2024](#)[Summary of the California Public Records Act, August 2004](#)[California Department of Justice Guidelines for Access to Public Records, October 2017](#)

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National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward (2020) 9 Cal.5th 488

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Court Decision

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[International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County \(2007\) 42 Cal.4th 319](#)

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[Kleitman v. Superior Court \(1999\) 74 Cal.App. 4th 324](#)

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[Los Angeles County Board of Supervisors v. Superior Court \(2016\) 2 Cal.5th 282](#)

Court Decision

[Los Angeles Times v. Alameda Corridor Transportation Authority \(2001\) 88 Cal.App.4th 1381](#)

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Regulation 1340: Access To District Records

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

This administrative regulation is a non-exhaustive list of records that may be defined as either public or exempt and/or confidential. Other records which fall into these definitions may exist and may be identified in the future.

Definitions

Public records include any writing containing information relating to the conduct of the Tri-Valley ROP's business prepared, owned, used, or retained by the TVROP regardless of physical form or characteristics. (Government Code 7920.530)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 7920.545)

Member of the public means any person, except a member, agent, officer, or employee of the TVROP or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 7920.515)

Public Records

Unless otherwise exempt from disclosure, public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved TVROP budgets and annual audits (Education Code 41020, 42103)
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)
6. Meeting agendas (Government Code 54957.5)
7. Official communications between the TVROP and other government agencies
8. District program or school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law
9. Initial proposals of exclusive employee representatives and of the TVROP (Government Code 3547)
10. Records pertaining to claims and litigation against the TVROP which have been adjudicated or settled (Government Code 7927.200, 7927.205)
11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)
12. Documents containing names, salaries, and pension benefits of TVROP employees
13. Employment contracts and settlement agreements (Government Code 53262)
14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)
15. 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 (Government Code 7928.801)

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 (Government Code 7928.801)

Access to public records of the TVROP shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 7921.305, 7921.310)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 7922.200, 7928.300)

Exempt and Confidential Public Records

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

~~Records to which the members of the public shall not have access include, but are not limited to:~~ Records exempt from disclosure under the California Public Records Act (CPRA) include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the TVROP in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 7927.500)
2. Records specifically generated in connection with or prepared for use in litigation to which the TVROP is a party or to respond to claims made against the TVROP pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 7927.200, 7927.205)
3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 7927.700)

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 7928.300)

- a. To an agent or a family member of the employee
 - b. To an officer or employee of a state agency or another school TVROP or county office of education when necessary for the performance of official duties
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed
 - d. Upon written request of any employee, the TVROP shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the TVROP shall remove the home address, home telephone number, and personal cell phone number from any mailing list of the TVROP except a list used exclusively to contact the employee.
 - e. To an agent or employee of a health benefit plan providing health services or administering claims for health services to TVROP employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
4. The home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official posted by the district online without first obtaining the written permission of that individual (Government Code 7928.205)
 5. Student records, except directory information and other records to the extent permitted by law and TVROP policy
 6. Test questions, scoring keys, and other examination data except as provided by law (Government Code

7929.605)

7. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the TVROP relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 7928.705)
8. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 7925.000)
9. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 7927.100, 7927.105)
10. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 7927.705)
11. Documents prepared by or for the TVROP to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt TVROP operations and that are for distribution or consideration in closed session (Government Code 7929.200)
12. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school TVROP (Government Code 7924.110)
13. Minutes of Board meetings held in closed session (Government Code 54957.2)
14. Computer software developed by the TVROP (Government Code 7922.585)
15. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the TVROP's information technology system (Government Code 7929.210)
16. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 7926.400, 7930.000-7930.215)
17. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
18. Any other records for which the TVROP can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 7922.000)

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any TVROP record that is not exempt from disclosure. (Government Code 7922.530)

Within 10 days of receiving any request to inspect or copy a TVROP record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the TVROP's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 7922.535)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 7922.535)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the TVROP (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data
5. 1. The need to search for, collect, and appropriately examine records during a state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act in the jurisdiction where the district is located when the state of emergency currently affects, due to the state of emergency, the district's ability to timely respond to staffing shortages or closure of facilities where the requested records are located (Government Code 8567)

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 7922.535)

Public records shall be open to inspection at all times during TVROP office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 7922.525)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 7922.530)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on TVROP premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 7922.530)

1. Do not require the equipment to make physical contact with the record
2. Will not result in damage to the record
3. Will not result in unauthorized access to the TVROP's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the TVROP's electronic records

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the TVROP and its employees. The Superintendent or designee may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 7922.530)

In addition to maintaining public records for public inspection during TVROP office hours, the TVROP may comply with public records requests by posting any public record on the TVROP's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the TVROP shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 7922.545)

If any person requests that a public record be provided in an electronic format, the TVROP shall make that record available in any electronic format in which it holds the information. The TVROP shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the TVROP to create copies for its own use or for use by other agencies. (Government Code 7922.570)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record,

including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 7922.575)

- 1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
- 2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 7922.600)

- 1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.
- 2. Describe the information technology and physical location in which the records exist
- 3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 7922.500, 7922.540)

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Gov. Code 6205-6210

Gov. Code 6215-6216

Gov. Code 7920.000-7930.215

Gov. Code 81008

Gov. Code 8310.3

Gov. Code 8550-8669.7

Gov. Code 8586.5

Description

Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse

Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence

[California Public Records Act](#)

[Political Reform Act, public records; inspection and reproduction](#)

[California Religious Freedom Act](#)

California Emergency Services Act

Office of Emergency Services; California Cybersecurity Information Center

Federal

20 USC 1232g

34 CFR 99.1-99.8

Description

[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)

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Regulation 3100: Budget

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

Budget Advisory Committee

Membership of the Tri Valley ROP's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee
2. TVROP and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

The committee's duties may include, but are not necessarily limited to:

1. Making recommendations regarding budget priorities which align with the TVROP's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

Public Hearing

The agenda for the public hearing on the TVROP budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

The Superintendent or designee shall notify the County Superintendent of Programs of the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as required by Education Code 42103. Beginning January 1, 2027, this notification, rather than being published in a newspaper of general circulation as described above, shall be prominently posted on the homepage of the district's website at least three days before the availability of the proposed budget for public inspection.

Whenever the proposed ROP budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the TVROP shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended

reserve

- 3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any TVROP resident may appear and object to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

Budget Review Committee for Disapproved Budgets

If the TVROP's budget is disapproved by the County Superintendent , the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

- 1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates
- 2. A regional review committee selected and convened by the County Superintendent with the approval of the Board and SPI

If the budget review committee recommends disapproval of the TVROP budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the TVROP budget after reviewing the committee's report and the ROP's response, the Board shall consult with the County Superintendent to develop and adopt, by December 31, a fiscal plan and budget that will allow the TVROP to meet its current fiscal year and multiyear financial obligations. For the current fiscal year, the TVROP shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the TVROP receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

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

State	Description
5 CCR 15060	Standardized account code structure
5 CCR 15440-15451	Criteria and standards for school district budgets
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Attendance Recovery Program	Attendance Recovery Program
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 33127	Standards and criteria for local budgets and expenditures
Ed. Code 41202	Determination of minimum level of education funding
Ed. Code 42103	Budget notification
Ed. Code 42122-42129	Budget requirements
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42238-42251	Apportionments to districts
Ed. Code 42238.01-42238.07	Local control funding formula

State

Ed. Code 42602
 Ed. Code 42610
 Ed. Code 45253
 Ed. Code 45254
 Ed. Code 52060-52077
 Gov. Code 21710-21716
 Gov. Code 7900-7914

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[Use of unbudgeted funds](#)
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[Annual budget of personnel commission](#)
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Management Resources

California Department of Education Publication
 California Department of Education Publication
 Fiscal Crisis & Management Assistance Team Pub.
 Government Finance Officers Association
 Governmental Accounting Standards Board Statement
 Governmental Accounting Standards Board Statement
 Governmental Accounting Standards Board Statement
 Website
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Description

[New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011](#)
[California School Accounting Manual](#)
[Fiscal Oversight Guide for AB 1200, AB 2756, AB 1840 and Related Legislation, June 2019](#)
[Best Practice: Fund Balance Guidelines for the General Fund, September 2015](#)
[Pronouncements](#)
[Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009](#)
[Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015](#)
[CSBA District and County Office of Education Legal Services](#)
[California Department of Finance](#)
[Governmental Accounting Standards Board](#)
[California Department of Education, Finance and Grants](#)
[Government Finance Officers Association](#)
[Association of California School Administrators](#)
[School Services of California, Inc.](#)
[CSBA](#)
[Fiscal Crisis and Management Assistance Team](#)

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Policy 3311: Bids

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the Tri-Valley ROP, including when contracting for public projects involving TVROP facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the TVROP, such contracts shall be made using competitive bidding.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the TVROP in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the TVROP knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the TVROP, the TVROP may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property including the lease of data-processing equipment or the purchase of materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor. to the extent authorized by law. (Public Contract Code 20118)

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

State

Description

Bus. Code 7056

[General engineering contractor](#)

Bus. Code 7057

[General building contractor](#)

CA Constitution, Article 2, Section 31(a)

Prohibition of discrimination in operation of public education

Code of Civil Procedure 446

[Verification of pleadings](#)

Ed. Code 17070.10-17079.30

[Leroy F. Greene School Facilities Act](#)

Ed. Code 17250.10-17250.52

Design-build contracts

Ed. Code 17250.60-17250.69

[Alternative design-build contracts](#)

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Leasing Property

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Ed. Code 17602

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Ed. Code 38083

[Purchase of perishable foodstuffs and seasonal commodities](#)

Ed. Code 38110-38120

[Apparatus and supplies](#)

Ed. Code 39802

[Transportation services](#)

Gov. Code 4217.10-4217.18

[Energy conservation contracts](#)

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Gov. Code 4330-4334
Gov. Code 53060
Gov. Code 54201-54205
Gov. Code 7920.530
Pub. Cont. Code 1102
Pub. Cont. Code 1103
Pub. Cont. Code 12200
Pub. Cont. Code 2000-2002
Pub. Cont. Code 20101-20103.7
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Pub. Cont. Code 20110-20118.4
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Pub. Cont. Code 22000-22045
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CA Department of General Services Publication
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[89 Ops.Cal.Atty.Gen. 1 \(2006\)](#)
[Office of Public School Construction, Piggyback Contracts](#)
[Office of Public School Construction Notification to School Districts Regarding Use of Piggyback Contracts for SAB-Administered Programs, July 2022](#)
[Model Prequalification Questionnaire](#)
[City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court \(1972\) 7 Cal.3d 861](#)
[Great West Contractors Inc. v. Irvine Unified School District \(2010\) 187 Cal.App.4th 1425](#)
[Konica Business Machines v. Regents of the University of California \(1988\) 206 Cal.App.3d 449](#)
[Los Angeles Unified School District v. Great American Insurance Co. \(2010\) 49 Cal.4th 739](#)
[Marshall v. Pasadena Unified School District \(2004\) 119 Cal.App.4th 1241](#)
[CSBA District and County Office of Education Legal Services](#)
[California Department of General Services](#)
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[California Association of School Business Officials](#)

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Regulation 3311: Bids

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

Advertised/Competitive Bids

The Tri-Valley ROP shall advertise for any of the following: (Public Contract Code 20111)

1. A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a TVROP owned, leased, or operated facility
2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:
 - a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the TVROP
 - b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
 - c. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a TVROP facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance also includes landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the Member districts, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. The Superintendent or designee also may post the notice on the TVROP's website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and website where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. For lease-leaseback, design-build, and alternative design-build projects, the notice shall specify that the project is subject to skilled and trained workforce requirements. (Education Code 17250.25, 17250.62, 17407.5; Public Contract Code 2600, 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover. The TVROP may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20111, 20112)

The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the TVROP, a certified check made payable to the TVROP, or a bidder's bond executed by an admitted surety insurer and made payable to the TVROP. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the TVROP, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the TVROP requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in Item #6a below shall be used. (Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the TVROP before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the TVROP before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. In determining the lowest bid, the TVROP shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.
 - a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give the bidder an opportunity to respond to the determination.
 - b. When the lowest bidder is determined to be nonresponsible, the Superintendent or designee shall notify the bidder of the right to present evidence of the bidder's responsibility at a hearing before the Board.
8. After being opened, all submitted bids become public records pursuant to Government Code 7920.530 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the TVROP shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial

statement 10 or more business days, as determined by the TVROP, before the date fixed for the public opening of sealed bids.

2. Prospective bidders shall be prequalified by the TVROP five or more business days, as determined by the TVROP, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the TVROP, before the date fixed for the public opening of sealed bids. (Public Contract Code 20111.6)

For all other contracts requiring competitive bidding, the TVROP may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the TVROP at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The TVROP shall award each contract to the lowest responsible bidder, except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)
4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406
5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the TVROP, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)
6. When procuring an alternative design-build contract for a public works project in excess of \$5,000,000 in accordance with Education Code 17250.62, in which case the Board may award the contract to either the low bid or the best value, taking into consideration, at a minimum design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life-cycle costs (Education Code 17250.61, 17250.62)

Protests by Bidders

If the bidder believes that the award is not in compliance with law, Board policy, or the bid specification, the bidder may protest the award. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protested documents in a timely manner shall constitute a waiver of the right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in

order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name, also known as sole sourcing, if the Board has made a finding, described in the invitation for bids or request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the TVROP, the Board may "piggyback" by authorizing another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the TVROP in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor. Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the TVROP may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the TVROP and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on a cost and saving comparison finding specified in Government Code 4217.12. (Government Code 4217.12)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Programs, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

The TVROP may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its Programs without taking estimates or advertising for bids. (Education Code 17602)

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

State	Description
Bus. Code 7056	General engineering contractor
Bus. Code 7057	General building contractor
CA Constitution, Article 2, Section 31(a)	Prohibition of discrimination in operation of public education
Code of Civil Procedure 446	Verification of pleadings
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17250.10-17250.52	Design-build contracts
Ed. Code 17250.60-17250.69	Alternative design-build contracts
Ed. Code 17400	Leasing Property
Ed. Code 17406	Lease-leaseback contract
Ed. Code 17595	Purchase of supplies through Department of General Services
Ed. Code 17602	Purchase of surplus property from federal agencies
Ed. Code 38083	Purchase of perishable foodstuffs and seasonal commodities
Ed. Code 38110-38120	Apparatus and supplies
Ed. Code 39802	Transportation services
Gov. Code 4217.10-4217.18	Energy conservation contracts
Gov. Code 4330-4334	California made materials
Gov. Code 53060	Special services and advice
Gov. Code 54201-54205	Purchase of supplies and equipment by local agencies
Gov. Code 7920.530	Public record; definition
Pub. Cont. Code 1102	Emergency; definition
Pub. Cont. Code 1103	Responsible bidder; definition
Pub. Cont. Code 12200	Recycled goods, materials and supplies; definition
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20101-20103.7	Public construction projects; requirements for bidding
Pub. Cont. Code 20103.8	Award of contracts
Pub. Cont. Code 20110-20118.4	Local Agency Public Construction Act; school districts
Pub. Cont. Code 20189	Bidder's security; earthquake relief

State

Pub. Cont. Code 22000-22045

Pub. Cont. Code 22152

Pub. Cont. Code 3000-3010

Pub. Cont. Code 3400

Pub. Cont. Code 3410

Pub. Cont. Code 4113

Pub. Cont. Code 6102

Pub. Cont. Code 6610

Description[Uniform Public Construction Cost Accounting Act](#)[Recycled product procurement](#)[Roofing projects](#)[Bid specifications](#)[U.S. produce and processed foods](#)[Prime contractor; subcontractor](#)[Bribery of public official; voidable contract](#)[Bid visits](#)**Management Resources**

Attorney General Opinion

CA Department of General Services Publication

CA Department of General Services Publication

CA Department of Industrial Relations Publication

Court Decision

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Description[89 Ops.Cal.Atty.Gen. 1 \(2006\)](#)[Office of Public School Construction, Piggyback Contracts](#)[Office of Public School Construction Notification to School Districts Regarding Use of Piggyback Contracts for SAB-Administered Programs, July 2022](#)[Model Prequalification Questionnaire](#)[City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court \(1972\) 7 Cal.3d 861](#)[Great West Contractors Inc. v. Irvine Unified School District \(2010\) 187 Cal.App.4th 1425](#)[Konica Business Machines v. Regents of the University of California \(1988\) 206 Cal.App.3d 449](#)[Los Angeles Unified School District v. Great American Insurance Co. \(2010\) 49 Cal.4th 739](#)[Marshall v. Pasadena Unified School District \(2004\) 119 Cal.App.4th 1241](#)[CSBA District and County Office of Education Legal Services](#)[California Department of General Services](#)[CSBA](#)[California Department of Education](#)[California Association of School Business Officials](#)**Cross References**

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Description[Nondiscrimination In District Programs And Activities](#)[District And School Websites](#)[District And School Websites](#)[District And School Websites](#)[Access To District Records](#)[Access To District Records](#)[Concepts And Roles](#)[Federal Grant Funds](#)[Federal Grant Funds](#)[Sale And Disposal Of Books, Equipment And Supplies](#)[Sale And Disposal Of Books, Equipment And Supplies](#)

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Policy 3312: Contracts

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

The Governing Board recognizes its responsibility to enter into contracts on behalf of the Tri-Valley ROP for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of TVROP goals. In exercising this authority to enter into a contract, the Board shall ensure that the TVROP's interest is protected, that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

In addition, Board members and TVROP employees involved in the making of contracts on behalf of the TVROP shall comply with the TVROP's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the TVROP. To be valid or to constitute an enforceable obligation against the TVROP, all such contracts must be approved and/or ratified by the Board. (Education Code 17604, 17605, 35161)

Every contract entered into on behalf of the TVROP shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a TVROP employee from disparaging the goods or services of any contracting party.

If the district utilizes a private labor compliance entity, the Superintendent or designee shall verify that the entity does not have a conflict of interest. (Labor Code 1771.8)

A private labor compliance entity is a third-party company hired by a district to perform labor compliance and enforcement activities on public works projects on the district's behalf. (Labor Code 1771.8)

A conflict of interest is a situation in which a private labor compliance entity performs labor compliance work under contract for both the district and a contractor who is bidding a public works project for the district. (Labor Code 1771.8)

If the district's private labor compliance entity seeks to respond to an alleged conflict of interest, the Superintendent or designee shall confer with the entity and/or the contractor regarding the applicable contracts and relevant public works law. (Labor Code 1771.8)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the TVROP cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the TVROP's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The TVROP may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the TVROP that is

directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other TVROP employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the TVROP
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the TVROP and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the TVROP may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace TVROP employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the TVROP meets the numerous conditions specified in Education Code 45103.1.

In addition, the TVROP may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new TVROP functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors
2. The services contracted are not available within the TVROP, cannot be performed satisfactorily by TVROP employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the TVROP
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented
4. The TVROP's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary TVROP hiring process
5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be

provided by the TVROP in the location where the services are to be performed

7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the TVROP's regular or ordinary hiring process would frustrate their very purpose

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

State

5 CCR 15500	Food sales in elementary schools
5 CCR 15501	Food sales in high schools and junior high schools
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 14505	Provisions required in contracts for audits
Ed. Code 17250.10-17250.55	Design-build contracts
Ed. Code 17595-17606	Contracts
Ed. Code 200-270	Prohibition of discrimination
Ed. Code 35161	Governing boards; powers and duties
Ed. Code 35182.5	Contracts for advertising
Ed. Code 45103.1	Personal services contracts
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49073.1	Contract requirements for digital storage, maintenance and retrieval of student records
Ed. Code 49431-49431.7	Nutritional standards
Gov. Code 1090	Prohibition of financial interest in contracts by specified officers
Gov. Code 1097.6	Independent contractors
Gov. Code 12990	Nondiscrimination and compliance employment programs
Gov. Code 53260	Contract provision re maximum cash settlement
Gov. Code 53262	Employment contracts
Gov. Code 7928.801	Public Records Act; contracts for goods and services
Gov. Code 84308	Campaign disclosure
Lab. Code 1771.8	Private labor compliance entity; potential conflict of interest
Lab. Code 1775	Penalties for violations
Lab. Code 1810-1813	Working hours
Pub. Cont. Code 20104.50	Timely progress payments
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
Pub. Cont. Code 22300	Performance retentions
Pub. Cont. Code 4100-4114	Subletting and subcontracting fair practices
Pub. Cont. Code 6102	Awarding of contracts
Pub. Cont. Code 7104	Contracts for excavations; discovery of hazardous waste
Pub. Cont. Code 7106	Noncollusion affidavit

Federal

20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex

Federal

7 CFR 210.1-210.33

7 CFR 220.1-220.21

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Description

[National School Lunch Program](#)

National School Breakfast Program

Description

[Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006](#)

Financial Crisis & Management Assistance Team

[CSBA District and County Office of Education Legal Services](#)

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[California Association of School Business Officials](#)

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Policy 3320: Claims And Actions Against The District

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board desires to conduct Tri-Valley ROP operations in a manner that minimizes risk, protects TVROP resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the TVROP shall be presented to and acted upon in accordance with the Government Claims Act or other applicable state or TVROP procedures, as well as the TVROP's joint powers authority (JPA) agreement or other insurance coverage.

Any claim for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or specifically excepted by Government Code 905 shall be presented and acted upon in accordance with ROP-established procedures consistent with the manner and time limitations specified in the accompanying administrative regulation, unless a procedure for processing such claims is otherwise provided by state or federal law or regulation. (Government Code 935)

Upon notice to the TVROP of a claim, the Superintendent or designee shall take all necessary steps to protect the TVROP's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less pursuant to any conditions of coverage in the TVROP's TVROP Program agreement or insurance coverage.

Registry Roster of Public Agencies

Within 10 days of any change in the name of the TVROP, the mailing address of the Board, or the names and addresses of the Board Chairperson, the Board Vice Chairperson, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

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

State	Description
Code of Civil Procedure 340.1	Action for recovery of damages suffered as result of childhood sexual assault
Code of Civil Procedure 340.11	Action for recovery of damages suffered as a result of childhood sexual assault that occurred before January 1, 2024
Code of Civil Procedure 85-86	Limited civil cases; amount in controversy
Ed. Code 35200	Liability for debts and contracts
Ed. Code 35202	Claims against districts; applicability of Government Code
Gov. Code 53051	Information filed with secretary of state and county clerk
Gov. Code 6500-6536	Joint powers agreements
Gov. Code 800	Cost in civil actions
Gov. Code 810-996.6	Government Claims Act
Pen. Code 72	Fraudulent claims
Management Resources	Description
Court Decision	Hovd v. Hayward Unified School District (1977) 74 Cal.App.3d 470
Court Decision	Stockett v. Association of California Water Agencies Joint Powers Insurance Authority (2004) 34 Cal.4th 441
Court Decision	City of Stockton v. Superior Court (2007) 42 Cal. 4th 730

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Court Decision	Connelly v. County of Fresno (2006) 146 Cal.App.4th 29
Court Decision	CSEA v. Azusa Unified School District (1984) 152 Cal.App.3d 580
Court Decision	CSEA v. South Orange Community College District (2004) 124 Cal.App.4th 574
Website	CSBA District and County Office of Education Legal Services
Website	California Secretary of State's Office
Website	Fiscal Crisis and Management Assistance Team

Description**Cross References**

1340	Access To District Records
1340	Access To District Records
3530	Risk Management/Insurance
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4119.1	Civil And Legal Rights
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4219.1	Civil And Legal Rights
4257.1	Work-Related Injuries
4258	Employee Security
4319.1	Civil And Legal Rights
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5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
9012	Board Member Electronic Communications
9321	Closed Session
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9321-E(2)	Closed Session
9322	Agenda/Meeting Materials

Description

Policy 3580: District Records

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board recognizes the importance of securing and retaining Tri-Valley ROP documents. The Superintendent or designee shall ensure that TVROP records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with TVROP legal counsel, site administrators, TVROP information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of TVROP documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft, including damage, loss, or theft which may be caused by cybersecurity breaches. .

The Superintendent or designee shall ensure that employees receive information about the TVROP's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold or California Public Records Act request established on the advice of legal counsel. Additionally, the Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect district records from breaches to the district's digital infrastructure.

If the TVROP discovers or is notified that a breach of security of TVROP records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

Safe at Home Program

TVROP public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish TVROP residency requirements for enrollment and for school emergency purposes.

Records containing a participant's confidential address information shall be kept in a confidential location and not shared with the public.

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

State	Description
5 CCR 16020-16022	Records; general provisions

State

5 CCR 16023-16027
 5 CCR 430-438
 Civ. Code 1798.29
 Code of Civil Procedure 1985.8
 Code of Civil Procedure 2031.010-2031.060
 Code of Civil Procedure 2031.210-2031.320
 Ed. Code 35145
 Ed. Code 35163
 Ed. Code 35252-35255
 Ed. Code 35266
 Ed. Code 44031
 Ed. Code 49065
 Ed. Code 49069.7
 Gov. Code 11549.3
 Gov. Code 12946

 Gov. Code 6205-6210

 Gov. Code 6215-6216
 Gov. Code 7920.000-7930.215
 Gov. Code 8586.5
 Pen. Code 11170

Federal

20 USC 1232g
 34 CFR 99.1-99.8

Management Resources

California Secretary of State Publication
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[Absolute right to access](#)
[Office of Information Security](#)
[Fair Employment and Housing Act: discrimination prohibited](#)
[Confidentiality of addresses for victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder or dependent adult abuse](#)
 Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
[California Public Records Act](#)
 Office of Emergency Services; California Cybersecurity Information Center
[Retention of child abuse reports](#)

Description

[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)
[Family Educational Rights and Privacy Act](#)

Description

[Records Management Handbook](#)
[Small Districts, Big Hurdles: Cybersecurity Support for Small, Rural, and Under-resourced School Districts, October 2023](#)
[Safe at Home; Schools](#)
[Federal Communications Commission, Schools and Libraries Cybersecurity Pilot Program](#)
[Cybersecurity and Infrastructure Security Agency, Government Coordinating Councils](#)
[California Office of Emergency Services](#)
[CSBA District and County Office of Education Legal Services](#)
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Regulation 3580: District Records

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

Classification of Records

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

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

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

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

A student's cumulative record, if not transferred, is a continuing record until the student ceases to be enrolled in the TVROP. (5 CCR 16022)

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

Class 1 - Permanent Records

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

1. Annual Reports

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

2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to TVROP reorganization

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of

compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

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

4. Student Records

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

5. Property Records

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

Class 2 - Optional Records

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

Class 3 - Disposable Records

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

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

Electronically Stored Information

All electronically stored information related to the conduct of TVROP business, including information created, saved, sent, or received on a TVROP employee's or Board member's personal account or device, shall be saved as an electronic file to a ROP-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to TVROP business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

Employees shall be required to regularly purge their email accounts and ROP-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to TVROP business. The Superintendent or designee may check for appropriate use of any ROP-owned equipment at any time.

Any person to whom a ROP-owned computer, cell phone, or other electronic communication device is provided shall be notified about the TVROP's electronic information management system and, as necessary, provided training on the effective use of the device.

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

State	Description
5 CCR 16020-16022	Records; general provisions
5 CCR 16023-16027	District records; retention and destruction
5 CCR 430-438	Individual student records
Civ. Code 1798.29	District records; breach of security
Code of Civil Procedure 1985.8	Electronic Discovery Act
Code of Civil Procedure 2031.010-2031.060	Civil Discovery Act; scope of discovery demand
Code of Civil Procedure 2031.210-2031.320	Civil Discovery Act; response to inspection demand
Ed. Code 35145	Public meetings
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35252-35255	Records and reports
Ed. Code 35266	Cybersecurity
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49065	Reasonable charge for transcripts
Ed. Code 49069.7	Absolute right to access
Gov. Code 11549.3	Office of Information Security
Gov. Code 12946	Fair Employment and Housing Act: discrimination prohibited
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder or dependent adult abuse
Gov. Code 6215-6216	Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
Gov. Code 7920.000-7930.215	California Public Records Act
Gov. Code 8586.5	Office of Emergency Services; California Cybersecurity Information Center
Pen. Code 11170	Retention of child abuse reports
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act
Management Resources	Description
California Secretary of State Publication	Records Management Handbook
State Ed. Tech. Directors Assoc. Pub.	Small Districts, Big Hurdles: Cybersecurity Support for Small, Rural, and Under-resourced School Districts, October 2023
Website	Safe at Home: Schools
Website	Federal Communications Commission, Schools and Libraries Cybersecurity Pilot Program
Website	Cybersecurity and Infrastructure Security Agency, Government Coordinating Councils

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Policy 4040: Employee Use of Technology

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting Tri-Valley ROP and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use TVROP technology primarily for purposes related to their employment.

TVROP technology includes, but is not limited to, computers, the TVROP's computer network including servers and wireless computer networking technology (wi-fi), software as a service provided or paid for by the district, whether accessed on or off site or through district-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet, email, applications (apps), including artificial intelligence (AI) apps; USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through TVROP-owned or personally owned equipment or devices.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of TVROP technology including the use of AI apps. Upon employment and whenever significant changes are made to the TVROP's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

An employee may use technology, including AI apps, to assist the employee in the performance of the employee's professional duties, including, but not limited to, the following specific tasks: developing syllabi, creating curriculum, reviewing student work, suggesting instructional strategies, and researching academic content or instructional techniques. Any employee using technology, including AI, shall review and be responsible for any final product or document; not share confidential student records with a third party, such as an AI app, except as permitted by law; and use the technology in accordance with Board Policy 6162.6 - Use of Copyrighted Materials, and in a manner that is consistent with law, board policies, and administrative regulations. If an employee is unsure about the appropriate use of technology, the employee shall confer with the Superintendent or designee before using.

Employees shall not use TVROP technology to access, post, submit, publish, or display harmful or obscene material, create, post, submit, publish, or display harmful or obscene material, or engage in any activity that is disruptive to the district's operations or that is in violation of applicable laws, regulations, or policies.

subpoena or other lawful request.

Employees shall report any security problem or misuse of TVROP technology to the Superintendent or designee.

Inappropriate use of TVROP technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

Staff Social Media Guidelines

TVROP supports the use of online social media to facilitate TVROP programs, departments and school sites in building a more successful parent, community, student and employee network. This document contains TVROP's guidelines regarding the use of online social media.

Official TVROP social media platforms are operated by the TVROP for the purpose of communicating the TVROP's messages, and shall be used only for their stated purposes and in a manner consistent with this policy and the mission and goals of the TVROP. In using social media, the TVROP does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech. All official TVROP-authorized communication through social media platforms shall comply with TVROP policies and regulations, and be in accordance with the TVROP's Acceptable Use Rules and Regulations. (Education Code 35010)

A. Definitions:

"Social Media" means any online platform for collaboration, interaction, or active participation, including but not limited to, social networking sites such as Facebook, X (formerly known as Twitter), Instagram, YouTube, and LinkedIn.

"Official TVROP social media platform and TVROP-authorized social media" are sites authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designer, but that contain content related to the TVROP or comments on TVROP operations, such as a site created by a parent-teacher organization, or other school-connected organization, or a student's or employee's personal site, are not considered official TVROP social media platforms or TVROP-authorized social media.

"Technology" includes, but is not limited to; computers, notebooks, the Internet, telephones, cellular telephones, personal digital assistants, pagers, MP3 players (e.g., iPods, etc.), USB drives, wireless access points (routers), or any wireless communication device.

"TVROP Technology" is that which is owned or provided by the TVROP, which includes the ROP's Internet services.

"Personal Technology" is technology that is not owned or provided by the TVROP.

B. Privacy

The TVROP shall aim to protect the privacy rights of students, parents/guardians, employees, and other individuals in connection with official TVROP social media platforms. (20 U.S.C. 1232g, 34 CFR 99.3, Education Code 49602)

The ROP's Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in Board policy 1113: TVROP Websites shall also apply to official TVROP social media platforms. (Education Code 49073)

TVROP-authorized social media and networking sites and other online platforms shall not be used by TVROP employees to transmit confidential information about students, employees, or TVROP operations.

By submitting content to any of the TVROP's social media pages, users understand and acknowledge this information is available to the public. The TVROP may use this information for internal and external purposes, and other users may use posted information in ways beyond the TVROP's control. Users, who do not wish to have the information used, published, copied, or reprinted, should not post on the social media pages.

All posted content is subject to the California Public Records Act. All users of the TVROP's social media pages are also subject to any terms, policies, laws or regulations governing the social media website, platform, media, software, devices, or networks. (Government Code 6250 et seq.)

C. Official TVROP Social Media Presence:

The TVROP's Internet home page, located at www.tvrop.org, contains links to TVROP-approved social media pages which are authorized and administered by the Superintendent or designee. The Superintendent or designee has the discretion and right to temporarily or permanently disable, alter settings of, or shut down any social media pages at any time and for any reason.

Social media pages that have not been authorized by the Superintendent or designee and that contain posts, links, or comments related to or about the TVROP, such as a site created by a parent-staff organization, or other similar organization, or by an individual student or employee, are not administered by the TVROP. The TVROP is not responsible for any such social media pages or content.

The Superintendent may determine whether TVROP social media sites or pages will permit "posting" of content by outside users. TVROP-approved social media pages need not accept posts by any user other than an authorized TVROP content owner. This determination shall be made in the best interests of the TVROP and the educational program.

D. Requisite Authorization

1. Authorization - TVROP presence on any social media site, including school-related accounts, such as clubs, teams, field trips, course, or other sites associated with the TVROP or a TVROP school must have the prior authorization of the TVROP administration before such a site is established. Any sites, accounts, or pages existing absent prior authorization will be subject to review, editing, and removal. As appropriate, a recommendation for disciplinary action may result.

To request permission for a TVROP-related site, please utilize the following form and identify a "content owner," or individual responsible for performing regular monitoring and maintenance of the website or account, and a responsible administrator assigned to the specific site. Please note that for emergency purposes only, each TVROP-affiliated site or social media account must name TVROP as an administrator. However, the site, specifically, the content owner and responsible administrator shall be responsible for monitoring and maintaining these sites and accounts.

If asked by media to comment on a school related issue, refer them to school and/or TVROP administration.

2. TVROP Logo - The use of the TVROP logo(s) on a social media site must be approved by the TVROP administration.
3. General TVROP Sites and Accounts - TVROP's general social media sites, including the TVROP's blogs, Facebook and Twitter accounts, will be managed by TVROP administration or their designee. Duplicate, unofficial sites shall be reported, and investigated.
4. Sponsors and Advertising - Sponsor logos are permissible on TVROP-related websites, with the prior approval of TVROP administration. The page must also include or link to contact information for an individual who can provide information about sponsorship. Advertising for third-party events or activities unassociated with official TVROP business is strictly prohibited.
5. Content Disclaimer - Each site shall contain a statement that specifies the site's purpose along with a statement that users are expected to use the site for only those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts. These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available. The TVROP reserves the right to restrict or remove any content that is deemed to violate this social media policy or any applicable law.

Any approved official presence on social media sites outside of those created and monitored by the TVROP's Communications Department shall include the following text:

"The views expressed on this site do not reflect the views of the Tri-Valley Regional Occupation Program. This site contains user-created content which is not endorsed by the TVROP. Users are personally responsible for the content of their posts. The purpose of this site is" ... (then specify the purpose). Users are expected to use this site only for these stated purposes.

E. Maintenance and Monitoring Responsibilities

The content of all official TVROP online social media pages shall be limited to current and useful information regarding the TVROP's official and sponsored educational programs, activities, and operations. Such content shall support the TVROP's educational mission and be appropriate for all audiences. Official TVROP social media pages consist of TVROP messages and re-messaged TVROP related content (re-tweets) and shall not display or otherwise communicate content not expressly authorized by these guidelines.

The posting on official TVROP social media pages of links to other online platforms or social media sites is permissible if the linked sites' content is of an academic nature, supports the TVROP's educational mission, and is consistent with the TVROP's policies and regulations. The TVROP is not responsible for the content of external online platforms, not associated with the specifically linked information.

Content owners are responsible for monitoring and maintaining official presences on social media sites as follows:

1. Content must conform to all applicable state and federal laws, as well as all TVROP and board policies and administrative procedures.
2. Content must be kept current and accurate.
3. Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials. Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child's photograph taken or published. No student photographs should be published for personal, promotional use or any other non-school related purpose. (17 U.S.C. 101 et seq., Education Code 49073)

TVROP administration recommends that content owners request that a second person review all photographs prior to publication. One person may catch issues that the first set of eyes overlooked.

4. Posting Photos or Movies without Permission - Do not post photos or movies of fellow employees without their prior written authorization. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.
5. All postings and comments by users are monitored and responded to as necessary on a regular basis. Postings and comments of an inappropriate nature or containing information unrelated to official or TVROP business should be deleted promptly. Such postings shall be reported, investigated, and authors will be disciplined as appropriate.

F. Content Guidelines

Although the TVROP does not regularly review or monitor content, the Superintendent or designee, may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the TVROP's policy, regulation, or content guidelines.

Each official TVROP social media platform shall prominently display:

1. The purpose of the site with a statement that users are expected to use the site only for the intended purpose(s).
2. Information regarding how to use the social media platform's security settings.
3. A statement that the site is regularly monitored and any inappropriate content will be removed.
4. A statement that the TVROP is not responsible for the content of external online platforms.
5. A disclaimer that any user's reference to a specific commercial product or service is not the TVROP's endorsement or recommendation of that product or service.
6. The individual(s) to contact regarding violation(s) of TVROP's social media policy and regulation.

If the Superintendent or designee determines user-posted content will be allowed on a specific TVROP social media page, the social media platform shall also:

- a. Prohibit inappropriate posts, including those with content that:
 - i. Is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of TVROP or school rules, or substantial disruption of the school's orderly operation; or
 - ii. Is not related to the site's stated purpose, including but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination, harassment, bullying, or otherwise violate federal or state laws, or TVROP policies, procedures, or regulations. (5 C.C.R. 80331 et seq., Education Code 200 et seq., 48907, 48900(r))
- b. Include protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
- c. State that users are personally responsible for the content of their posts and the TVROP is not responsible for the content of external online platforms.
- d. Include a disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the TVROP's views.

G. Off-Campus versus On-Campus Social Media and Internet Use Guidelines

Although staff members enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to campus, may relate enough to school to have ramifications for the author or subject at the TVROP site.

When using TVROP technology, electronic communication is governed by the TVROP acceptable use policy, which will be enforced accordingly. Students and staff have no right to privacy in any information stored on or accessed by TVROP technology (e.g., in the contents of personal files on the TVROP's Internet system or other TVROP technology, TVROP email accounts, information accessed through the TVROP's Internet system, etc.). TVROP technology may only be used for educational purposes. Use for non-work purposes, including but not limited to, personal blogging, instant messaging, online shopping or gaming is not allowed. The use of TVROP technology is a privilege and may be revoked at any time.

Use of personal technology/devices may violate the TVROP's acceptable use policy if the TVROP reasonably believes the conduct or speech will cause actual, material disruption of school activities or a staff member's ability to perform his or her job duties.

Courts have held that the off-campus online communications may be connected enough to campus to result in either student or staff-member discipline. (*San Diego Unified School TVROP v. Commission on Professional Competence (Lampedusa)* (2011) 194 Cal.App.4th 1454)

This section of the guidelines is intended to present to TVROP staff members examples of such situations, and guidelines for responsible, professional internet use.

1. Staff Use of Personal Technology (Best Practices)

- a. Restrict On-Duty Use – Staff members may not use personal technology for non-work purposes during duty hours. The acceptable use of Personal Technology for non-TVROP business must be limited to off-duty time and designated breaks.
- b. Be Transparent - How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.
- c. Always a School Employee - The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user-name, you will always be considered to be a TVROP employee. Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the TVROP.
- d. Work/Personal Distinction – Staff members are encouraged to maintain a clear distinction between their

personal social media use and any TVROP-related social media sites.

- e. School Values - Represent the TVROP values. Express ideas and opinions in a respectful manner. All communications should be done in a professional manner. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other TVROPs. Don't use unprofessional language or any other inappropriate content. Even though you are of legal age, consider carefully what you post through comments and photos. There are school ROPs who have taken disciplinary action on staff that made posts relative to alcohol, sexual activities, and inappropriate comments regarding students and staff.
- f. Professional Effectiveness - TVROP employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to TVROP students.
- g. Personal Social Networking & Media Accounts – Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor. Educators must give serious thought to the implications of joining an online social network.
- h. Responsible Online Identity Monitoring – Employees are encouraged to monitor their 'online identity,' by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online. Often, if there is unwanted information posted about the employee online, that employee can contact the site administrator in order to request its removal.
- i. Friending TVROP Students – Employees may not have online interactions with students on social networking sites outside of those forums dedicated to academic use. TVROP employees' social networking profiles and personal blogs may not be linked to TVROP students' online profiles. Additionally, TVROP employees should use appropriate discretion when using social networks for personal communications and must limit this activity to off-duty hours and the use of their own electronic communication devices.
- j. Use of TVROP Social Media - Staff members who participate in official TVROP social media platforms shall adhere to all applicable TVROP policies and regulations, including but not limited to professional standards related to interactions with students, staff, and the public. Use of official TVROP social media pages in violation of this policy may result in disciplinary action, up to and including termination of employment and referral to the appropriate law enforcement agencies. The TVROP may suspend or terminate user rights for individuals who violate TVROP standards.
- k. Contacting Students Off-Hours – When in doubt about contacting a TVROP student during off-duty hours, begin by contacting the student's parent(s) or legal guardian through their TVROP registered phone number. TVROP employees should only contact TVROP students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her TVROP employment.

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

State	Description
Gov. Code 11549.3	Cybersecurity
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 7920.000-7930.170	California Public Records Act
Labor Code 1139	Emergency assistance
Pen. Code 502	Computer crimes; remedies

State

Pen. Code 632
 Veh. Code 23123
 Veh. Code 23123.5
 Veh. Code 23125

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[Eavesdropping on or recording confidential communications](#)
[Wireless telephones in vehicles](#)
[Mobile communication devices; text messaging while driving](#)
[Wireless telephones in school buses](#)

Federal

20 USC 7101-7122
 20 USC 7131
 47 CFR 54.520

Description

Student Support and Academic Enrichment Grants
[Internet Safety](#)
[Internet safety policy and technology protection measures; E-rate discounts](#)

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California Department of Education Publication
 Court Decision
 Court Decision
 Publication
 U.S. Department of Education Publication
 USDOE Office of Educational Technology Publication
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Description

[Artificial Intelligence: Learning With AI Learning About AI](#)
[City of San Jose v. Superior Court \(2017\) 2 Cal.5th 608](#)
[City of Ontario v. Quon et al. \(2010\) 000 U.S. 08-1332](#)
[Guidelines for AI integration throughout education in the commonwealth of Virginia](#)
[2024 National Education Technology Plan](#)
[Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023](#)
[California Governor's Office of Emergency Services](#)
[CSBA District and County Office of Education Legal Services](#)
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[District And School Websites](#)
[District-Sponsored Social Media](#)
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[Access To District Records](#)
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[Superintendent's Contract](#)
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[Reasonable Accommodation](#)

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4131	Staff Development
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Exhibit 4040-E(1): Employee Use Of Technology

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

**ACCEPTABLE USE AGREEMENT
AND RELEASE OF TRI-VALLEY ROP FROM LIABILITY (EMPLOYEES)**

Tri-Valley Regional Occupational Program authorizes Tri-Valley ROP employees to use technology owned or otherwise provided by the TVROP as defined in Board Policy 4040 - Employee Use of Technology as necessary to fulfill the requirements of their position. The use of TVROP technology is a privilege permitted at the TVROP's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The TVROP reserves the right to suspend access at any time, without notice, for any reason.

The TVROP expects all employees to use technology responsibly in order to avoid potential problems and liability. The TVROP may place reasonable restrictions on the sites, material, and/or information that employees may access through the system. However, the district shall not prevent or restrict access to an employee's mobile or other communications device(s) if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm the person's safety.

The TVROP makes no guarantee that the functions or services provided by or through the TVROP will be without defect. In addition, the TVROP is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use TVROP technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions TVROP technology includes, but is not limited to, computers, the TVROP's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through ROP-owned or personally owned equipment or devices.

Employee Obligations and Responsibilities

Employees are expected to use TVROP technology safely, responsibly, and primarily for work-related purposes and in accordance with the accompanying board policy and applicable copyright laws. Any incidental personal use of TVROP technology shall not interfere with TVROP business and operations, the work and productivity of any TVROP employee, or the safety and security of TVROP technology. The TVROP is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of TVROP technology.

The employee in whose name TVROP technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the TVROP's system for which they do not have authorization.

Employees are prohibited from using TVROP technology for improper purposes, including, but not limited to, use of TVROP technology to:

1. Access, post, display, create or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive TVROP, employee, or student information without prior authorization from a supervisor, including sharing confidential information or personally identifiable information with an open artificial intelligence system

3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of TVROP technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm TVROP technology or other TVROP operations (such as destroying TVROP equipment, placing a virus on TVROP computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or TVROP practice

Privacy

Since the use of TVROP technology is intended for use in conducting TVROP business, no employee should have any expectation of privacy in any use of TVROP technology.

The TVROP reserves the right to monitor and record all use of TVROP technology, including, but not limited to, access to the Internet or social media, Internet searches, browsing history, use of artificial intelligence, communications sent or received from TVROP technology, or other uses within the jurisdiction of the TVROP. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of TVROP technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any TVROP technology are the sole property of the TVROP. The creation or use of a password by an employee on TVROP technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access TVROP technology or conduct TVROP business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a TVROP or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - TVROP Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of TVROP or student records.

Reporting

If an employee becomes aware of any security problem including, but not limited to, a cyberattack, phishing, or (such as any compromise of the confidentiality of any login or account information) or misuse of TVROP technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to TVROP technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and TVROP policies and regulations governing the use of TVROP technology. I

understand that there is no expectation of privacy when using TVROP technology or when my personal electronic devices use TVROP technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the TVROP and its personnel from any and all claims and damages arising from my use of TVROP technology or from the failure of any technology protection measures employed by the TVROP.

Name: _____ Position: _____
(Please print)

School/Work Site: _____

Signature: _____ Date: _____

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

State	Description
Gov. Code 11549.3	Cybersecurity
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 7920.000-7930.170	California Public Records Act
Labor Code 1139	Emergency assistance
Pen. Code 502	Computer crimes; remedies
Pen. Code 632	Eavesdropping on or recording confidential communications
Veh. Code 23123	Wireless telephones in vehicles
Veh. Code 23123.5	Mobile communication devices; text messaging while driving
Veh. Code 23125	Wireless telephones in school buses
Federal	Description
20 USC 7101-7122	Student Support and Academic Enrichment Grants
20 USC 7131	Internet Safety
47 CFR 54.520	Internet safety policy and technology protection measures; E-rate discounts
Management Resources	Description
California Department of Education Publication	Artificial Intelligence: Learning With AI Learning About AI
Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Court Decision	City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332
Publication	Guidelines for AI integration throughout education in the commonwealth of Virginia
U.S. Department of Education Publication	2024 National Education Technology Plan
USDOE Office of Educational Technology Publication	Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023
Website	California Governor’s Office of Emergency Services
Website	CSBA District and County Office of Education Legal Services
Website	Federal Communications Commission
Website	American Library Association
Website	California Department of Education
Website	CSBA

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[Use Of Copyrighted Materials](#)
[Student Use Of Technology](#)

Policy 4251: Employee Compensation

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

In order to recruit and retain employees committed to the Tri-Valley ROP's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and shall be printed and made available for review at the TVROP office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board upon the recommendation of the Superintendent or designee mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff shall be determined by the Board at the recommendation of the Superintendent or designee.

The Board shall determine the frequency and schedule of salary payments in collaboration with fiscal services, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year.

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal TVROP operations when permitted by law

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

TVROP employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week, ~~or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work.~~ However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

An employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207 and has the approval of the Superintendent or designee. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt TVROP operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Wage Overpayment

If the TVROP determines an employee has been overpaid, the TVROP shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the TVROP through one of the methods described in Education Code 44042.5 as mutually agreed upon by the employee and the TVROP. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the TVROP shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the TVROP's claimed overpayment, the TVROP shall, with board approval, initiate a legal action to recover the overpayment. (Education Code 44042.5)

If the employee separates from the TVROP before the overpayment is fully repaid, the TVROP shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the TVROP ~~may shall, with Board approval,~~ exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

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

State	Description
8 CCR 11040	Wages and hours; definitions of administrative, executive, and professional employees
Ed. Code 42238.016	Salary and Benefit Schedule for the Bargaining Units (Form J-90
Ed. Code 44042.5	Wage overpayment
Ed. Code 45022-45061.5	Salaries for certificated employees
Ed. Code 45023	Availability of salary schedule
Ed. Code 45028	Salary schedule and exceptions
Ed. Code 45127-45133.5	Classified employees; work week; overtime provisions
Ed. Code 45160-45169	Salaries for classified employees
Ed. Code 45268	Salary schedule for classified service in merit system districts
Ed. Code 45500	Classified School Employee Summer Assistance Program
Gov. Code 3540-3549.3	Meeting and negotiating
Gov. Code 3543.2	Scope of representation
Gov. Code 3543.7	Duty to meet and negotiate in good faith
Lab. Code 226	Employee access to payroll records
Lab. Code 232	Disclosure of wages
Lab. Code 510	Overtime Compensation
Federal	Description
26 CFR 1.409A-1	Definitions and covered plans
26 USC 409A	Deferred compensation plans
29 CFR 516.4	Notice of minimum wage and overtime provisions
29 CFR 516.5-516.6	Records
29 CFR 541.0-541.710	Exemptions for executive, administrative, and professional employees
29 CFR 553.1-553.51	Fair Labor Standards Act; applicability to public agencies
29 USC 201-219	Fair Labor Standards Act
29 USC 203	Definitions
29 USC 207	Fair Labor Standards Act

Federal

29 USC 213

Description[Exemptions from minimum wage and overtime requirements](#)**Management Resources**

Court Decision

Court Decision

Website

Website

Website

Website

Website

Website

Description

Johnson v. Arvin-Edison Water Storage District (2009) 174 Cal.App.4th 729

[Flores v. City of San Gabriel \(9th Cir., 2016\) 824 F.3d 890](#)[CSBA District and County Office of Education Legal Services](#)[U.S. Department of Labor, Wage and Hour Division](#)[Internal Revenue Service](#)[School Services of California, Inc.](#)[California Department of Education](#)[CSBA](#)**Cross References**

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Policy 4258: Employee Security

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

The Governing Board desires to provide a safe and orderly work environment for all employees. The Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any person who threatens the safety of others at any Member Tri-Valley ROP facility may be removed by the Member District/TVROP Superintendent or designee in accordance with AR 3515.2 - Disruptions.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Member District/TVROP Superintendent or designee immediately. As appropriate, the Member District/TVROP Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Member District/TVROP Superintendent or designee shall provide reasonable accommodations in accordance with Labor Code 230-230.1 and the accompanying administrative regulation to protect the employee's safety while at work.

The Member District/TVROP Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on TVROP property, at a school or TVROP activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Member District/TVROP Superintendent or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

The Member District/TVROP Superintendent or designee may make available at appropriate locations, including, but not limited to, TVROP and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810. Any employee who is negligent or careless in the possession or handling of pepper spray **is acting outside of the scope of employment and** shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and shall do one of the following:

1. Confiscate the object and deliver it to the principal or administrator designee immediately
2. Immediately notify the principal or administrator designee, who shall take appropriate action
3. Immediately call 911 and the principal or administrator designee

When informing the principal or administrator designee about the possession or seizure of a weapon or dangerous device, an employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

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

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State

Civ. Code 51.7
Code of Civil Procedure 527.8
Ed. Code 32210-32212
Ed. Code 32225-32226
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Ed. Code 35208
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Ed. Code 48900-48926
Ed. Code 49079
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Gov. Code 12926
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Gov. Code 3543.2
Gov. Code 995-996.4
Lab. Code 230-230.2
Pen. Code 18150
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Policy 4351: Employee Compensation

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

In order to recruit and retain employees committed to the TVROP's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and shall be printed and made available for review at the TVROP office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board upon the recommendation of the Superintendent or designee mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff shall be determined by the Board at the recommendation of the Superintendent or designee.

The Board shall determine the frequency and schedule of salary payments in collaboration with fiscal services, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year.

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal TVROP operations when permitted by law

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

TVROP employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week, ~~or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work.~~ However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

An employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207 and has the approval of the Superintendent or designee. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt TVROP operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Wage Overpayment

If the TVROP determines an employee has been overpaid, the TVROP shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the TVROP through one of the methods described in Education Code 44042.5 as mutually agreed upon by the employee and the TVROP. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the TVROP shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the TVROP's claimed overpayment, the TVROP shall, with board approval, initiate a legal action to recover the overpayment. (Education Code 44042.5)

If the employee separates from the TVROP before the overpayment is fully repaid, the TVROP shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the TVROP shall, ~~with Board approval,~~ exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

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

State	Description
8 CCR 11040	Wages and hours; definitions of administrative, executive, and professional employees
Ed. Code 42238.016	Salary and Benefit Schedule for the Bargaining Units (Form J-90)
Ed. Code 44042.5	Wage overpayment
Ed. Code 45022-45061.5	Salaries for certificated employees
Ed. Code 45023	Availability of salary schedule
Ed. Code 45028	Salary schedule and exceptions
Ed. Code 45127-45133.5	Classified employees; work week; overtime provisions
Ed. Code 45160-45169	Salaries for classified employees
Ed. Code 45268	Salary schedule for classified service in merit system districts
Ed. Code 45500	Classified School Employee Summer Assistance Program
Gov. Code 3540-3549.3	Meeting and negotiating
Gov. Code 3543.2	Scope of representation
Gov. Code 3543.7	Duty to meet and negotiate in good faith
Lab. Code 226	Employee access to payroll records
Lab. Code 232	Disclosure of wages
Lab. Code 510	Overtime Compensation
Federal	Description
26 CFR 1.409A-1	Definitions and covered plans
26 USC 409A	Deferred compensation plans
29 CFR 516.4	Notice of minimum wage and overtime provisions
29 CFR 516.5-516.6	Records
29 CFR 541.0-541.710	Exemptions for executive, administrative, and professional employees
29 CFR 553.1-553.51	Fair Labor Standards Act; applicability to public agencies
29 USC 201-219	Fair Labor Standards Act
29 USC 203	Definitions
29 USC 207	Fair Labor Standards Act

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29 USC 213

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Johnson v. Arvin-Edison Water Storage District (2009) 174 Cal.App.4th 729

[Flores v. City of San Gabriel \(9th Cir., 2016\) 824 F.3d 890](#)

[CSBA District and County Office of Education Legal Services](#)

[U.S. Department of Labor, Wage and Hour Division](#)

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Policy 4358: Employee Security

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

The Governing Board desires to provide a safe and orderly work environment for all employees. The Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any person who threatens the safety of others at any Member district facility may be removed by the Member district/TVROP Superintendent or designee in accordance with AR 3515.2 - Disruptions.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Member district/TVROP Superintendent or designee immediately. As appropriate, the Member district/TVROP Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Member district/TVROP Superintendent or designee shall provide reasonable accommodations in accordance with Labor Code 230-230.1 and the accompanying administrative regulation to protect the employee's safety while at work.

The Member district/TVROP Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on TVROP property, at a school or TVROP activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Member district/TVROP Superintendent or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

The Member district/TVROP Superintendent or designee may make available at appropriate locations, including, but not limited to, TVROP and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with Board policy, administrative regulations and Penal Code 22810. Any employee who is negligent or careless in the possession or handling of pepper spray is acting outside of the scope of employment and shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and shall do one of the following:

1. Confiscate the object and deliver it to the principal or administrator designee immediately
2. Immediately notify the principal or administrator designee , who shall take appropriate action
3. Immediately call 911 and the principal or administrator designee

When informing the principal or administrator designee about the possession or seizure of a weapon or dangerous device, an employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

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

State

Civ. Code 51.7
Code of Civil Procedure 527.8
Ed. Code 32210-32212
Ed. Code 32225-32226
Ed. Code 32282
Ed. Code 32289.6
Ed. Code 35208
Ed. Code 35213
Ed. Code 44014
Ed. Code 44807
Ed. Code 48201
Ed. Code 48900-48926
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Gov. Code 3543.2
Gov. Code 995-996.4
Lab. Code 230-230.2
Pen. Code 18150
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Pen. Code 22810
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Pen. Code 290
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Policy 5125: Student Records

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the Tri-Valley ROP level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding TVROP policies and procedures for gathering and handling sensitive student information.

The TVROP shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. In accordance with Board Policy 5145.13 - Response to Immigrant Enforcement, The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena /warrant. If a TVROP employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any TVROP student, provided that the TVROP first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

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

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world

State

Bus. and Prof. Code 22584-22585

Bus. and Prof. Code 22586-22587

Code of Civil Procedure 1985.3

Ed. Code 17604

Ed. Code 220.3

Ed. Code 234.7

Ed. Code 35266

Ed. Code 48201

Ed. Code 48853.5

Ed. Code 48902

Ed. Code 48904-48904.3

Ed. Code 48918

Ed. Code 48980

Ed. Code 48985

Ed. Code 49060-49079

Ed. Code 49091.14

Ed. Code 51745

Ed. Code 56041.5

Ed. Code 56050

Ed. Code 56055

Ed. Code 60900-60901

Ed. Code 69432.9

Ed. Code 69475

Fam. Code 3025

Fam. Code 6323.5

Fam. Code 6552

Gov. Code 7920.000-7930.215

H&S Code 120440

Pen. Code 245

W&I Code 16010

W&I Code 681

W&I Code 701

Federal

15 USC 6501-6506

16 CFR Part 312

20 USC 1232g

20 USC 1232h

26 USC 152

34 CFR 300.501

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[Early Learning Personal Information Protection Act](#)

[Subpoena duces tecum](#)

[Delegation of powers to agents](#)

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[Student protections relating to immigration and citizenship status](#)

Reporting of cyberattacks

[Transfer student's record for acts that resulted in suspension or expulsion](#)

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CSBA Publication

[Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know, September 2023](#)

CSBA Publication

[Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017](#)

Federal Register

[Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855](#)

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[IDEA and FERPA Crosswalk: A side-by-side comparison of the privacy provisions under Parts B and C of the IDEA and FERPA, August 2022](#)

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[School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\), February 2019](#)

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Regulation 5125: Student Records

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

Definitions

Student means any individual who is or has been in attendance at the Tri- Valley ROP and regarding whom the TVROP maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the TVROP that are directly related to an identifiable student and maintained by the TVROP, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the TVROP. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the TVROP, subject to 34 CFR 99.8
4. Records created or received by the TVROP after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which programs have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the Programs are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the TVROP reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the TVROP, whether routine or as a result of special circumstances, require access to information contained in student records.

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the TVROP, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Contractor or consultant is anyone with a formal written agreement or contract with the TVROP regarding the provision of services or functions outsourced by the TVROP. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the TVROP and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)
However, the district shall not disclose 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. (Family Code 6323.5)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the TVROP and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)
5. Officials and employees of other public programs, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the TVROP may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
7. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
8. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

9. Any TVROP attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
10. A TVROP attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
11. Any probation officer, TVROP attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

12. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

13. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who

has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by Programs for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the TVROP (Education Code 49069.3)

14. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)
15. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
16. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))
17. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the TVROP provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

18. Designated peace officers or law enforcement agencies in cases where the TVROP is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the TVROP, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school TVROP in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the TVROP, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record

information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The TVROP enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private programs or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the TVROP, excluding volunteers or other parties (Education Code 49076)
7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available

information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the TVROP discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The TVROP's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the TVROP shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining ROP-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075

5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the TVROP may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49070; 5 CCR 437)

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with the process specified in AR 5125.3 - Challenging Student Records. (Education Code 49070)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another TVROP, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their

usefulness has ceased or the student has left the TVROP. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

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

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	K-12 Pupil Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Code of Civil Procedure 1985.3	Subpoena duces tecum
Ed. Code 17604	Delegation of powers to agents

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Ed. Code 220.3
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Ed. Code 35266
Ed. Code 48201
Ed. Code 48853.5
Ed. Code 48902
Ed. Code 48904-48904.3
Ed. Code 48918
Ed. Code 48980
Ed. Code 48985
Ed. Code 49060-49079
Ed. Code 49091.14
Ed. Code 51745
Ed. Code 56041.5
Ed. Code 56050
Ed. Code 56055
Ed. Code 60900-60901
Ed. Code 69432.9
Ed. Code 69475
Fam. Code 3025
Fam. Code 6323.5
Fam. Code 6552
Gov. Code 7920.000-7930.215
H&S Code 120440
Pen. Code 245
W&I Code 16010
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15 USC 6501-6506
16 CFR Part 312
20 USC 1232g
20 USC 1232h
26 USC 152
34 CFR 300.501
34 CFR 99.1-99.8
42 USC 11434a

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Children's Online Privacy Protection Act
[Children's Online Privacy Protection Rule](#)
[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)
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[Definition of dependent child](#)
[Opportunity to examine records for parents of student with disability](#)
[Family Educational Rights and Privacy Act](#)
[McKinney-Vento Homeless Assistance Act; definitions](#)

Management Resources**Description**

CA Office of the Attorney General Publication

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024](#)

CSBA Publication

[Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know, September 2023](#)

CSBA Publication

[Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017](#)

Federal Register

[Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855](#)

U.S. Department of Education Publication

[IDEA and FERPA Crosswalk: A side-by-side comparison of the privacy provisions under Parts B and C of the IDEA and FERPA, August 2022](#)

U.S. Department of Education Publication

[School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\), February 2019](#)

U.S. Department of Education Publication

[An Eligible Student Guide to the Family Educational Rights and Privacy Act \(FERPA\), March 2023](#)

U.S. Department of Education Publication

[A Parent Guide to the Family Educational Rights and Privacy Act \(FERPA\), July 2021](#)

U.S. Department of Education Publication

[Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, Oct 2007](#)

U.S. Department of Education Publication

[Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008](#)

Website

[California IT in Education, Student Data Privacy](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[U.S. Department of Education, Protecting Student Privacy](#)

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[California Office of the Attorney General](#)

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[California Department of Education](#)

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Policy 5131: Conduct

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

The Governing Board believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using Tri-Valley ROP transportation.

The Superintendent or designee shall ensure that the Tri-Valley Regional Occupational Program develops standards of conduct and discipline consistent with Board policies and administrative regulations in accordance with TVROP Program member districts, as well as program location. Students and parents/guardians shall be notified of program rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)
9. Use of a smartphone or other mobile communication device in an unauthorized manner
10. Plagiarism or dishonesty on school work or tests
11. Wearing of any attire that violates district or school dress codes, including gang-related apparel
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules
14. Other conduct prohibited by Education Code 48900-48915-48915

Employees are expected to enforce standards of conduct and, when they observe or receive a report of a violation of these standards, to appropriately intervene or seek assistance. As necessary, the employee shall refer the matter to a supervisor, the principal or designee.

When a school employee suspects that a search of a student or a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a TVROP employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

Students who violate program, TVROP or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with TVROP Program member TVROP Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or TVROP property, or substantially disrupts school activities.

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

State	Description
5 CCR 300-307	Duties of students
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor
Ed. Code 200-270	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35181	Governing board authority to set policy on responsibilities of students
Ed. Code 35291-35291.5	Rules
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 48900-48925	Suspension and expulsion
Ed. Code 51512	Prohibition against electronic listening or recording device in classroom without permission
Pen. Code 288.2	Harmful matter with intent to seduce
Pen. Code 313	Harmful matter
Pen. Code 417.25-417.27	Laser scope or laser pointer
Pen. Code 647	Use of camera or other instrument to invade person's privacy; misdemeanor
Pen. Code 653.2	Electronic communication devices; threats to safety
Veh. Code 23123-23124	Prohibitions against use of electronic devices while driving

Federal	Description
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex

Management Resources	Description
California Department of Education Publication	Bullying at School, 2003
Court Decision	Mahanoy Area School District v. B.L. (2021) 141 S.Ct. 2038
Court Decision	Lavine v. Blaine School District (2001, 9th Cir.) 257 F.3d 981
Court Decision	New Jersey v. T.L.O. (1985) 469 U.S. 325
Court Decision	Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503
Court Decision	Bethel School District No. 403 v. Fraser (1986) 478 U.S. 675
Court Decision	Emmett v. Kent School District No. 415 (2000) 92 F.Supp. 1088

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[J.C. v. Beverly Hills Unified School District \(2010\) 711 F.Supp.2d 1094](#)
[LaVine v. Blaine School District \(2000, 9th Cir.\) 257 F.3d 981](#)
[Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007](#)
[Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010](#)
[Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011](#)
[CSBA District and County Office of Education Legal Services](#)
[National School Safety Center](#)
[Center for Safe and Responsible Internet Use](#)
[California Department of Education, Safe Schools](#)
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Policy 5131.6: Alcohol And Other Drugs

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

Intervention, Referral, and Student Assistance Programs

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use. including that, in accordance with Education Code 48900, 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 shall not be suspended.

Opioid Antagonists

Students in middle school, junior high school, high school, or adult school, may 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, while on a school site or participating in a school activity. (Education Code 49414.6)

Additionally, students 12 years of age or older, while on a school site or participating in school activities, may carry and administer a naloxone hydrochloride nasal spray or any other opioid overdose reversal medication that is federally approved for over-the counter nonprescription use for the purpose of providing emergency treatment to persons who are suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.35)

Enforcement/Discipline

Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at program-sponsored activities.

The Superintendent or designee shall clearly communicate the Tri-Valley ROP's policies, regulations, and TVROP Program Member district's rules related to the use of alcohol and other drugs.

Any student found to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be subject to the discipline policies of the TVROP Program Member districts.

The district may 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. (Education Code 49414.4)

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

State	Description
Bus. Code 25608	Alcohol on school property; use in connection with instruction
Ed. Code 32282	School safety plans
Ed. Code 44049	Known or suspected alcohol or drug abuse by student
Ed. Code 44645	In-service training anabolic steroids
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 48900.5	Suspension, limitation on imposition; exception
Ed. Code 48901	Smoking or use of tobacco prohibited

State

Ed. Code 48901.5
 Ed. Code 48902
 Ed. Code 48909
 Ed. Code 48915
 Ed. Code 48980
 Ed. Code 48985.5
 Ed. Code 49414.35
 Ed. Code 49414.4
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 Ed. Code 49602
 Ed. Code 51202
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 Ed. Code 51260-51269
 Ed. Code 60041
 Ed. Code 60110-60115
 H&S Code 11032
 H&S Code 11053-11059
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 H&S Code 11372.7
 H&S Code 11802
 H&S Code 11999-11999.3
 H&S Code 124175-124200
 Pen. Code 13860-13864
 Veh. Code 13202.5
 W&I Code 828
 W&I Code 828.1

Federal

20 USC 5812
 20 USC 7101-7122

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[Notification of law enforcement authorities; civil or criminal immunity](#)
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[Destruction of arrest or conviction records](#)
[Drug program fund; uses](#)
[Joint school-community alcohol abuse primary education and prevention program](#)
[Alcohol and drug program funding; no unlawful use](#)
[Adolescent family life program](#)
[Suppression of drug abuse in schools](#)
[Drug and alcohol related offenses by persons under age of 21, but aged 13 or over](#)
[Disclosure of information regarding minors](#)
[Disclosure of criminal records; protection of vulnerable staff and students](#)

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Description[U.S. Department of Education, Student Support and Academic Enrichment Program](#)[CSBA District and County Office of Education Legal Services](#)[California Department of Education, Alcohol, Tobacco and Other Drug Prevention](#)[California Healthy Kids Resource Center](#)**Cross References**

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Regulation 5131.6: Alcohol And Other Drugs

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

Intervention

Tri-Valley ROP staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who have a reasonable suspicion that a student may be under the influence of alcohol or drugs shall immediately notify the TVROP Program Member district site administrator or designee.

If the Superintendent or designee, observes or suspects that a student may be under the influence of alcohol or drugs, the principal or designee may notify the student's parent/guardian. (Education Code 44049)

School staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. A school counselor may report such information if it averts a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. The school counselor shall not disclose information that would create a clear and present danger to the student's health, safety or welfare. (Education Code 44049, 49602)

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

State

Bus. Code 25608
Ed. Code 32282
Ed. Code 44049
Ed. Code 44645
Ed. Code 48900
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Ed. Code 48901
Ed. Code 48901.5
Ed. Code 48902
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W&I Code 828
W&I Code 828.1

Federal

20 USC 5812
20 USC 7101-7122

Description

[Alcohol on school property; use in connection with instruction](#)
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[California Department of Education, Alcohol, Tobacco and Other Drug Prevention](#)

[California Healthy Kids Resource Center](#)

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Policy 5131.8: Mobile Communication Devices

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a Tri- Valley ROP employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the TVROP Program Member district administrator or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, TVROP Program Member district's Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or TVROP property or substantially disrupts program activities.

The Superintendent or designee shall inform students that the TVROP will not be responsible for a student's mobile communication device which is brought on campus or to a program activity and is lost, stolen, or damaged.

The Board shall review and, as necessary, update this policy at least once every five years.

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

State

5 CCR 300-307

Civ. Code 1714.1

Ed. Code 200-270

Ed. Code 32280-32289.5

Ed. Code 35181

Description

[Duties of students](#)

[Liability of parent or guardian for act of willful misconduct by a minor](#)

[Prohibition of discrimination](#)

[School safety plans](#)

[Governing board authority to set policy on responsibilities of students](#)

State

Ed. Code 35291-35291.5

Ed. Code 44807

Ed. Code 48900-48925

Ed. Code 48901.5

Ed. Code 48901.7

Ed. Code 48901.8

Ed. Code 51512

Pen. Code 1546.1

Pen. Code 288.2

Pen. Code 313

Pen. Code 647

Pen. Code 653.2

Veh. Code 23123-23124

Description[Rules](#)[Teachers' duty concerning conduct of students](#)[Suspension and expulsion](#)[Prohibition of electronic signaling devices](#)[Limitation or prohibition of student use of smartphones](#)

Limitation or prohibition of student use of social media

[Prohibited use of electronic listening or recording device](#)

Electronic Communications Privacy Act

[Harmful matter with intent to seduce](#)[Harmful matter](#)[Use of camera or other instrument to invade person's privacy; misdemeanor](#)[Electronic communication devices; threats to safety](#)[Prohibitions against use of electronic devices while driving](#)**Federal**

20 USC 1681-1688

Description

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

Management Resources

California Department of Education Publication

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

CSBA Publication

CSBA Publication

U.S. Department of Education Publication

Website

Website

Website

Website

Website

Website

Description[Bullying at School, 2003](#)

Safford Unified School District V. Redding (2009) 557 US 364

Mahanoy Area School District v. B.L. (2021) 141 S.Ct. 2038

[J.C. v. Beverly Hills Unified School District \(2010\) 711 F.Supp.2d 1094](#)[New Jersey v. T.L.O. \(1985\) 469 U.S. 325](#)[Tinker v. Des Moines Independent Community School District \(1969\) 393 U.S. 503](#)[Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010](#)[Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011](#)[Planning Together: A Playbook for Student Personal Device Policies, December 2024](#)[CSBA District and County Office of Education Legal Services](#)[National School Safety Center](#)[Center for Safe and Responsible Internet Use](#)[California Department of Education, Safe Schools](#)[CSBA](#)[U.S. Department of Education](#)**Cross References**

5131

5131.2

5131.2

5131.4

Description[Conduct](#)[Bullying](#)[Bullying](#)[Student Disturbances](#)

Cross References

5131.9

5137

5141.52

5145.12

5145.2

5145.2

6163.4

Description[Academic Honesty](#)[Positive School Climate](#)[Suicide Prevention](#)[Search And Seizure](#)[Freedom Of Speech/Expression](#)[Freedom Of Speech/Expression](#)[Student Use Of Technology](#)

Policy 5144.1: Suspension And Expulsion/Due Process

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board desires to provide Tri-Valley ROP students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Member Districts' Boards shall develop rules and regulations setting the standards of behavior expected of TVROP students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in Member Districts' policies, and administrative regulations.

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in Items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" as identified in the Member Districts' administrative regulations, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for based solely on a student's truancy, tardiness, or absenteeism from assigned TVROP program activities. (Education Code 48900)

Authority to Expel

A student may be expelled only by the Member Districts' Board. (Education Code 48918(j))

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

State

Description

Civ. Code 47	Privileged communication
Civ. Code 48.8	Defamation liability
Code of Civil Procedure 1985-1997	Production of evidence; means of production
Ed. Code 17292.5	Program for expelled students; facilities
Ed. Code 1981-1983	Enrollment of students in community school
Ed. Code 212.5	Sexual harassment
Ed. Code 233	Hate violence
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985
Ed. Code 35145	Open board meetings
Ed. Code 35146	Closed sessions regarding suspensions
Ed. Code 35291	Rules for government and discipline of schools
Ed. Code 35291.5	Rules and procedures on school discipline
Ed. Code 48645.5	Former juvenile court school students; enrollment
Ed. Code 48660-48666	Community day schools
Ed. Code 48853-48853.5	Foster youth

State

Ed. Code 48900-48927
Ed. Code 48950
Ed. Code 48980
Ed. Code 49073-49079
Ed. Code 52052
Ed. Code 52060-52077
Ed. Code 64000-64001
Ed. Code 8489-8489.1
Gov. Code 11455.20
Gov. Code 54950-54963
H&S Code 11014.5
H&S Code 11053-11059
Lab. Code 230.7
Pen. Code 240
Pen. Code 241.2
Pen. Code 242
Pen. Code 243.2
Pen. Code 243.4
Pen. Code 245
Pen. Code 245.6
Pen. Code 261
Pen. Code 266c
Pen. Code 286
Pen. Code 287
Pen. Code 288
Pen. Code 289
Pen. Code 31
Pen. Code 417.27
Pen. Code 422.55
Pen. Code 422.6
Pen. Code 422.7
Pen. Code 422.75
Pen. Code 626.10
Pen. Code 626.2
Pen. Code 626.9
Pen. Code 868.5
W&I Code 224.1
W&I Code 729.6

Description

[Suspension and expulsion](#)
[Speech and other communication](#)
[Parent/Guardian notifications](#)
[Privacy of student records](#)
[Numerically significant student subgroups](#)
[Local control and accountability plan](#)
[Consolidated application](#)
[Prohibition against expulsion of preschool student](#)
[Informal hearing procedures](#)
[The Ralph M. Brown Act](#)
[Drug paraphernalia](#)
[Controlled substances; standards and schedules](#)
[Employee time off to appear in school on behalf of a child](#)
[Assault defined](#)
[Assault fines](#)
[Battery defined](#)
[Battery on school property](#)
[Sexual battery](#)
[Assault with deadly weapon](#)
[Hazing](#)
[Rape defined](#)
[Unlawful sexual intercourse](#)
[Sodomy defined](#)
[Oral Copulation](#)
[Lewd or lascivious acts with child under age 14](#)
[Penetration of genital or anal openings](#)
[Principal of a crime; defined](#)
[Laser pointers](#)
[Definition of hate crime](#)
[Crimes; harassment](#)
[Aggravating factors for punishment](#)
[Enhanced penalties for hate crimes](#)
[Dirks, daggers, knives, razors, or stun guns](#)
[Entry upon campus after written notice of suspension or dismissal without permission](#)
[Gun-Free School Zone Act of 1995](#)
[Supporting person; attendance during testimony of witness](#)
[Indian child; definition](#)
[Counseling](#)

Federal

18 USC 921

20 USC 1415(K)

20 USC 7961

42 USC 11431-11435

Description[Definitions; firearms and ammunition](#)

Students with disabilities; placement in alternative educational setting

[Gun-Free Schools Act](#)

Education of homeless children and youths

Management Resources

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Description[80 Ops.Cal.Atty.Gen. 348 \(1997\)](#)[80 Ops.Cal.Atty.Gen. 85 \(1997\)](#)[80 Ops.Cal.Atty.Gen. 91 \(1997\)](#)[84 Ops.Cal.Atty.Gen. 146 \(2001\)](#)[Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. \(2001\) 85 Cal.App.4th 1321](#)

Court Decision

[Fremont Union High School District v. Santa Clara County Board \(1991\) 235 Cal. App. 3d 1182](#)

Court Decision

[Garcia v. Los Angeles Board of Education \(1981\) 123 Cal. App. 3d 807](#)

Court Decision

[John A. v. San Bernardino School District \(1982\) 33 Cal. 3d 301](#)

Court Decision

[T.H. v. San Diego Unified School District \(2004\) 122 Cal. App. 4th 1267](#)

Court Decision

[Woodbury v. Dempsey \(2003\) 108 Cal. App. 4th 421](#)

Court Decision

U.S. DOE & U.S. DOJ Civil Rights Divisions Pub

[Resource on Confronting Racial Discrimination in Student Discipline, May 2023](#)

U.S. DOE Publication

[School Climate and Student Discipline Resources](#)

U.S. DOE Publication

[Guiding Principles for Creating Safe, Inclusive, Supportive, and Fair School Climates, March 2023](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[U.S. Department of Education, Office of Safe and Healthy Students](#)

Website

[California Attorney General's Office](#)

Website

[California Department of Education](#)

Website

[CSBA](#)

Website

[U.S. Department of Education, Office for Civil Rights](#)**Cross References**

1114

[District-Sponsored Social Media](#)

1114

[District-Sponsored Social Media](#)

1312.3

[Uniform Complaint Procedures](#)

1312.3

[Uniform Complaint Procedures](#)

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[Civility](#)

3513.3

[Tobacco-Free Schools](#)

3513.3

[Tobacco-Free Schools](#)

3513.4

[Drug And Alcohol Free Schools](#)

3515

[Campus Security](#)

3515.4

[Recovery For Property Loss Or Damage](#)

3515.4

[Recovery For Property Loss Or Damage](#)

Cross References

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5000
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5113.1
5125
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5131.2
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Description

[Employee Security](#)
[Employee Security](#)
[Employee Security](#)
[Concepts And Roles](#)
[Absences And Excuses](#)
[Absences And Excuses](#)
[Chronic Absence And Truancy](#)
[Student Records](#)
[Student Records](#)
[Withholding Grades, Diploma Or Transcripts](#)
[Conduct](#)
[Bus Conduct](#)
[Bullying](#)
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[Student Disturbances](#)
[Vandalism And Graffiti](#)
[Alcohol And Other Drugs](#)
[Alcohol And Other Drugs](#)
[Tobacco](#)
[Weapons And Dangerous Instruments](#)
[Weapons And Dangerous Instruments](#)
[Positive School Climate](#)
[Safety](#)
[Discipline](#)
[Required Parental Attendance](#)
[Search And Seizure](#)
[Freedom Of Speech/Expression](#)
[Freedom Of Speech/Expression](#)
[Nondiscrimination/Harassment](#)
[Nondiscrimination/Harassment](#)
[Sex Discrimination and Sex-Based Harassment](#)
[Sex Discrimination and Sex-Based Harassment](#)
[Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures](#)
[Hate-Motivated Behavior](#)
[Extracurricular And Cocurricular Activities](#)
[Assemblies And Special Events](#)
[School-Sponsored Trips](#)
[School-Sponsored Trips](#)
[Homework/Makeup Work](#)

Cross References

6161.2

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9321-E(1)

9321-E(2)

9322

Description[Damaged Or Lost Instructional Materials](#)[Student Use Of Technology](#)[Role Of The Board](#)[Closed Session](#)[Closed Session](#)[Closed Session](#)[Agenda/Meeting Materials](#)

Policy 5145.13: Response To Immigration Enforcement

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

Tri-Valley ROP staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at TVROP Programs, except as may be required by state and federal law. (Education Code 234.7)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the TVROP's programs and activities on the basis of his/her immigration status. the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status.

(Education Code 200, 220, 234.1)

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to TVROP records, school sites, or students for the purpose of immigration enforcement.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

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

State

Description

Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48204.4	Evidence of residency for school enrollment
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents in language other than English
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 627-627.10	Access to school premises

Federal

Description

20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
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Management Resources

CA Office of the Attorney General Publication

Court Decision

CSBA Publication

Website

Website

Website

Website

Website

Website

Website

Website

Description

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024](#)

[Plyler v. Doe, 457 U.S. 202 \(1982\)](#)

[Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017](#)

[CSBA District and County Office of Education Legal Services](#)

[U.S. Immigration and Customs Enforcement, Online Detainee Locator System](#)

[California Office of the Attorney General](#)

[CSBA](#)

[U.S. Department of Education, Office for Civil Rights](#)

[U.S. Immigration and Customs Enforcement](#)

[California Department of Education](#)

[California Civil Rights Department](#)

Cross References

0410

1250

1340

1340

5111

5125

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5125.1

5125.1

5125.1-E(1)

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5141.4

5141.4

5142

5145.12

5145.3

5145.3

Description

[Nondiscrimination In District Programs And Activities](#)

[Visitors/Outsiders](#)

[Access To District Records](#)

[Access To District Records](#)

[Admission](#)

[Student Records](#)

[Student Records](#)

[Release Of Directory Information](#)

[Release Of Directory Information](#)

[Release Of Directory Information](#)

[Health Care And Emergencies](#)

[Health Care And Emergencies](#)

[Child Abuse Prevention And Reporting](#)

[Child Abuse Prevention And Reporting](#)

[Safety](#)

[Search And Seizure](#)

[Nondiscrimination/Harassment](#)

[Nondiscrimination/Harassment](#)

Board Policy Manual

Tri-Valley Regional Occupational Program

Regulation 5145.13: Response To Immigration Enforcement

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

Responding to Requests for Information

Unless authorized by the Family Educational Rights and Privacy Act pursuant to 20 USC 1232g, student information shall not be disclosed to immigration law enforcement authorities without parental consent, a court order, or judicial subpoena. The Superintendent or designee shall annually notify parents/guardians that the Tri-Valley ROP will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena.

Upon receiving any verbal or written request for information related to a student's or family's immigration or citizenship status, TVROP staff shall:

1. Notify the Superintendent or designee about the information request
2. Provide students and families with appropriate notice and a description of the immigration officer's request
3. Document any request for information by immigration authorities
4. Provide students and parents/guardians with any documents provided by the immigration enforcement officer, unless such disclosure is prohibited by a subpoena served on the TVROP or in cases involving investigations of child abuse, neglect, or dependency

Resources and data collected by the TVROP shall not be used, directly or by others, 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. (Government Code 8310.3)

Information or documents related to a student's immigration or citizenship status shall not be disclosed to a law enforcement officer without consent by the parent/guardian or, if the student is at least 18 years old, by the student, a court order, or judicial subpoena/warrant. To obtain written consent, the release of student information shall include the following information:

1. The signature and signature date of the parent/guardian, or student if the student is at least 18 years old
2. A description of the records to be disclosed
3. The reason for the release of information
4. The parties or class of parties receiving the information
5. A copy of the records to be released, if requested by the parent/guardian or student

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena/warrant.

Responding to Requests for Access to Students or School Grounds

TVROP staff shall receive parent/guardian consent or, if the student is at least 18 years old, the student's consent, before a student is interviewed or searched by any officer seeking to enforce civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order. A student's parent/guardian shall be immediately notified if a law enforcement officer requests or gains access to the student for immigration enforcement purposes, unless the judicial warrant or subpoena restricts disclosure to the parent/guardian.

All visitors and outsiders, including immigration enforcement officers, shall register with the site administrator or designee upon entering school grounds during school hours. Each visitor or outsider shall provide the site administrator or designee with his/her name, address, occupation, age if less than 21, purpose in entering program, proof of identity, and any other information required by law. (Penal Code 627.2, 627.3)

TVROP staff shall report the presence of any immigration enforcement officers to on-site TVROP police and other appropriate administrators.

As early as possible, TVROP staff shall notify the Superintendent or designee of any request by an immigration enforcement officer for access to the school or a student or for review of school documents, including service of lawful subpoenas, petitions, complaints, warrants, or other such documents.

Responding to Law Enforcement Officers on District Property

In addition, TVROP staff shall take the following actions in response to an officer present on the program campus specifically for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent or designee, except under exigent circumstances that necessitate immediate action
2. Request to see the officer's credentials, including his/her name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for his/her reason for being on program's campus and document the response
4. Request that the officer produce any documentation that authorizes his/her school access
5. Make a copy of all documents produced by the officer and retain one copy for TVROP records
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, comply with the officer's orders and immediately contact the Superintendent or designee
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation, as follows:
 - a. If the officer has an Immigrations and Customs Enforcement (ICE) administrative warrant, TVROP staff shall inform the agent that they cannot consent to any request without first consulting with the TVROP's legal counsel or other designated TVROP official.
 - b. If the officer has a federal judicial warrant, such as a search and seizure warrant or an arrest warrant signed by a federal judge or magistrate, TVROP

- staff shall promptly comply with the warrant. If feasible, TVROP staff shall consult with the TVROP's legal counsel or designated administrator before providing the officer with access to the person or materials specified in the warrant.
- c. If the officer has a subpoena for production of documents or other evidence, TVROP staff shall inform the TVROP's legal counsel or other designated official of the subpoena and await further instructions as to how to proceed.
8. Do not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, TVROP staff shall document the officer's actions while on campus.
9. After the encounter with the officer, promptly make written notes of all interactions with the officer, including:
- a. A list or copy of the officer's credentials and contact information
 - b. The identity of all school personnel who communicated with the officer
 - c. Details of the officer's request
 - d. Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant or subpoena, and whether the warrant or subpoena was signed by a judge
 - e. TVROP staff's response to the officer's request
 - f. Any further action taken by the officer
 - g. A photo or copy of any documents presented by the officer
10. Provide a copy of these notes and associated documents collected from the officer to the TVROP's legal counsel or other designated TVROP official

The TVROP's legal counsel or other designated official shall submit a timely report to the Governing Board regarding the officer's requests and actions and the TVROP's responses. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

Responding to the Detention or Deportation of Student's Family Member

In the event that a student's parent/guardian is detained or deported by federal immigration authorities, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if TVROP personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designa authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the stu Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigran parent/guardian's country of origin.

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

State	Description
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48204.4	Evidence of residency for school enrollment
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents in language other than English
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 627-627.10	Access to school premises
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
Management Resources	Description
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024
Court Decision	Plyler v. Doe, 457 U.S. 202 (1982)
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Immigration and Customs Enforcement, Online Detainee Locator System
Website	California Office of the Attorney General

Management Resources

Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	U.S. Immigration and Customs Enforcement
Website	California Department of Education
Website	California Civil Rights Department

Cross References

0410	Nondiscrimination In District Programs And Activities
1250	Visitors/Outsiders
1340	Access To District Records
1340	Access To District Records
5111	Admission
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5142	Safety
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment

Description

Description

Policy 6163.4: Student Use Of Technology

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

The Governing Board intends that technological resources provided by the Tri-Valley ROP be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use. Students will be allowed to use such technology, including AI technology, in accordance with district policies, including, but not limited to, policies on academic honesty, data privacy, nondiscrimination, and copyright protections. All students using these resources shall receive instruction in the proper and appropriate use of technology. Such instruction shall incorporate students' responsibilities regarding academic honesty, honoring copyright provisions, assessing the reliability and accuracy of information, protecting personal data, and the potential for biases and errors in artificially generated content. receive instruction in their proper and appropriate use.

TVROP staff are expected to review the technological resources and online sites that will be used in the classroom or presented to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of ROP technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the TVROP's Acceptable Use Agreement.

TVROP technology includes, but is not limited to, computers, the TVROP's computer network including servers and wireless computer networking technology (wi-fi), software as a service provided or paid for by the district, whether accessed on or off site or through district-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology applications (apps), including AI apps; telephones, cellular telephones, smartphones, smart devices, and wearable technology; or any wireless communication device. the Internet, email, or any wireless communication device, including radios. USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through ROP-owned or personally owned equipment or devices.

Before a student is authorized to use TVROP technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the TVROP or any TVROP staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the TVROP and ROP staff for any damages or costs incurred.

The TVROP reserves the right to monitor student use of technology within the jurisdiction of the TVROP without advance notice or consent. Students shall be informed that their use of TVROP technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the TVROP for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the TVROP technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, TVROP policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any TVROP student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

Whenever a student is found to have violated Board policy or the TVROP's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the TVROP's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using TVROP technology and to help ensure that the TVROP adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all TVROP computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 7131; 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The TVROP's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy TVROP equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall regularly review current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and monitoring suspicious and/or threatening digital media content, in accordance with Board Policy 5125 - Student Records.

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

State	Description
Civ. Code 3120-3123	Digital equity bill of rights
Ed. Code 49073.6	Student records; social media
Ed. Code 51006	Computer education and resources
Ed. Code 51007	Programs to strengthen technological skills
Ed. Code 60044	Prohibited instructional materials
Pen. Code 313	Harmful matter
Pen. Code 502	Computer crimes; remedies
Pen. Code 632	Eavesdropping on or recording confidential communications
Pen. Code 653.2	Electronic communication devices; threats to safety
Federal	Description
15 USC 6501-6506	Children's Online Privacy Protection Act
16 CFR 312.1-312.12	Children's Online Privacy Protection Act
20 USC 7101-7122	Student Support and Academic Enrichment Grants
20 USC 7131	Internet Safety
47 CFR 54.520	Internet safety policy and technology protection measures; E-rate discounts

Federal

47 USC 254

Description

[Universal service discounts \(E-rate\)](#)

Management Resources

California Department of Education Publication

Court Decision

CSBA Publication

Federal Trade Commission Publication

U.S. Department of Education Publication

USDOE Office of Educational Technology Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Description

[Artificial Intelligence: Learning With AI Learning About AI](#)

[New Jersey v. T.L.O. \(1985\) 469 U.S. 325](#)

[Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007](#)

[How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000](#)

[2024 National Education Technology Plan](#)

[Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023](#)

[California Governor's Office of Emergency Services](#)

[CSBA District and County Office of Education Legal Services](#)

[California Coalition for Children's Internet Safety](#)

[Center for Safe and Responsible Internet Use](#)

[Federal Trade Commission, Children's Online Privacy Protection](#)

[American Library Association](#)

[Federal Communications Commission](#)

[California Department of Education](#)

[U.S. Department of Education](#)

[CSBA](#)

Cross References

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5125.2

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5131.2

5131.2

Description

[District Technology Plan](#)

[District And School Websites](#)

[District And School Websites](#)

[District And School Websites](#)

[District-Sponsored Social Media](#)

[District-Sponsored Social Media](#)

[Fees And Charges](#)

[Fees And Charges](#)

[Equipment](#)

[Employee Use Of Technology](#)

[Employee Use Of Technology](#)

[Employee Use Of Technology](#)

[Staff Development](#)

[Student Records](#)

[Student Records](#)

[Withholding Grades, Diploma Or Transcripts](#)

[Conduct](#)

[Bullying](#)

[Bullying](#)

Cross References

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Description[Mobile Communication Devices](#)[Academic Honesty](#)[Discipline](#)[Suspension And Expulsion/Due Process](#)[Search And Seizure](#)[Nondiscrimination/Harassment](#)[Nondiscrimination/Harassment](#)[Sex Discrimination and Sex-Based Harassment](#)[Sex Discrimination and Sex-Based Harassment](#)[Hate-Motivated Behavior](#)[Homework/Makeup Work](#)[Use Of Copyrighted Materials](#)[Use Of Copyrighted Materials](#)[Research](#)[Research](#)

Bylaw 9012: Board Member Electronic Communications

Status: DRAFT

Original Adopted Date: 06/12/2024 | **Last Reviewed Date:** 06/12/2024

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the Tri-Valley ROP and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendized Board meeting, circumvent the public's right to access records regarding TVROP business, or restrict access to a public forum.

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

Examples of permissible electronic communications concerning TVROP business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the Board, as long as a majority of the Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the Board. A Board member is prohibited from responding directly to any communication from other Board members regarding matters that are within the subject matter jurisdiction of the Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. (Government Code 54952.2)

Whenever a Board member uses a social media platform to communicate with the public about TVROP business or Board activities, the Board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

Board members may use electronic communications to discuss matters that do not pertain to TVROP business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that the response does not necessarily reflect the views of the Board as a whole. Board members shall make every effort to ensure that their electronic communications conform to Board Bylaw 9010 - Public Statements and shall forward any complaints or requests for information to the Superintendent in accordance with applicable Board bylaws. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate TVROP process. As appropriate, communication received from the media shall be forwarded to the designated TVROP spokesperson.

To the extent possible, electronic communications regarding any TVROP-related business shall be transmitted through a TVROP-provided device or account. When any such communication is transmitted through a Board member's personal device or account, the Board member shall copy the communication to a ROP electronic storage device for easy retrieval.

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

State

Description

Ed. Code 35140

[Time and place of meetings](#)

Ed. Code 35145

[Public meetings](#)

Ed. Code 35145.5

[Agenda; public participation and regulations](#)

Ed. Code 35147

[Open meeting laws exceptions](#)

Gov. Code 11135

[Prohibition of discrimination](#)

State

Gov. Code 54950-54963
 Gov. Code 54952.2
 Gov. Code 54953
 Gov. Code 54954.2
 Gov. Code 7920.000-7930.215

Description

[The Ralph M. Brown Act](#)
[Meeting; defined](#)
[Meetings to be open and public; attendance](#)
[Agenda posting requirements; board actions](#)
[California Public Records Act](#)

Management Resources

Attorney General Publication
 Court Decision
 Court Decision
 CSBA Publication
 CSBA Publication
 Website
 Website
 Website
 Website

Description

[The Brown Act: Open Meetings for Legislative Bodies, rev. 2003](#)
[Lindke v. Freed \(2024\) 601 U.S. 187](#)
[City of San Jose v. Superior Court \(2017\) 2 Cal.5th 608](#)
[Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017](#)
[The Brown Act: School Boards and Open Meeting Laws, rev. 2023](#)
[CSBA District and County Office of Education Legal Services](#)
[CSBA, GAMUT Meetings](#)
[California Attorney General's Office](#)
[CSBA](#)

Cross References

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Description

[Media Relations](#)
[District And School Websites](#)
[District And School Websites](#)
[District And School Websites](#)
[District-Sponsored Social Media](#)
[District-Sponsored Social Media](#)
[Complaints Concerning District Employees](#)
[Complaints Concerning District Employees](#)
[Complaints Concerning Instructional Materials](#)
[Complaints Concerning Instructional Materials](#)
[Complaints Concerning Instructional Materials](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Williams Uniform Complaint Procedures](#)
[Access To District Records](#)
[Access To District Records](#)
[Claims And Actions Against The District](#)
[District Records](#)
[District Records](#)
[Student Records](#)
[Student Records](#)

Cross References

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Description[Role Of The Board](#)[Governance Standards](#)[Public Statements](#)[Limits Of Board Member Authority](#)[Orientation](#)[Meetings And Notices](#)[Agenda/Meeting Materials](#)[Actions By The Board](#)

Board Policy Manual

Tri-Valley Regional Occupational Program

Bylaw 9270: Conflict Of Interest

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the ROP and the public. Accordingly, no Board member, Tri-Valley ROP employee, or other person in a designated position identified in the district's conflict of interest code, shall participate in the making of any decision for the TVROP when the decision will or may be affected by the Board member's, TVROP employee's, or other designated persons financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect the Board member's relatives. However, a Board member may vote on personnel matters that affect a class of employees to which the Board member's relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Conflict of Interest Code

The Board shall adopt for the TVROP a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves ROP employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or ROP employment. (Government Code 87302, 87302.6)

Conflict of Interest under the Political Reform Act

A ROP official, including a Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use an official position to influence a governmental decision in which the ROP official knows or has reason to know that there is a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the ROP official, the ROP official's immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A ROP official makes a governmental decision when, within the authority of the office or position, the ROP official authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before another ROP official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a ROP official shall participate in the making of a contract in which the ROP official has a financial interest if such participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Conflict of Interest from Campaign Contributions

To avoid improper influence over the Board's decision-making involving the issuance of a license, permit, or other entitlements for use, including a contract, ROP officers, which includes Board members or agency heads, shall comply with Government Code 84308, including the following: (Government Code 84308)

1. A ROP officer is prohibited from accepting, soliciting, or directing a contribution of more than ~~\$250~~ \$500 from any party or participant to a proceeding involving a license, permit, or other entitlement for use, including a contract, or from that person's agent, while the proceeding is pending before the Board and for 12 months following the date a final decision is rendered in the proceeding, if the Board member knows or has reason to know that the party or participant has a financial interest in the Board's decision.
2. Any ROP officer who received a contribution of more than ~~\$250~~ \$500 from a party or participant in the preceding 12 months shall disclose that fact on the record of the proceeding prior to the Board rendering a decision in the proceeding. If the ROP officer willfully or knowingly received the contribution and knows or has reason to know that the participant has a financial interest in the Board's decision, the ROP officer shall not make, participate in making, or in any way attempt to use the official position to influence the Board's decision.
3. A ROP officer who receives a contribution that would otherwise require disqualification as described in Item #2 above may participate in the proceeding if the contribution is returned within 30 days from the time the ROP officer knows or should have known about the contribution and the proceeding.
4. A ROP officer who unknowingly accepts, solicits, or directs a contribution of more than ~~\$250~~ \$500 during the 12 months after the date of the Board's final decision on the proceeding may cure the violation by returning the contribution, or the portion exceeding ~~\$250~~ \$500 within 14 days of accepting, soliciting, or directing the contribution, provided the ROP officer did not knowingly or willfully accept, solicit, or direct the prohibited contribution. The ROP officer shall maintain records of curing the violation.

The provisions in Government Code 84308 as specified above do not apply to labor contracts, competitively bid contracts, and personal employment contracts. (Government Code 84308)

Form 700

Each District Official shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. An individual who ceases to be a District Official shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date the individual ceased to be a District Official. (Government Code 87302)

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Not discuss or vote on the matter, or otherwise act in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. The Board member may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member shall either make a motion to remove the item from the consent calendar or the Board member shall abstain from voting on the consent calendar. In any event, the Board member shall refrain from discussing or voting on the item. However, the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose the interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that the recusal is because of a conflict of interest pursuant to Government Code 87100. The Board member shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or ROP consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which there is only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or ROP official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which the interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for actual and necessary expenses incurred in the performance of official duties, in the employment of a spouse/registered domestic partner who has been a ROP employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which the Board member's private or personal interest may conflict with official duties.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in Items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the TVROP for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the TVROP for donation into the general fund without being claimed as a deduction from income for tax purposes

Training

Unless a Board member's term expires prior to January 1, 2026, each Board member shall complete ethics training in accordance with Government Code 53234-532 Board Training.

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

State	Description
2 CCR 18110-18997	Regulations of the Fair Political Practices Commission
2 CCR 18438.1-18438.8	Campaign contribution-based conflicts of interest
2 CCR 18700-18760	Conflicts of Interest
2 CCR 18722-18740	Disclosure of interests
2 CCR 18753-18756	Conflict of interest codes
2 CCR 18940.2	Gift limit amount
Ed. Code 1006	Prohibition against school district employees serving on county board of education
Ed. Code 35107	School district employees
Ed. Code 35230-35240	Corrupt practices
Ed. Code 35233	Prohibitions applicable to members of governing boards
Ed. Code 41000-41003	Moneys received by school districts
Ed. Code 41015	Investments
Fam. Code 297.5	Rights, protections, and benefits of registered domestic partners
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 1125-1129	Incompatible activities
Gov. Code 53234-53235.2	Ethics training
Gov. Code 81000-91014	Political Reform Act
Gov. Code 82011	Code reviewing body
Gov. Code 82019	Definition: designated employee
Gov. Code 82028	Definition: gift
Gov. Code 82030	Definition: income
Gov. Code 82033	Definition: interest in real property
Gov. Code 82034	Definition: investment
Gov. Code 84308	Campaign disclosure
Gov. Code 87100-87505	Political Reform Act; conflict of interest
Gov. Code 89501-89503	Honoraria and gifts
Gov. Code 89506	Ethics; travel
Gov. Code 91000-91014	Enforcement
Pen. Code 85-88	Bribes
Pub. Cont. Code 6102	Bribery of public official; voidable contract
Rev. & Tax Code 203	Taxable and exempt property - colleges
Management Resources	Description
Attorney General Opinion	105 Ops.Cal.Atty.Gen.69 (2022)
Attorney General Opinion	63 Ops.Cal.Atty.Gen. 868 (1980)
Attorney General Opinion	65 Ops.Cal.Atty.Gen. 606 (1982)
Attorney General Opinion	68 Ops.Cal.Atty.Gen. 171 (1985)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 255 (1986)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 320 (1997)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 327 (1998)
Attorney General Opinion	82 Ops.Cal.Atty.Gen. 83 (1999)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 60 (2002)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 138(2003)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 217 (2006)
Attorney General Opinion	92 Ops.Cal.Atty.Gen. 19 (2009)
Attorney General Opinion	92 Ops.Cal.Atty.Gen. 26 (2009)
Court Decision	Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261
Court Decision	Klistoff v. Superior Court (2007) 157 Cal.App.4th 469
Court Decision	Kunec v. Brea Redevelopment Agency (1997) 55 Cal.App.4th 511
Court Decision	McGee v. Balfour Beatty Construction, LLC, et al. (2016) 247 Cal. App. 4th 235
Court Decision	Thorpe v. Long Beach Community College District (2000) 83 Cal.App.4th 655
CSBA Publication	Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

Management Resources

Fair Political Practices Commission Publication
Fair Political Practices Commission Publication
Institute For Local Government Publication
Institute for Local Government Publication
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Description

[Advice Letter: A-96-314 \(December 18, 1996\)](#)
[Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005](#)
[Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009](#)
[Understanding the Basics of Public Service Ethics: Transparency Laws, 2009](#)
[CSBA District and County Office of Education Legal Services](#)
[Institute for Local Government](#)
[Fair Political Practices Commission](#)
[CSBA](#)

Cross References

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4112.8
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4212.8
4217.2
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6161.1
6161.1-E(1)
7140
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9321-E(1)
9321-E(2)
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Exhibit 9270-E(1): Conflict Of Interest

Status: DRAFT

Original Adopted Date: 06/12/2024 | Last Reviewed Date: 06/12/2024

**RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Tri- Valley ROP has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the TVROP has recently reviewed its positions, list of District Officials and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the TVROP Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS ____ day of _____, _____ at a meeting, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____

Attest:

Secretary/President

**Conflict of Interest Code of the
Tri- Valley ROP**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person District Official designated Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. Category 2: A **person** **District Official** designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other **persons** **District Official** designated for "full disclosure" shall disclose, in accordance with Government Code 87200:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

Designated Position	Disclosure Category
Governing Board Members	1
Superintendent of Schools	1
Assistant/Associate Superintendent	1
Purchasing Agent	1
Director	2
Principal	2
Assistant Principal	2
Maintenance and Operations Director	2
Program Coordinator	2
Project Specialist	2
Supervisor	2
Dean of Students	2

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement

4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

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

State	Description
2 CCR 18110-18997	Regulations of the Fair Political Practices Commission
2 CCR 18438.1-18438.8	Campaign contribution-based conflicts of interest
2 CCR 18700-18760	Conflicts of Interest
2 CCR 18722-18740	Disclosure of interests
2 CCR 18753-18756	Conflict of interest codes
2 CCR 18940.2	Gift limit amount
Ed. Code 1006	Prohibition against school district employees serving on county board of education
Ed. Code 35107	School district employees
Ed. Code 35230-35240	Corrupt practices
Ed. Code 35233	Prohibitions applicable to members of governing boards
Ed. Code 41000-41003	Moneys received by school districts
Ed. Code 41015	Investments
Fam. Code 297.5	Rights, protections, and benefits of registered domestic partners
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 1125-1129	Incompatible activities
Gov. Code 53234-53235.2	Ethics training
Gov. Code 81000-91014	Political Reform Act
Gov. Code 82011	Code reviewing body
Gov. Code 82019	Definition; designated employee
Gov. Code 82028	Definition; gift
Gov. Code 82030	Definition; income
Gov. Code 82033	Definition; interest in real property
Gov. Code 82034	Definition; investment
Gov. Code 84308	Campaign disclosure
Gov. Code 87100-87505	Political Reform Act; conflict of interest
Gov. Code 89501-89503	Honoraria and gifts
Gov. Code 89506	Ethics; travel

State

Gov. Code 91000-91014

Pen. Code 85-88

Pub. Cont. Code 6102

Rev. & Tax Code 203

Management Resources

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

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Court Decision

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Court Decision

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Court Decision

CSBA Publication

Fair Political Practices Commission Publication

Fair Political Practices Commission Publication

Institute For Local Government Publication

Institute for Local Government Publication

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Website

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Description

[Enforcement](#)

[Bribes](#)

[Bribery of public official; voidable contract](#)

[Taxable and exempt property - colleges](#)

Description

[105 Ops.Cal.Atty.Gen.69 \(2022\)](#)

[63 Ops.Cal.Atty.Gen. 868 \(1980\)](#)

[65 Ops.Cal.Atty.Gen. 606 \(1982\)](#)

[68 Ops.Cal.Atty.Gen. 171 \(1985\)](#)

[69 Ops.Cal.Atty.Gen. 255 \(1986\)](#)

[80 Ops.Cal.Atty.Gen. 320 \(1997\)](#)

[81 Ops.Cal.Atty.Gen. 327 \(1998\)](#)

[82 Ops.Cal.Atty.Gen. 83 \(1999\)](#)

[85 Ops.Cal.Atty.Gen. 60 \(2002\)](#)

[86 Ops.Cal.Atty.Gen. 138\(2003\)](#)

[89 Ops.Cal.Atty.Gen. 217 \(2006\)](#)

[92 Ops.Cal.Atty.Gen. 19 \(2009\)](#)

[92 Ops.Cal.Atty.Gen. 26 \(2009\)](#)

[Davis v. Fresno Unified School District \(2015\) 237 Cal.App.4th 261](#)

[Klistoff v. Superior Court \(2007\) 157 Cal.App.4th 469](#)

[Kunec v. Brea Redevelopment Agency \(1997\) 55 Cal.App.4th 511](#)

[McGee v. Balfour Beatty Construction, LLC, et al. \(2016\) 247 Cal. App. 4th 235](#)

[Thorpe v. Long Beach Community College District \(2000\) 83 Cal.App.4th 655](#)

[Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010](#)

[Advice Letter: A-96-314 \(December 18, 1996\)](#)

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8. D. Approval of Personnel Document June 11, 2025

Summary

The Board must act on all issues regarding employees of the TVROP. The Personnel Document specifies each individual area and may include new hires, resignations, retirements and/or vacancies.

Supporting Documents



Personnel Document 06-11-2025



**Tri-Valley Regional Occupational Program
JOINT POWERS GOVERNING BOARD MEETING
Regular Board Meeting of June 11, 2025
PERSONNEL DOCUMENT**

<u>2025-2026 CERTIFICATED – Rehires, Temporary</u>			
Name/FTE	Description /Location	Effective Date	Superintendent's Recommendation
Rabia Marjan Akrami 1.20	Int. Marketing Communications/ Econ. of Bus. Ownership Amador Valley High School	8/7/2025	Approve
Randy Barnard 1.10	Auto Body Repair & Advanced Auto Body Repair TOSA/Livermore High School	8/13/2025	Approve
Cheryl Billeci 1.15	Sports Med./Athletic Trainer & Sports Med. II/ Intro to Health Careers Granada High School/ Livermore High School	8/13/2025	Approve
Kathy Cabrera 1.0	Medical Occupations/Nursing Careers Granada High School	8/13/2025	Approve
Denise Gauthier 1.0	English/AVID Middle College	8/11/2025	Approve
Diana Hasenpflug .75	Sports Med./Athletic Trainer & Sports Med. II Amador Valley High School	8/7/2025	Approve
Austin Hutson 1.10	Intro to Criminal Justice/EMR Amador Valley High School/Dublin High School/ Foothill High School	8/7/2025	Approve
Larry Low 1.10	Intro to Criminal Justice & Criminal Justice Academy Emerald High School/ Livermore High School/ Las Positas College	8/12/2025	Approve
Shelley Matek 1.0	Dev. Psych of Children I & II Dublin High School/ Foothill High School	8/7/2025	Approve
Chris Meyer 1.20	Video Game Art & Design/ Animation & Motion Graphics/Honors Portfolio TOSA District Office/ Dublin High School	8/12/2025	Approve

Kelly Mogilefsky 1.20	English/AVID/ Intervention Specialist Middle College	8/11/2025	Approve
Jason Morganstein .50	Sports Med./Athletic Trainer & Sports Med II Dublin High School	8/12/2025	Approve
John Myles 1.20	Automotive Technology Granada High School/ Livermore High School	8/13/2025	Approve
Alysa Oliver 1.0	Medical Occupations & Intro to Health Careers/ TOSA Foothill High School/ Livermore High School	8/7/2025	Approve
Tami Raaker 1.00	Int. Marketing Communications/ Economics of Business Ownership/CVE Foothill High School	8/7/2025	Approve
Danielle Smiley 1.00	Dev. Psych of Children I & II Granada High School/ Livermore High School	8/13/2025	Approve
Bailey Udoutch 1.20	Int. Marketing Communications/ Econ. of Bus Ownership/CVE Dublin High School/ Emerald High School	8/12/2025	Approve
Sergio Verbis 1.20	Social Science/AVID/Intervention Specialist Middle College	8/11/2025	Approve

2025-2026 CERTIFICATED – Vacancies, Temporary

Name/FTE	Description /Location	Effective Date	Superintendent's Recommendation
TBD .90	Int. Marketing Communications/ Sports Entertainment Marketing/ Econ. of Bus. Ownership/ Intro to Business Careers/Dublin High School/Granada High School	8/12/2025	Approve
TBD .50	Residential & Commercial Construction Emerald High School	8/12/2025	Approve

2024-2025 CERTIFICATED – Resignation

Name/FTE	Description /Location	Effective Date	Superintendent's Recommendation
Amarissa Koelling .75	Medical Occupations Emerald High School	6/3/2025	Approve

Allyson Ortnier .44	Sports Med. I /Athletic Trainer/Sports Med. II Livermore High School	5/29/2025	Approve
Emily Wilson 1.0	Int. Marketing Communications/ Sports Entertainment Marketing/ Econ. of Bus. Ownership/ Intro to Business Careers/ Dublin High School/ Granada High School	5/6/2025	Approve

2025-2026 CERTIFICATED – NEW HIRE

Name/FTE	Description /Location	Effective Date	Superintendent's Recommendation
Antonio Rueda .55	Sports Med I/Athletic Trainer /Intro. to Health Careers Dublin High School/ Foothill High School	8/7/2025	Approve
Megan Baker 1.00	Medical Occupations Emerald High School	8/12/2025	Approve

2025-2026 CLASSIFIED / CONFIDENTIAL – Rehires

Name/FTE	Description /Location	Effective Date	Superintendent's Recommendation
Daniel Yang 1.0	College & Career Specialist Dublin High School	8/4/2025	Approve
Samantha Bacher 1.0	College & Career Specialist Emerald High School	8/4/2025	Approve
Anabel Delgado .50	College & Career Specialist Foothill High School	8/5/2025	Approve
Jocelyn Fagan .50	Support Specialist Middle College/District Office	7/1/2025	Approve
Zoe Gill .50	College & Career Specialist Amador Valley High School	8/5/2025	Approve
Danielle Watson 1.0	College & Career Specialist Granada High School	8/5/2025	Approve
Paula-Ann Cabading 1.0	College & Career Specialist Livermore High School	8/5/2025	Approve
Rachel Silvey .80	Sr. Support Specialist District Office	7/1/2025	Approve
Tara Fairchild .75	Support Specialist Middle College	7/1/2025	Approve
Roxanne Villanueva 1.0	Assistant to the Superintendent District Office	7/1/2025	Approve

<u>2025-2025 CERTIFICATED MANAGEMENT – Rehires, Temporary</u>			
Name/FTE	Description /Location	Effective Date	Superintendent's Recommendation
Suzanne Smith 1.0	Director, College & Career Readiness District Office	7/1/2025	Approve
Athena Duran 1.0	Coordinator, Program Services District Office	7/1/2025	Approve

9. SUPERINTENDENT'S REPORT

Summary

Superintendent Duncan will report on recent meetings, activities, or legislation.

10. BOARD MEMBER REPORTS

Summary

Board members may wish to report on their recent activities.

11. ANNOUNCEMENTS

Summary

The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, September 10, 2025 at 5:30 p.m.

