



CLOVIS UNIFIED SCHOOL DISTRICT
1450 Herndon Avenue • Clovis, California 93611-0599

GOVERNING BOARD MEETING

October 7, 2020

***Professional Development Building, Boardroom
1680 David E. Cook Way, Clovis, California***

4:30 P.M. – CLOSED SESSION

6:30 P.M. – PUBLIC SESSION

This meeting of the Governing Board of Clovis Unified School District is livestreamed and may be accessed at <https://www.youtube.com/user/clovisusd/feed>. Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any or all Board Members and members of the public may attend board meetings by telephone. Members of the public who wish to provide public comments are requested to complete a public presentation form, which may be accessed at <https://www.cusd.com/RequestforPublicPresentation.aspx>. Please submit all such requests before 6:45 p.m. on the day of this Board meeting.

All public comments relating to a public hearing are to be made during the public hearing. Those comments on items that are on the agenda are to be made when the item is called by the Board President. Those comments on matters that are not on the agenda are to be made during the Public Presentation. All public comments are limited to three minutes per speaker. For those members of the public who request to provide public comments via telephone, a District staff member will call the speaker. For those public members who wish to attend the meeting and/or make public comments in person, the board meeting room indicated above is open. However, the Board may limit the number of persons in the board meeting room at any time pursuant to guidance from public health officials.

Regular Meeting AGENDA

Additional information regarding this agenda may be viewed through the District's website at <https://www.cusd.com/BoardMeetingsAgendasArchives.aspx>

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Superintendent's Office at 327-9100. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

Public records relating to an open session agenda item of a regular meeting that are distributed within 72 hours prior to the meeting will be available for public inspection at the District Office, 1450 Herndon Avenue, Clovis, California.

An invocation may be held prior to the start of the Board meeting. Attendance during and participation in the invocation are optional and voluntary. No students, parents, members of the public, Board members, student board member, or employees are required to attend or participate in the invocation.

INVOCATION

- A. CALL TO ORDER**
- B. ROLL CALL**

C. CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: Superintendent – Development of Superintendent Evaluation (BP 1107)
2. APPOINTMENT/EMPLOYMENT OF INDIVIDUALS IN POSITIONS LISTED IN BOARD POLICY EXHIBITS NO. 6401, 6402, 6403, 6404, 6405 AND 6407 (Gov't. Code §54957)
3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/SUSPENSION (Gov't. Code §54957)
4. CONFERENCE WITH LABOR NEGOTIATORS (Education Code §54957.6) Agency Negotiator – Eimear O'Farrell, Ed.D., Supt. Negotiating Parties – Contracted Emps., Cert. Mgmt., Cert. Teachers, Class. Emps., Class. Mgmt. & Ops. Unit (Represented by CSEA Clovis Chapter 250)
5. STUDENT DISCIPLINE AND OTHER CONFIDENTIAL STUDENT MATTERS (Education Code §48900 et seq. and §35146)

D. RECONVENE FOR PUBLIC SESSION

E. PLEDGE OF ALLEGIANCE

F. ADOPTION OF AGENDA

G. APPROVAL OF MINUTES

1. September 23, 2020, Regular and Special Governing Board Meeting Minutes
Approve the minutes of the September 23, 2020, regular and special Governing Board meetings, as submitted.

H. SUPERINTENDENT'S REPORT

I. RECOGNITION OF VISITORS

J. CLOSED SESSION MOTIONS

(Action to add to or delete items from any portion of the agenda or to discuss any consent agenda items must be taken PRIOR to adoption of the agenda.)

K. STUDENT REPRESENTATIVE REPORT

L. PUBLIC PRESENTATIONS

This time is reserved for individuals who may wish to address the Board regarding a matter that is not included on the agenda. Presentations are limited to three minutes per individual. Please note that because the items brought up by the public during this time are not on the agenda, the Governing Board may not discuss or act upon such items.

M. PUBLIC HEARINGS

1. Annual Public Hearing on Sufficiency of Textbooks and Instructional Materials
Clovis Unified School District's Governing Board will conduct a Public Hearing for the sufficiency of textbooks and instructional materials to occur no earlier than 6:45 p.m. at 1680 David E. Cook Way, Clovis, California, during this October 7, 2020, Board meeting.

N. STAFF REPORTS

1. Annual 2020 Summer School Report
Members of the Curriculum, Instruction and Accountability team will be present to report on Intervention programs and services provided during the summer of 2020.
2. Placement in Ninth Grade Mathematics Courses Report (Written)
This report indicates that 3,903 students are correctly placed in a mathematics course for their

ninth-grade year. Four parents have requested their student repeat the 8th grade math course, even though they qualify to enroll in the next course.

3. Staff Report and Discussion Regarding Continuing Actions in Response to COVID-19
Since the outbreak of COVID-19, Clovis Unified School District continues to address and respond to its impacts. Staff will report on the elementary waiver status and the plans for in-person instruction.

O. CONSENT

1. Fundraiser Requests
Approve the Fundraiser Requests, as submitted.
2. Student Trip Requests
Approve the Student Trip Requests, as submitted.
3. Voluntary Community Recreation Programs
Approve the Voluntary Community Recreation Programs, as submitted
4. Ratification of Purchase Orders, District Contracts and Check Register
Ratify Purchase Orders, District Contracts, and Warrants numbered 619185 through 619715.
5. Notices of Completion
Adopt the Notices of Completion, as submitted.
6. Change Orders
Approve the Change Orders, as submitted.

P. ACTION

In general (unless otherwise noted), these items were seen for Information at the prior Board meeting and will be voted on at this meeting. Agenda items titled "Annual" are recurring items submitted to the Board for approval yearly.

1. Provisional Internship Permit
Approve the Provisional Internship Permit for the recommended teaching candidate, as submitted.
2. Award of Bid - Construction
Award Bid No. 2829 – CUSD Electric Bus Charging Improvements to Wild Electric in the amount of \$427,920.
3. Resolution No. 3782 - Annual Sufficiency of Textbooks and Instructional Materials
Adopt Resolution No. 3782 authorizing the Superintendent or designee to certify compliance with Education Code Section 60119 - Sufficient Textbooks and Instructional Materials.

Q. INFORMATION

Unless otherwise noted, these items are on the agenda to provide time for Board members to review prior to taking action on the items at the next Board meeting. Agenda items titled "Annual" are recurring items submitted to the Board for approval yearly.

1. Annual Concurrent Public Higher Education Program, First Semester 2020-21
Approve the participation of students from Buchanan, Clovis, Clovis East, Clovis North and Clovis West high schools in the Concurrent Public Education Program for the first semester of the 2020-21 school year, as submitted.
2. Resolution No. 3783 - Annual Recognition of School Psychologists
Adopt Resolution No. 3783 in recognition of the dedicated work performed daily by Clovis Unified School Psychologists to support students.
3. Resolution No. 3784 – Authorization to Establish Associated Student Body Fund
Adopt Resolution No. 3784 authorizing the establishment of the Associated Student Body

(ASB) Fund with the Fresno County Treasurer's Office.

4. Placement of Students with Special Needs in Non-Public Schools
Authorize Clovis Unified to enter into an agreement with Creative Alternatives and Central Valley Training Center, two non-public schools in Fresno, California.
5. Adopt Amended and New Board Policies: 4000 – Personnel
Adopt amended and new Board policies in the 4000 – Personnel policy set.
6. Repeal Board Policies No. 4302, 6101, 6201, 6205, 6303, 6316, 6501, 6507, 6602, and 7204
Repeal Board Policies No. 4302, 6101, 6201, 6205, 6303, 6316, 6501, 6507, 6602, and 7204.
7. Award of Bid - Construction
Recommendation for Bid No. 2831 – DO West Chiller Replacement will be brought to the Governing Board for Action at a future meeting.

R. BOARD MEMBER REPORTS

S. ADJOURNMENT

Title: September 23, 2020, Regular and Special Governing Board Meeting Minutes

CONTACT PERSON: Karen Randall

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Approve the minutes of the September 23, 2020, regular and special Governing Board meetings, as submitted.

DISCUSSION:

FISCAL IMPACT/FUNDING SOURCE:

ATTACHMENTS:

Description	Upload Date	Type
Minutes September 23, 2020 Regular Governing Board Meeting	9/29/2020	Backup Material
Minutes September 23, 2020, Special Governing Board Meeting	9/29/2020	Backup Material

REVISIONS:



CLOVIS UNIFIED SCHOOL DISTRICT
1450 Herndon Avenue • Clovis, California 93611-0599

GOVERNING BOARD MEETING

MINUTES

September 23, 2020

***Professional Development Building, Boardroom
1680 David E. Cook Way, Clovis, California***

5:30 P.M. – CLOSED SESSION

6:30 P.M. – PUBLIC SESSION

This meeting of the Governing Board of Clovis Unified School District is livestreamed and may be accessed at <https://www.youtube.com/user/clovisusd/feed>. Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, any or all Board Members and members of the public may attend board meetings by telephone. Members of the public who wish to provide public comments are requested to complete a public presentation form, which may be accessed at <https://www.cusd.com/RequestforPublicPresentation.aspx>. Please submit all such requests before 6:45 p.m. on the day of this Board meeting.

All public comments relating to a public hearing are to be made during the public hearing. Those comments on items that are on the agenda are to be made when the item is called by the Board President. Those comments on matters that are not on the agenda are to be made during the Public Presentation. All public comments are limited to three minutes per speaker. For those members of the public who request to provide public comments via telephone, a District staff member will call the speaker. For those public members who wish to attend the meeting and/or make public comments in person, the board meeting room indicated above is open. However, the Board may limit the number of persons in the board meeting room at any time pursuant to guidance from public health officials.

Regular Meeting AGENDA

Additional information regarding this agenda may be viewed through the District's website at <https://www.cusd.com/BoardMeetingsAgendasArchives.aspx>

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Superintendent's Office at 327-9100. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

Public records relating to an open session agenda item of a regular meeting that are distributed within 72 hours prior to the meeting will be available for public inspection at the District Office, 1450 Herndon Avenue, Clovis, California.

An invocation may be held prior to the start of the Board meeting. Attendance during and participation in the invocation are optional and voluntary. No students, parents, members of the public, Board members, student board member, or employees are required to attend or participate in the invocation.

INVOCATION

Board Member Steven Fogg led the invocation.

A. CALL TO ORDER

Board President Christopher Casado called the regular Governing Board meeting to order at 5:32 p.m.

B. ROLL CALL

Board Members Present:

Christopher Casado, President
Tiffany Stoker Madsen, Vice-President
Susan K. Hatmaker, Clerk
Hugh Awtrey, Member
Steven G. Fogg, M.D., Member
Ginny L. Hovsepian, Member
Elizabeth "Betsy" Sandoval, Member

District Administrators Present:

Eimear O'Farrell, Ed.D., Superintendent
Norm Anderson, Deputy Superintendent
Maiya Yang, General Counsel
Robyn Castillo, Ed.D., Associate Superintendent
Corrine Folmer, Associate Superintendent
Barry Jager, Associate Superintendent
Michael Johnston, Associate Superintendent
Karen Randall, Administrative Specialist

President Casado asked if anyone present wished to address the Board relative to items that would be considered in Closed Session. At 5:33 p.m., the Governing Board adjourned to Closed Session to discuss the following matters:

C. CLOSED SESSION

1. APPOINTMENT/EMPLOYMENT OF INDIVIDUALS IN POSITIONS LISTED IN BOARD POLICY EXHIBITS NO. 6401, 6402, 6403, 6404, 6405 AND 6407 (Gov't. Code §54957)
2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/SUSPENSION (Gov't. Code §54957)
3. CONFERENCE WITH LABOR NEGOTIATORS (Education Code §54957.6) Agency Negotiator – Eimear O'Farrell, Ed.D., Supt. Negotiating Parties – Contracted Emps., Cert. Mgmt., Cert. Teachers, Class. Emps., Class. Mgmt. & Ops. Unit (Represented by CSEA Clovis Chapter 250)
4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to Litigation Pursuant to Subdivision (d)(2) of Gov't. Code §54956.9 – 3 Potential Cases
5. STUDENT DISCIPLINE AND OTHER CONFIDENTIAL STUDENT MATTERS (Education Code §48900 et seq. and §35146)

D. RECONVENE FOR PUBLIC SESSION

President Casado reconvened the public meeting and adjourned the special meeting at 6:45 p.m.

E. PLEDGE OF ALLEGIANCE

President Casado asked Board Member Susan Hatmaker to lead the Board members and meeting attendees in the Pledge of Allegiance.

F. SUPERINTENDENT'S REPORT

G. RECOGNITION OF VISITORS

Board President Casado welcomed the visitors present and explained the procedure for addressing the Board via online forms and telephone calls.

H. APPROVAL OF MINUTES

1. September 9, 2020, Regular Governing Board Meeting Minutes

Approved the minutes of the September 9, 2020, regular Governing Board meeting, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Ginny Hovsepian. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

(Action to add to or delete items from any portion of the agenda or to discuss any consent agenda items must be taken PRIOR to adoption of the agenda.)

I. ADOPTION OF AGENDA

Adopted the September 23, 2020, Governing Board meeting agenda, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

J. STUDENT REPRESENTATIVE REPORT

The Board welcomed Student Representative Megan Esler from Clovis High School, who updated the Board with the year's first Student Representative Report.

K. STAFF REPORTS

1. Cultural Proficiency Report

Staff provided a Cultural Proficiency report that updated members of the Governing Board on the work being done by the District and school sites on Clovis Unified's Cultural Proficiency System.

L. PUBLIC PRESENTATIONS

This time is reserved for individuals who may wish to address the Board regarding a matter that is not included on the agenda. Presentations are limited to three minutes per individual. Please note that because the items brought up by the public during this time are not on the agenda, the Governing Board may not discuss or act upon such items.

M. CLOSED SESSION MOTIONS

Approved routine Personnel Matters, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Hugh Awtrey. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

N. CONSENT

1. Conference Requests

Approved the Conference Requests, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

2. Fundraiser Requests

Approved the Fundraiser Requests, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

3. Student Trip Requests

Approved the Student Trip Requests, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

4. Voluntary Community Recreation Programs

Approved the Voluntary Community Recreation Programs, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

5. Ratification of Purchase Orders, District Contracts and Check Register

Ratified Purchase Orders, District Contracts, and Warrants numbered 618648 through 619184.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

6. Change Orders

Approved the Change Orders, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

7. Notices of Completion

Adopted the Notices of Completion, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

O. ACTION

In general (unless otherwise noted), these items were seen for Information at the prior Board meeting and will be voted on at this meeting. Agenda items titled "Annual" are recurring items submitted to the Board for approval yearly.

1. Staff Report and Discussion Regarding Continuing Actions in Response to COVID-19, and Authorization to Submit Waiver Application for In-Person Instruction for Elementary Schools, Grades TK – 6

Staff first provided members of the Governing Board with a report regarding Clovis Unified's

continuing actions in response to COVID-19, then the Board authorized the Superintendent to submit a waiver application to the Fresno County health officer for approval for the District to provide in-person instruction for students in grades transitional kindergarten through 6th grades.

Motion: Approve, Moved By Board Member Ginny Hovsepian, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

2. Schedule the Annual Public Hearing on Sufficiency of Textbooks and Instructional Materials

Scheduled the annual Public Hearing related to the Pupil Textbook and Instructional Materials Program, as required by Education Code Section 60119, to occur on Wednesday, October 7, 2020, at 6:45 p.m. at 1680 David E. Cook Way, Clovis.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

3. Annual Agreement with Educational Resource Consultants for Grant Writing and Research

Authorized the Superintendent or designee to enter into an agreement with Educational Resource Consultants (ERC) for the purpose of grant writing and research, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Betsy Sandoval. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

4. California Classified School Employee Grant 2020-21

Authorized the Superintendent or designee to accept Grant Award C4 and Grant Award C333, Classified School Employee Grant from the California Commission on Teacher Credentialing, as submitted.

Motion: Approve, Moved By Board Member Ginny Hovsepian, Seconded by Board Member Betsy Sandoval. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

5. Annual English Learners Master Plan Revision

Authorized the Superintendent or designee to approve the revised Clovis Unified Master Plan – A Guide to Services for English Learners, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Ginny Hovsepian. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

6. Adopt the Learning Continuity and Attendance Plan for CUSD

Adopted the Learning Continuity and Attendance Plan for Clovis Unified School District for the 2020-21 school year, as submitted.

Motion: Approve, Moved By Board Member Betsy Sandoval, Seconded by Board Member Steven Fogg. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

7. Adopt the Learning Continuity and Attendance Plan for Clovis Online School

Adopted the Learning Continuity and Attendance Plan for Clovis Online School for the 2020-21 school year, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Ginny Hovsepian. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

8. Student Board Member Position Elimination and Transition to Multiple Student Representatives
Eliminated the Student Board Member position and transitioned into multiple Student Representatives.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

9. Adopt Amended and New Board Policies: (1) 0000 – Philosophy, Goals, Objectives, and Comprehensive Plans ; (2) 1000 – Community Relations; (3) 2000 – Administration; and (4) 9000 – Board Bylaws

Moved by Stoker Madsen to adopt Board Policies (BP) No. 0500, 0510, and 1114 with the following modifications and all other policies as submitted: (1) BP 0500, insert “the” in first sentence of the second paragraph, which sentence, as modified, reads: “The Board is committed to ensuring accountability to the public for the performance of the District and each District school.”; (2) BP 0510, modify the third sentence to read: “The Board shall annually issue a school accountability report card (SARC) for each elementary school and secondary school in the District.”; and (3) BP 1114, insert “personally” in third sentence of the fourth paragraph, which sentence, as modified, reads: “Each site shall also contain a statement that users are personally responsible for the content of their posts.”

Motion: Approve, Moved By Board Member Tiffany Stoker Madsen, Seconded by Board Member Ginny Hovsepian. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

10. Repeal Board Policies No. 1201, 1202, 3101, 5202, 6304, 9204, 9205 and 9401
Repealed Board Policies No. 1201, 1202, 3101, 5202, 6304, 9204, 9205 and 9401.

Motion: Approve, Moved By Board Member Ginny Hovsepian, Seconded by Board Member Steven Fogg. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

P. INFORMATION

Unless otherwise noted, these items are on the agenda to provide time for Board members to review prior to taking action on the items at the next Board meeting. Agenda items titled "Annual" are recurring items submitted to the Board for approval yearly.

1. Resolution No. 3782 - Annual Sufficiency of Textbooks and Instructional Materials
Adopt Resolution No. 3782 authorizing the Superintendent or designee to certify compliance with Education Code Section 60119 - Sufficient Textbooks and Instructional Materials.

Q. BOARD MEMBER REPORTS

R. ADJOURNMENT

With no further business before the Governing Board, President Casado adjourned the meeting at 11:34 p.m.

RESPECTFULLY SUBMITTED:

Clerk

Secretary



CLOVIS UNIFIED SCHOOL DISTRICT
1450 Herndon Avenue • Clovis, California 93611-0599

SPECIAL GOVERNING BOARD MEETING

MINUTES

September 23, 2020

***Professional Development Building, Boardroom
1680 David E. Cook Way, Clovis, California***

5:30 P.M. – CLOSED SESSION

Special Meeting AGENDA

*Additional information regarding this agenda may be viewed through the District's website at
<https://www.cusd.com/BoardMeetingsAgendasArchives.aspx>*

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Superintendent's Office at 327-9100. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

Public records relating to an open session agenda item of a regular meeting that are distributed within 72 hours prior to the meeting will be available for public inspection at the District Office, 1450 Herndon Avenue, Clovis, California.

An invocation may be held prior to the start of the Board meeting. Attendance during and participation in the invocation are optional and voluntary. No students, parents, members of the public, Board members, student board member, or employees are required to attend or participate in the invocation.

A. ROLL CALL

Board Members Present:

Christopher Casado, President
Tiffany Stoker Madsen, Vice-President
Susan K. Hatmaker, Clerk
Hugh Awtrey, Member
Steven G. Fogg, M.D., Member
Ginny L. Hovsepian, Member
Elizabeth "Betsy" Sandoval, Member

District Administrators Present:

Eimear O'Farrell, Ed.D., Superintendent
Norm Anderson, Deputy Superintendent
Maiya Yang, General Counsel
Robyn Castillo, Ed.D., Associate Superintendent
Corrine Folmer, Associate Superintendent
Barry Jager, Associate Superintendent
Michael Johnston, Associate Superintendent

Karen Randall, Administrative Specialist

President Casado asked if anyone present wished to address the Board relative to items that would be considered in Closed Session. At 5:33 p.m., the Governing Board adjourned to Closed Session to discuss the following matters:

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov't Code §54956.9 (d)(1) OAH Case No. 2020080707

C. ADOPTION OF AGENDA

Adopted the September 23, 2020, Governing Board special meeting agenda, as submitted.

Motion: Approve, Moved By Board Member Steven Fogg, Seconded by Board Member Tiffany Stoker Madsen. Passed. 7-0. Board Members voting Ayes: Awtrey, Casado, Fogg, Hatmaker, Hovsepian, Sandoval, Stoker Madsen

D. ADJOURNMENT

President Casado adjourned the special meeting at 6:45 p.m.

CONTACT PERSON: Robyn Castillo

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Clovis Unified School District's Governing Board will conduct a Public Hearing for the sufficiency of textbooks and instructional materials to occur no earlier than 6:45 p.m. at 1680 David E. Cook Way, Clovis, California, during this October 7, 2020, Board meeting.

DISCUSSION:

As a condition for receiving State instructional material funds, Education Codes 60119 and 5 CCR 9531 require the Governing Board hold an annual Public Hearing regarding the sufficiency of instructional materials and determine through a resolution whether each student has sufficient textbooks and instructional materials.

FISCAL IMPACT/FUNDING SOURCE:

REVISIONS:

CONTACT PERSON: Robyn Castillo

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Members of the Curriculum, Instruction and Accountability team will be present to report on Intervention programs and services provided during the summer of 2020.

DISCUSSION:

With the move to on-line learning, Clovis Unified remained committed to providing high quality educational programs for our students. With this goal in mind, CUSD made the decision to again offer Summer School at the elementary and secondary levels. Summer School programs continued with on-line learning. Elementary and intermediate Summer School programs served students who were at-risk of not promoting to the next grade level. The high school program was a combination of credit recovery and original credit for those students with impacted schedules.

In addition, the District continued to offer Extended Year Summer School for students with special needs. This year, we were able to offer professional learning through Demonstration Summer School for teachers of special needs students.

FISCAL IMPACT/FUNDING SOURCE:

None.

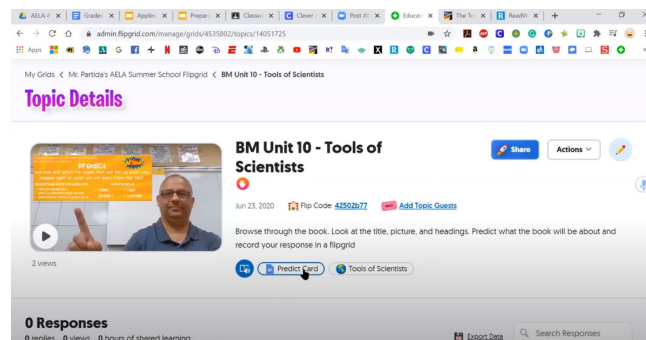
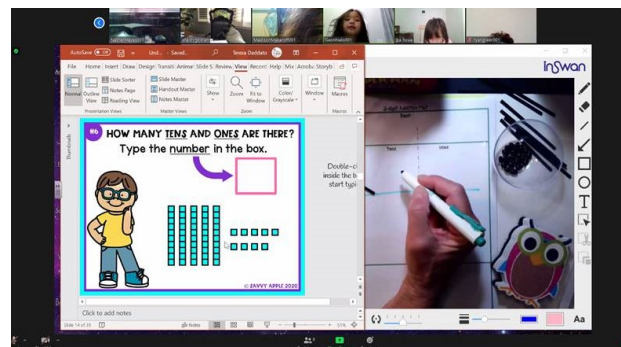
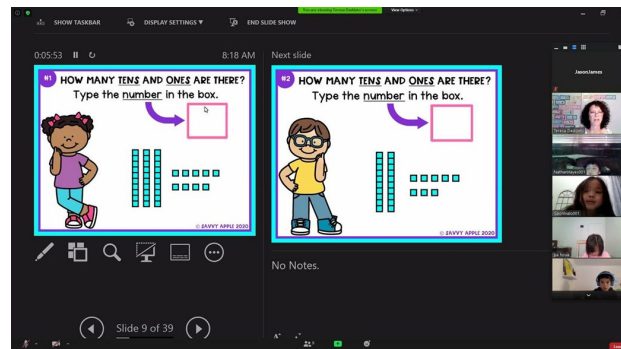
ATTACHMENTS:

Description	Upload Date	Type
2020 Summer School Report	9/29/2020	Backup Material

REVISIONS:

Clovis Unified School District

2020 Summer Session



Annual Board Report

Curriculum, Instruction & Accountability

2020 Summer School
Clovis Unified School District
Summary of Programs

With the move to on-line learning in the spring, Clovis Unified remained committed to providing high quality educational programs for our students. With this goal in mind CUSD, made the decision to offer Summer School at the elementary and secondary level through on-line learning. Elementary and intermediate summer school programs served students who were at-risk of not promoting to the next grade level. The high school summer school program was a combination of credit recovery and original credit for those students with impacted schedules.

In addition, we continued to meet the needs of our students with special needs. This year, we were able to offer professional learning through Demonstration Summer School for teachers of special needs students.

Prior to summer school beginning, elementary and secondary teachers received professional development in the areas of curriculum, video conferencing, web-based learning platforms, and online resources/strategies.

During the months of June and July administrators, teachers, and support staff served more than **5000** students for the summer session. Summer School administrators, school site teachers and support staff worked to provide an accessible and supportive educational experience for all students.

Secondary Summer School

The **high school** programs were held on the Buchanan and Clovis East campuses serving close to **3700** students from grades 9 to 12. Students **completed both original credit for acceleration and credit recovery coursework**. Students needing courses for original credit received instruction through the Edgeunity curriculum and attended classes virtually four days a week. Credit recovery coursework was provided through instructional packets with teachers utilizing Google classroom and Zoom for intervention purposes and content delivery. There were **1500** students enrolled in original credit and **2200** for credit recovery.

Elementary Summer Academy

The **Elementary Summer Academy** provided intervention for **1300** students in **grades 1-8** with instruction aligned to California Content Standards in English Language Arts and Mathematics. Elementary summer school sites worked in coordination with the Curriculum & Instruction Department to develop lessons with the purpose of frontloading strategies and skills that students would need to be successful as they enter a new school year. Together, focus standards were identified, resources gathered, and plans were devised to meet all student's needs. Teachers collaborated once per week as a District PLC to discuss online learning strategies that influenced the start of the 2020-21 school year.

The Curriculum & Instruction Department collaborated with the Special Education Department to provide two **ONLINE** Professional Development series spanning a total of four weeks. Special Education Teachers from Pre-K through 12th grade collaborated with other teachers, instructional coaches, and others in professional development, exploration of implementation of **high leverage practices**, and new insights into ideas for teaching and learning.

Participants learned about evidence-based practices, high leverage practices, with a focus on 1) Instruction, 2) Social/Emotional/Behavioral learning, 3) Assessment, and 4) Collaboration with parents.

Accelerated English Learner Academies

The **Accelerated English Language Academy** served **150 English language learner students** in **grades 4-8 districtwide**. The AELA focused on English Learners who had the potential to be reclassified during the beginning of the school year 2020-21. Students were chosen based on their 2019 English Language Proficiency Assessments for California (ELPAC), English Language Development (ELD), and interim Clovis Assessment Language (iCAL) data. Students were instructed using the ELPAC like instructional lessons integrated with the Accelerated English strategies. Due to COVID-19, many English Learners throughout the district were not administered the Spring 2020 ELPAC.

Buchanan Area Elementary Summer School

Overview:

The **Buchanan Area Elementary School program** was a 15-day summer school program serving **general education and RSP students in grades 1 - 8**. The goal was to provide intense educational support in both English Language Arts and Math through a distance learning environment. Zoom lessons were a way of life in summer school. The following outline the resources provided and standards by grade level.

Objective:

To support student achievement through high leverage instructional strategies, use of technology and an engaged learning environment. Students were “front-loaded” with strategies and standards that supported them in their next grade level. Students had multiple opportunities for intervention throughout the summer program.

Overview:

- Distance Learning

Instructional Focus for Students

Math: Number Sense (utilize iREADY for instructional support)

- Strategies from Math Camp and Balanced Math
 1. Number Talks
 2. Mental Math
 3. Problem Solving
 4. Spiral Review

ELA: Connecting Reading and Writing

- High leverage questioning strategies and justification
 1. Non-fiction Text (Science Focus)
 2. Close Reading - use of new ELA materials
 3. Evidence in writing

Pre and Post Assessment Results

Pre/Post Data ELA

Grade	1	2	3	4	5	6	7	8
Average Pre-test	NA	31%	21%	46%	27%	56%	42%	38%
Average Post-test	NA	53%	50%	53%	33%	78%	46%	44%

Pre/Post Data Math

Grade	1	2	3	4	5	6	7	8
Average Pre-test	78%	55%	74%	53%	20%	37%	18%	20%
Average Post-test	72%	70%	75%	48%	26%	54%	22%	35%

Overall:

In closing, distance learning posed a few challenges this summer. One difficulty was identifying students and receiving parent approval for them to attend. Summer School became a place for new knowledge and lessons, but also a place where students received intervention on lessons and concepts, they struggled with during the school year. Technical difficulties were encountered during the summer ranging from iReady not working, internet connection, and Zoom not working properly. Teachers acknowledged these barriers with a positive mindset and were able to troubleshoot through each issue to provide a successful summer school considering the conditions. The team from CI&A was instrumental in assisting with brainstorming some of these difficulties we faced. Overall, summer school was a success and the teachers were real troopers in working this summer and fine tuning their abilities to teach remotely.

Clovis East Area Summer School

Overview:

- Team-Teaching Model with Direct Instruction and Focused Interventions
- High Leverage Instructional Strategies and Focus via Zoom Lessons

Objective:

To support student achievement using high leverage instructional strategies, use of technology, and a flexible learning environment. With the closure of schools in March, and the unique type of learning at the end of the school year, students practiced strategies and standards that will support them in their next grade level. Additionally, students learned about the positive impact a “growth mindset” will have on their learning and expectations of themselves. We used the Positivity Project as it promotes citizens of strong positive character.

Instructional Focus for Students:

Overall Focus: Positivity Project and Growth Mindset in support of student expectations and self-efficacy.

ELA: Connecting Reading and Writing

- Identify Main Idea and Key Details
 1. Non-fiction Text (Science Focus)
 2. Close Reading – use of Benchmark and Collections materials
 3. Evidence in writing

Math: Number Sense

- Focus on Place Value and Fractional Understanding
 1. Focused Lesson – use of Ready Math and Illustrative Math materials
 2. iReady – Leveled Instruction and Intervention
 3. Problem Solving

Pre/Post Data ELA

Grade	1	2	3	4	5	6
Average Pre-test	25%	26%	30%	42%	33%	38%
Average Post-test	61%	63%	59%	47%	47%	52%

Pre/Post Data Math

Grade	1	2	3	4	5	6	7	8
Average Pre-test	80%	57%	57%	45%	29%	28%	42%	28%
Average Post-test	81%	68%	66%	52%	36%	38%	39%	47%

Conclusion

The Clovis East Area Summer School model showed great student success. Every grade level showed double-digit increases from pre to post-tests in English Language Arts, and nearly all grade levels showed increases in student learning in Mathematics, including a 19-point increase in 8th grade math. Success can be attributed to the essential standard focus in core curricular areas, direct instruction from the teachers, and targeted one-on-one and small group intervention built into the summer school day. Students and staff both reported a positive impact of the Positivity Project and Growth Mindset as it pertains to relationship development and self-efficacy. Students and staff grew in confidence with their ability to establish and maintain positive relationships and communication throughout our unique learning experience. Despite technology issues that continued throughout the 4 weeks of summer school, overall, the Clovis East Area provided a quality summer school experience through online learning. We are very proud of the results our students and staff worked to obtain.

Clovis High Area Summer School 2020

Overview:

The 2020 Clovis High Area Elementary Summer School was held at Clovis Elementary school and served 325 students in 1st - 7th grades. Students were identified for the Summer School program through specific criteria in the area of Mathematics and English Language Arts in grades 1-6 and AVID students were selected in grade 7. The addition of the AVID Summer School session in place of the traditional Leadership Academy for junior high students was a pilot program in order to target specific learning strategies and implement additional instructional components for students going into the 8th grade. In addition to this change, students in 6th grade were taught using StudySync curriculum, enabling them to frontload content and strategies that they will see in 7th grade, while

focusing on addressing academic deficits in 6th grade mastery standards.

Objective:

1st- 5th grade Intervention:

Teaching summer school through a digital setting created a need for a digital curriculum to facilitate the building of high-leverage standards in English language arts and Mathematics, that will continue to support them in the next grade level. To support student achievement, teachers were focused on using highly effective instructional strategies to provide precise instruction delivered through Zoom and Google Classroom, using Benchmark curriculum, in a manner that allowed students to master the most essential standards from the grade level they were exiting. This also provided individualized instruction through digital resources allowing students to receive additional Tier 2/3 support on standards that they were deficient. Students were also “front-loaded” with strategies and standards that will support them in their next grade level.

6th Grade Intervention:

The digital learning goal of the 6th Grade Intervention program was focused in preparing students for 7th Grade in a digital world. With this focus students accessed 7th grade curriculum through digital platforms that they would be using at Clark, in both subject areas ELA and Math. To support student achievement, teachers were focused on using highly effective instructional strategies to provide targeted instruction delivered through Zoom and Google Classroom, using StudySync curriculum, in a manner that allowed students to master essential standards from the grade level they were exiting, as well as provide individualized instruction through digital resources that allowed students to receive additional Tier 2/3 support on standards in which they were deficient. Students were also “front-loaded” with skills and standards that will support them in their next grade level.

7th Grade AVID Leadership Academy:

This year Leadership Academy had a strong academic focus, with defined mastery standards in ELA and implemented key skills of AVID to help ensure students are successful at the secondary level. These skills were taught using the StudySync curriculum with additional supplemental curriculum provided from AVID.

Overview:

- Team-Teaching Model with support from CIA Resource Teachers
- High Leverage Instructional Strategies and Focus
- Advancement Via Individual Determination (AVID) - Writing, Inquiry, Collaboration, Organization, Reading (WICOR) strategies)
- Instruction was video-taped & lessons were used for future professional development

Instructional Focus for Students:

Math: Number Sense

(Strategies from iReady)

1. Number Talks
2. Mental Math
3. Problem Solving
4. Spiral Review

ELA: Connecting Reading and Writing

(High-leverage questioning strategies and justification from Benchmarks)

1. Non-fiction Text (Science Focus)
2. Close Reading
3. Evidence in Writing
4. AVID WICOR Strategies (StudySync)

Overall Focus: Strategies will help bridge the gap in deficient areas, support collaboration, academic conversations, and vocabulary development. Students will engage in virtual/digital learning experiences that include a variety of technology platforms. Classroom environments will focus on meaningful inclusion with RSP and general education students.

Pre/Post Data ELA

Grade	1	2	3	4	5	6	7
Average Pre-test	50%	25%	45%	18%	52%	28%	56%
Average Post-test	71%	62%	66%	67%	66%	37%	68%

Pre/Post Data Math

Grade	1	2	3	4	5	6
Average Pre-test	41%	53%	67%	25%	26%	37%
Average Post-test	76%	62%	77%	47%	36%	34%

Conclusion:

Pros

- Students were able to engage in small group sessions which helped with overall classroom management and individualized learning support.
- Students regularly logged in for daily engagement using Zoom platform.
- Upper Grade students were able to use the Zoom chat feature for meaningful interaction with the teacher and their peers.
- Teachers became comfortable using the digital platforms as summer school proceeded.
- Utilizing the same digital platforms helped with providing consistency in lesson delivery.
- Teachers recorded their Zoom sessions as additional support for student learning.

- Using teacher pre-recorded videos for teaching helped in delivering instruction using a multitude of highly effective teaching strategies.

Deltas

- One-hour whole class lessons were too long to hold the attention of younger students
- Need to have consistent Zoom meeting NORMS (distractions in background such as eating, sleeping, talking, television)
- Muting and unmuting student was a difficult process
- Need to have a text or graphic organizer in front of the student while doing Zoom vs trying to do it all online.
- Technology was a little glitchy (Zoom shut down on the last two days of summer school).
- Young students need something in their hands to help keep them engaged.
- Math needed more engaging videos for continuous student engagement - not so tedious
- Needed to provide something like dry erase boards, using paper with sheet protectors so students can share work in sessions
- Needed a dedicated Parent Tech Helpline to help with troubleshooting, especially during the first two days of school.

Clovis North Area Summer School

Overview:

Clovis North Area Summer School served 160 students with one teacher per grade level in grades 1st through 6th and a combination teacher in grades 7th and 8th. Students used the online platforms Zoom and iReady along with paper packets and core literature throughout the session.

Objective:

The Clovis North Area Elementary Summer School served students who had performed a year or more below grade level in Reading, Writing, and/or Math. Every grade level utilized one teacher teaching Reading, Writing, and Math via Zoom. Using the Curriculum Associates curriculum that was at and below grade level, let teachers address foundational skills that students lacked.

Instructional Focus for Students:

Grade	Reading	Language and Writing	Math
1 st	Phonics, Fluency, Sight Words, Close Reading	Sentences, Nouns, Verbs, Capitalization and Punctuation, Expository Writing	Operations, Number Sense, Fact Fluency
2 nd	Close Reading, Summarizing	Sentences, Nouns, Verbs, Capitalization and Punctuation, Expository Writing	Operations, Number Sense, Fact Fluency
3 rd	Close Reading, Summarizing	Sentences, Nouns, Verbs, Punctuation, Expository Writing	Operations, Number Sense, Fact Fluency
4 th	Close Reading, Summarizing	Sentences, Nouns, Verbs, Punctuation, Expository Writing	Operations, Number Sense, Fact Fluency
5 th	Close Reading, Summarizing	Sentences, Pronouns, Verbs, Adjectives, Adverbs, Punctuation, Titles of Works, Expository Writing	Operations, Number Sense, Expressions, Fact Fluency

6 th	Close Reading, Summarizing	Sentences, Pronouns, Verbs, Adjectives, Adverbs, Punctuation, Titles of Works, Expository Writing	Operations, Number Sense, Expressions, Fact Fluency
7 th /8 th	Close Reading, Summarizing	Sentences, Pronouns, Verbs, Adjectives, Adverbs, Punctuation, Titles of Works, Expository Writing	Operations, Number Sense, Expressions, Fact Fluency

Pre/Post Data ELA

Grade	1	2	3	4	5	6	7/8
Average Pre-test	62%	51%	58%	36%	39%	29%	36%
Average Post-test	78%	79%	75%	65%	59%	50%	51%

Pre/Post Data Math

Grade	1	2	3	4	5	6	7/8
Average Pre-test	65%	49%	67%	36%	29%	45%	22%
Average Post-test	82%	61%	80%	49%	38%	57%	34%

Conclusion

This is the first year the Clovis North Area had a pure Tier III Summer School. In years past, we enrolled students that were near grade level to far below grade level (Tier III). Teachers adjusted curriculum and lessons to meet the needs of students who struggled with grade-level standards and concepts. Students and families were supportive of the online format and teachers reported students who were motivated and engaged throughout the summer session.

Clovis West Area Summer School

Overview:

- Team-Teaching Model with Direct Instruction with Focused Interventions
- High Leverage Instructional Strategies via Zoom Lessons including breakout sessions.

Objective:

To build a highly functioning online summer school educational model to meet the needs of our MOST at risk 2nd through 8th grade students in the Clovis West area.

Instructional Focus for Students:

Overall Focus: Develop a Summer School System that provides equal access for all students though distance learning with an effective MTSS model.

ELA: Connecting Reading and Writing

- Identify Main Idea and Key Details
 1. Non-fiction Text (Science Focus)
 2. Close Reading – use of Benchmark and Collections materials
 3. Evidence in writing

Math: Number Sense

- Focus on Place Value and Fractional Understanding
 4. Focused Lesson – use of Ready Math and Illustrative Math materials
 5. iReady – Leveled Instruction and Intervention
 6. Problem Solving

Pre/Post Data ELA

Grade	1	2	3	4	5	6	7	8
Average Pre-test	3%	30%	36%	44%	NA	44%	45%	32%
Average Post-test	17%	38%	67%	57%	62%	50%	44%	57%

Pre/Post Data Math

Grade	1	2	3	4	5	6	7	8
Average Pre-test	80%	46%	65%	48%	33%	34%	30%	26%
Average Post-test	81%	58%	68%	45%	31%	34%	22%	41%

Conclusion

With the advent of distance learning and the knowledge of the upcoming shift in online education, a number of challenges were presented during summer school. These challenges were met head-on by the Clovis West summer school team. Seeing a great need to target our most at risk students due to the shift to distance learning since mid-March, the Clovis West area with the help of our Guidance Instructional Specialists compiled a roster of over 400 students. The rationale behind the large recruitment of students was two-fold. First, we wanted to offer as much support to as many students as possible and make the effort to register students for summer school even though it was not mandatory. Second, we predicted learning loss since students had been at home with distance learning since mid-March. The result yielded 200 students for summer school for the Clovis West area.

There were many takeaways from summer school that have paid dividend not just students, but for teachers, administrators, and the systematic approach to online education. With the limited 15-day time frame in which to host students for summer school, teachers were not afforded the essential time to build relationships and in the class before jumping into assessment and curriculum. The teachers hit the ground running to provide as much instruction to students. Quickly, it became apparent that a week to practice routines with students and establish classroom etiquette would have been highly beneficial. We very much needed the time to go slow and plough deep with classroom

routines at the start of online learning. Distractions included such events as students attending zoom sessions from the pool, on their beds, eating snacks, or quite simply 2nd graders falling asleep. These experiences have led to discussions for the 2020-2021 Online Learning Model which inspired schools to create an orientation week where teachers get to know their kids, teachers and students build relationships, classroom expectations are set, behaviors are modeled and classroom etiquette is established such as sitting upright, coming prepared, no eating, muting background noise, and establishing background for privacy.

Accelerated English Language Academy

Overview:

AELA 2020 focused on English Learners who had the potential to be reclassified during the beginning of the school year 2020-21. Students were chosen based their 2019 ELPAC, ELD, and iCAL data.

Objective:

To instruct students using ELPAC like lessons integrated with Accelerated English strategies so student may successfully pass the ELPAC in the fall of 2020 for reclassification. Due to COVID, many English Learner throughout the district did not take the Spring 2020 ELPAC. An optional ELPAC for reclassification will be available in September 2020.

Instructional Focus for Students:

Through various text and online platforms (Zoom, Google Classroom, Flipgrid), students developed output English language skills in the domains of speaking and writing aligned to ELPAC task types.

Overall Focus:

Teachers used the adopted Benchmark curriculum, digital language arts resources, and the ELPAC practice test to develop lessons appropriate for students' English language levels to enhance their knowledge and skills so they can successfully obtain a level 4 on the ELPAC Test.

ELA/ELD:

The integrated ELA and ELD standards were embedded in every lesson.

Pre/Post Data ELA/ELD Data

The pre and post assessment reflected the ELPAC task type, Summarize an Academic Presentation. The assessment score is based on a 4-point rubric with descriptors similar to the state assessment.

Avg Pre-Test	Avg Post Test	Avg Growth
2.27	3.10	.83

Conclusion

100% of the classes demonstrated growth within the 15 days of summer instruction. The greatest growth was 1.4 points and the least was .26 points. Both teachers and students enjoyed our very first distance learning summer school.

"Distance learning allowed teachers to provide instant feedback to ALL student work via Flipgrid and Google Doc. I can provide one-one instruction easily through zoom." -4th AELA Teacher

"I'm not distracted because there isn't any student around me. I can focus on my work."

- 5th Student

Special Education Demonstration Summer Academy

High Leverage Practices

Overview:

Clovis Unified Curriculum & Instruction Department in collaboration with the Special Education Department provided two **ONLINE** Professional Development series spanning a total of four weeks. Special Education Teachers from Pre-K through 12th grade collaborated with other teachers, instructional coaches, and others in professional development, exploration of implementation of High Leverage Practices, and new insights into ideas for teaching and learning. **High Leverage Practices in Special Education:** *Defining essential skills. Developing effective special education teachers. Improving outcomes for students with disabilities.*

Participants learned about the evidence-based practices of high leverage practices, which include a focus on 1) Instruction, 2) Social/Emotional/Behavioral Learning, 3) Assessment, and 4) Collaboration with parents.

Objective:

To support student achievement in the context of Special Education through high quality professional development for educators to use high leverage instructional strategies, social/emotional/behavioral supports, best practices in assessment and meaningful collaboration. Educators received training in a variety facets including the opportunity to observe High Leverage Practices in Special Education from trained Clovis Unified Education Specialists. Additionally, the high-quality professional development that was provided was designed to be applicable to the Education Specialists with their classes in the current school year.

Overview:

- Virtual-Teaching Model with Coaching Component
- High Leverage Instructional Strategies and Focus
- Universal Design for Learning (UDL) *a framework to improve and optimize teaching and learning for all people based on scientific insights into how humans learn.*
- Social/Emotional/Behavioral – establishing a consistent, organized learning environment to support student success and well being
- Assessment – understanding the strengths and needs of students, using informal and formal assessments, becoming skilled in using and interpreting data
- Collaboration – collaboration and communication with a wide range of professionals, families, and caregivers to ensure that educational programs and related services are effective and meeting the needs of each student with a disability. Includes reviewing the effective use of co-teaching strategies
- Teachers and Instruction will be recorded & lessons will be used for future professional development
- Opportunity to earn units by observation

Instructional Focus for Students:

Overall: Universal Design for Learning (UDL) in support of improving outcomes for students with disabilities.

ELA: High Leverage Instructional Practices

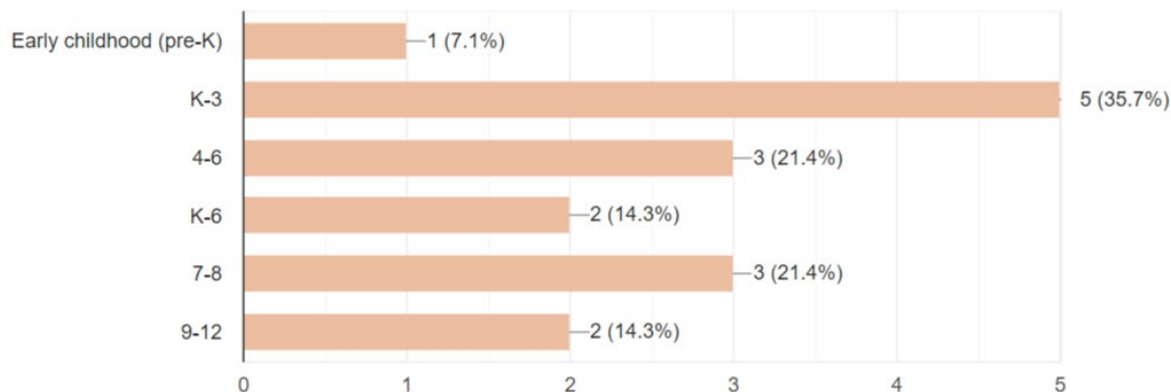
- Benchmark Steps to Advance overview
 1. Knowledge building in ELA
 2. Hidden Power of Pictures
 3. Vocabulary and Language development
 4. Demonstration lessons featuring UDL and HLP's

Math: High Leverage Instructional Practices

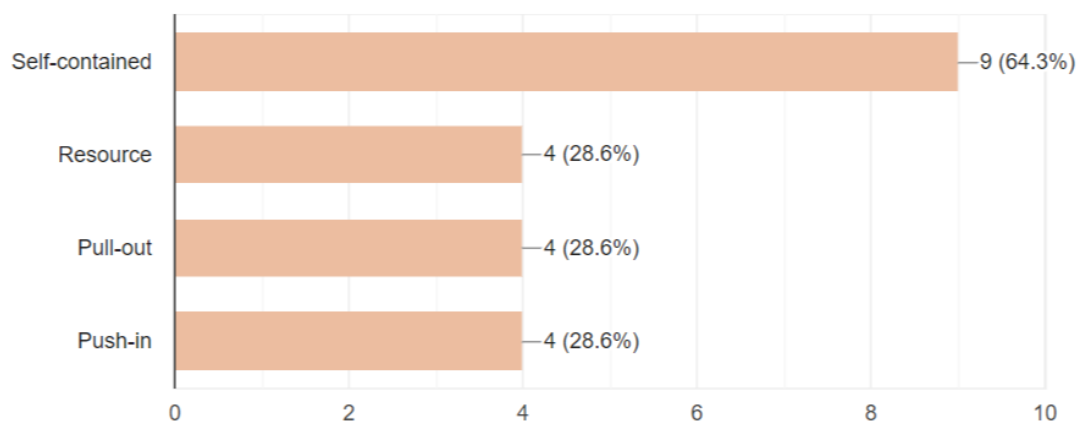
- IREADY overview and toolbox usage
 5. Number Talks
 6. 3 Reads Protocol
 7. Math Talks
 8. Demonstration lessons featuring UDL and HLP's

Session 1: Instruction and Social Emotional/Behavioral

Participant info - Please select the age group of the students you primarily work with.

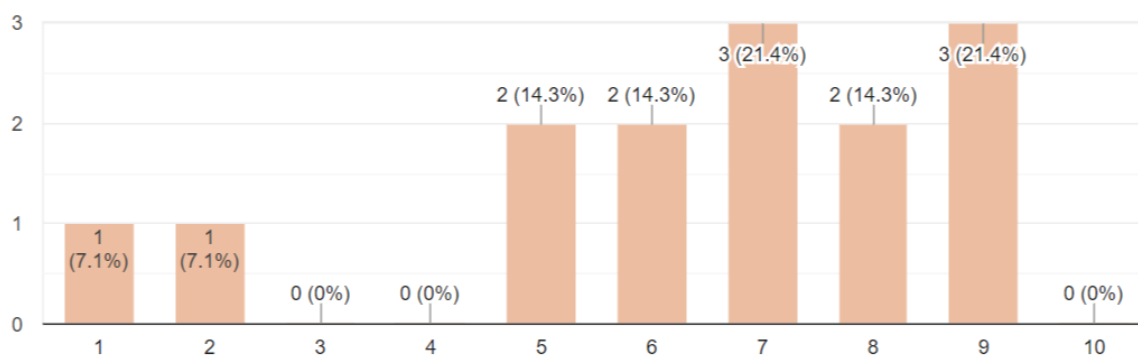


Participant info - Please select the primary design of the special education services you provide.

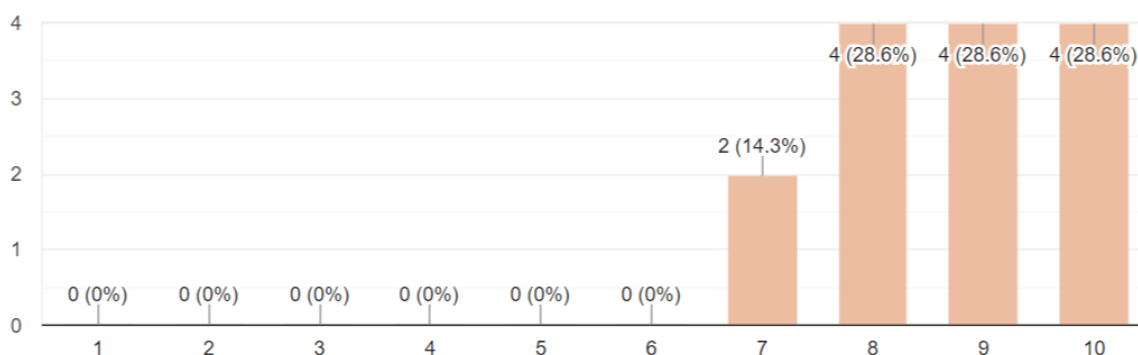


- A rating of 1 is No Knowledge of UDL. A rating of 10 is Expert Knowledge of UDL

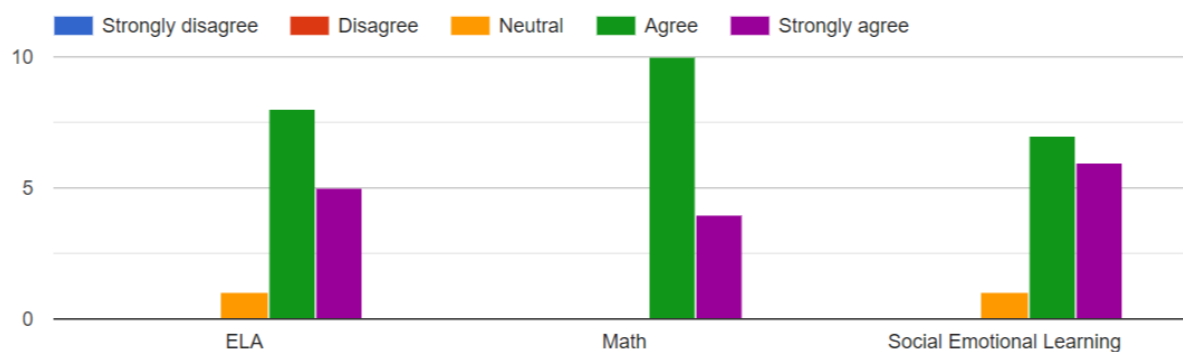
Prior to attending this workshop my knowledge of UDL was...



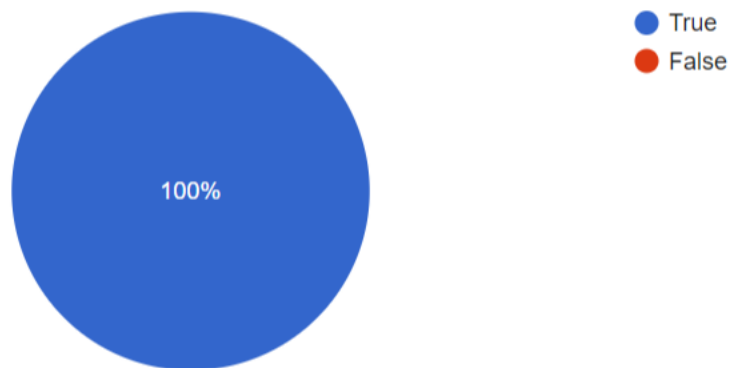
After attending this workshop my knowledge of UDL is...



This workshop has improved my understanding of teaching practices in the following areas:

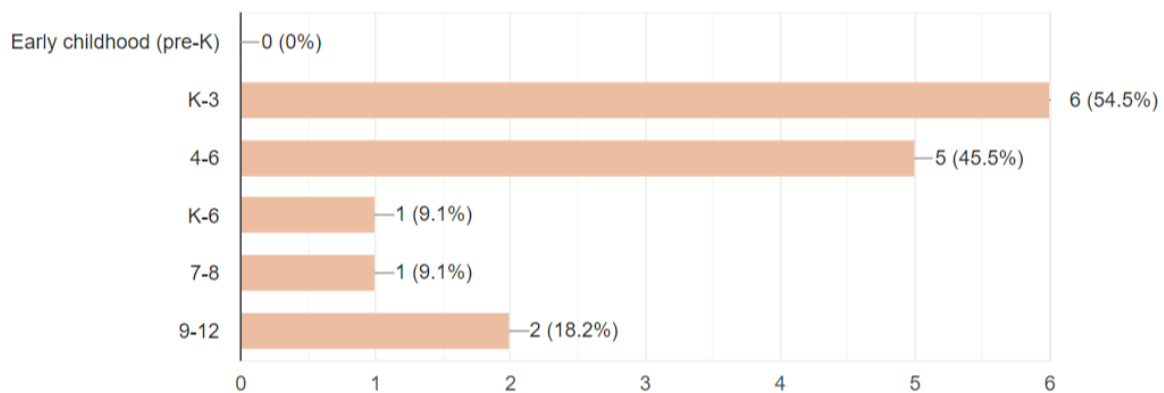


Attending this workshop has prepared me to better meet the needs of my students.

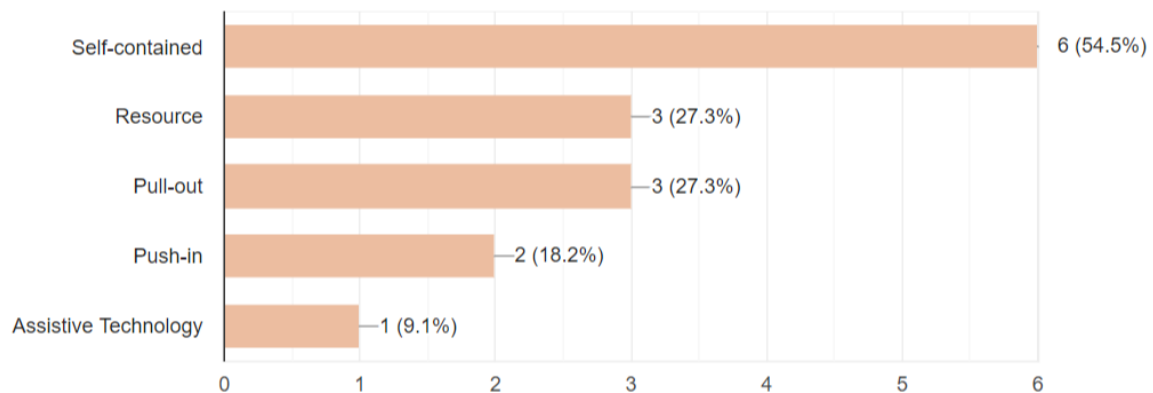


Session 2: Assessment and Collaboration

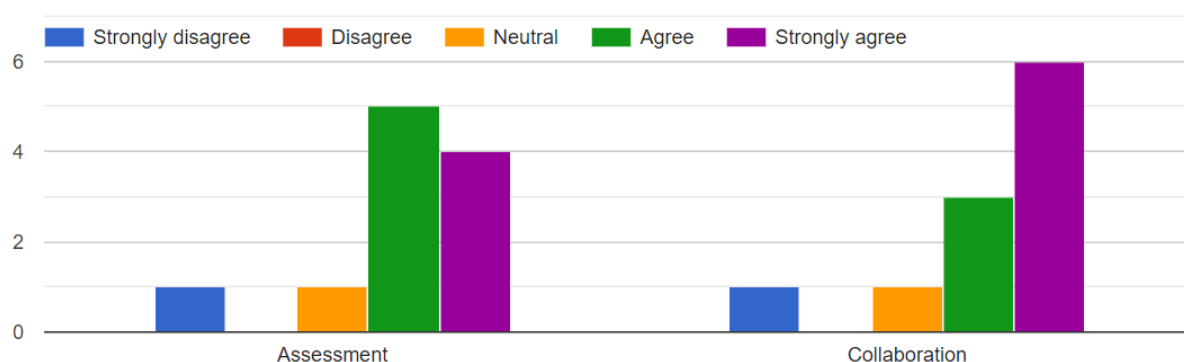
Participant info - Please select the age group of the students you primarily work with.



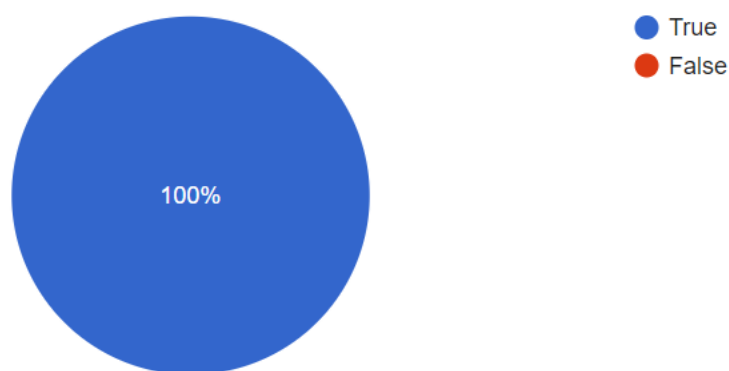
Participant info - Please select the primary design of the special education services you provide.



This workshop has improved my understanding of teaching practices in the following areas:



Attending this workshop has prepared me to better meet the needs of my students.



Teacher comments about Demonstration Summer Academy

"Learning I need to offer choices and give effective feedback. Also posting rules and teaching students routines so that I don't have students constantly wandering where they shouldn't or taking 15 minutes to use the restroom."

"The ability to have self-directed learning after completing the must-do items was helpful. It allowed me to get the most out of the training by choosing topics that were interesting or of higher need to me and my practice."

"Chat with an expert. Completing this course online has been a great experience. I highly enjoyed the chat with an expert and morning meetings because it allowed everyone to further discuss some of the topics we are learning. Personally, I wouldn't have been able to attain much of the information without looking back and having the open discussions. I also really enjoyed the learning menus as they helped me keep track of what I needed to complete."

"The Instruction week really helped with getting to know our curriculum! I loved the interactive presentations and examples. I feel pretty comfortable jumping into iReady and Benchmark, which I wasn't prior to this course."

"When I do the work for this class I am constantly reflecting on my practice. I feel like the time that you have given me that is dedicated to that is priceless."

"I really appreciate all the videos that were included in this PD. I'm a visual and hands on learner so just reading articles did not engage me as much as the videos."

"As a veteran teacher, much of the information in this session was not new to me, however, I believe it would be very beneficial for new teachers. I heard many teachers talk about the benefits of the assessment videos and opportunities to watch practices in action. I think quite a few new teachers were excited about the co-teaching ideas and topics."

"I really liked the set-up of google classroom and the clarity of requirements and assignments. I enjoyed the extra PD hour probably the most each week because I felt that's where I learned the most. I also enjoyed the lectures because they were straight forward and easy to follow. I really enjoyed DSA's all four weeks and I can honestly say it has better prepared me for my first school year. THANK YOU!"

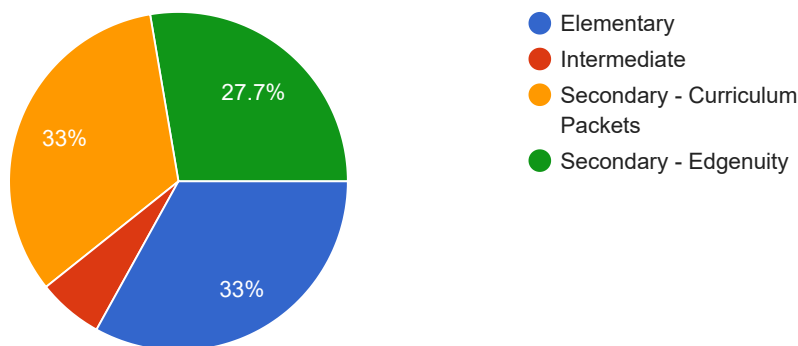
2020 Teacher Summer School Survey

112 responses

[Publish analytics](#)

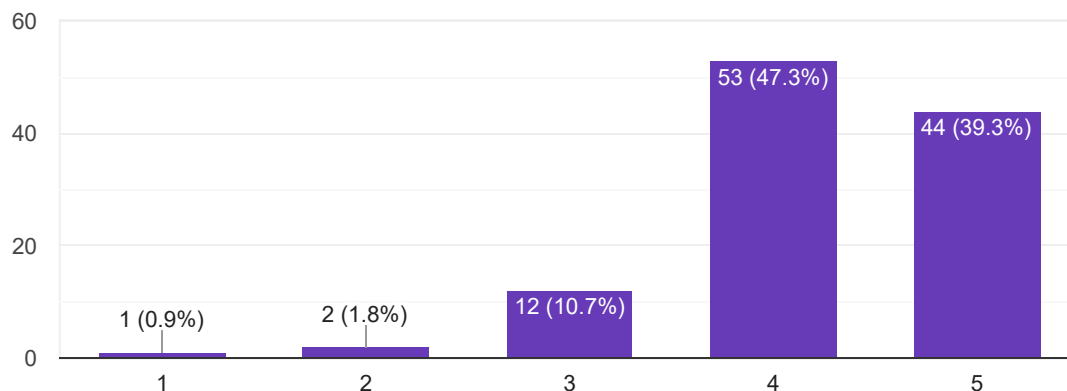
What grade level did you teach during summer school?

112 responses



Rate overall communication regarding the plan for distance during summer school.

112 responses

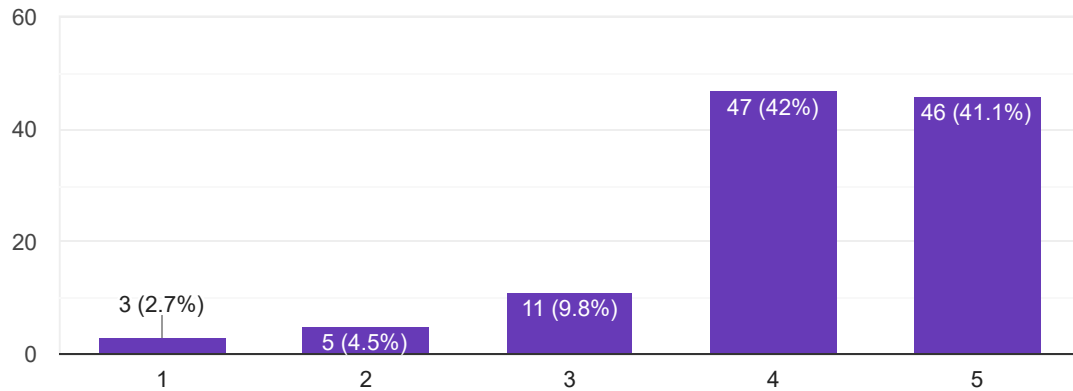


Rating Scale - Range from Highly Effective (5) to Not Effective (1)



Rate development of curriculum for the summer school grade level/course you taught.

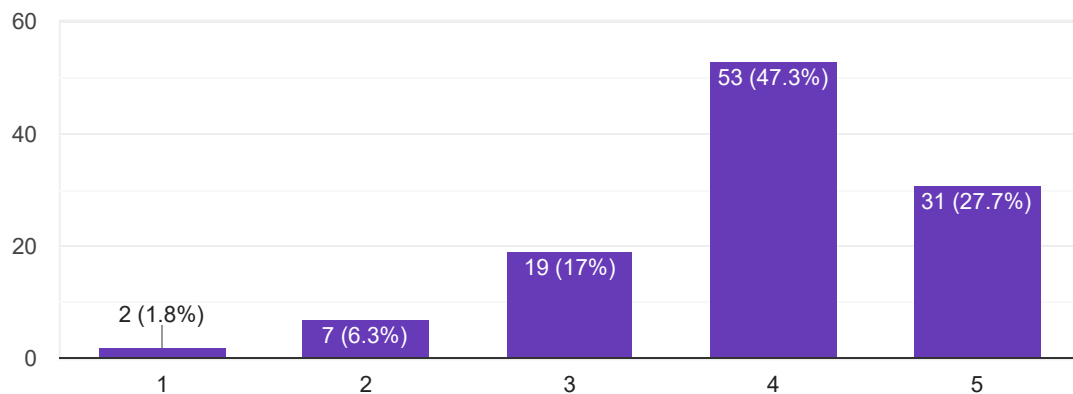
112 responses



Rating Scale - Range from Highly Effective (5) to Not Effective (1)

Rate your feeling of success utilizing technology to deliver summer school content to students.

112 responses

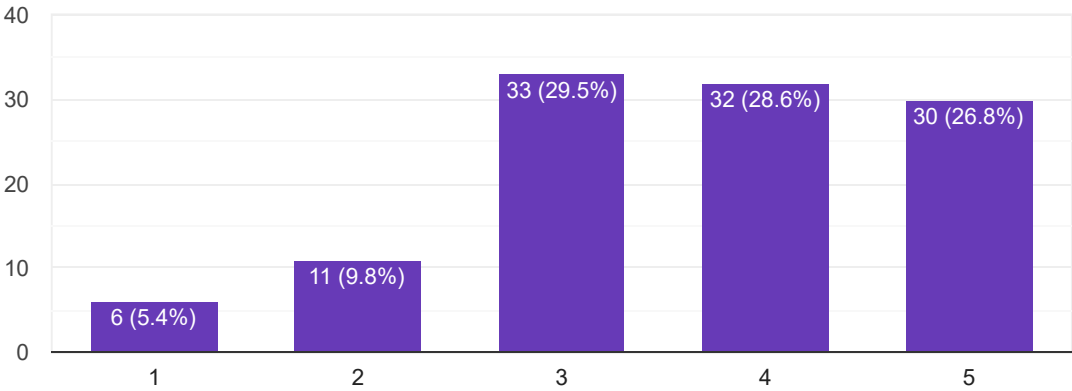


Rating Scale - Range from Highly Effective (5) to Not Effective (1)



Rate how you feel instructional strategies used for summer school will support student learning in the fall?

112 responses



Rating Scale - Range from Highly Effective (5) to Not Effective (1)

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

Google Forms



2020 Parent Summer School Survey

Please complete the questions below. Your feedback will assist us with planning for the future.

1. What grade level did your child attend during summer school?

Mark only one oval.

- ☐ Elementary
- ☐ Intermediate
- ☐ Secondary - Curriculum Packets
- ☐ Secondary - Edgenuity

2. Rate overall communication regarding the learning plan for summer school.

Mark only one oval.

	1	2	3	4	5	
Not Effective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Highly Effective

Rating Scale - Range from Highly Effective (5) to Not Effective (1)

3. Rate the quality of the curriculum used during summer school class/course.

Mark only one oval.

	1	2	3	4	5	
Not Effective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Effective

Rating Scale - Range from Highly Effective (5) to Not Effective (1)

4. Rate your child's feeling of success utilizing technology to receive instruction during summer school.

Mark only one oval.

	1	2	3	4	5	
Not Effective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Highly Effective

Rating Scale - Range from Highly Effective (5) to Not Effective (1)

This content is neither created nor endorsed by Google.

Google Forms

CONTACT PERSON: Robyn Castillo

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

This report indicates that 3,903 students are correctly placed in a mathematics course for their ninth-grade year. Four parents have requested their student repeat the 8th grade math course, even though they qualify to enroll in the next course.

DISCUSSION:

Beginning in 2016-17 school year, high schools in Clovis Unified implemented protocols for mathematics placement of entering ninth grade students, pursuant to Board Policy No. 3403. This policy requires that the Governing Board and the Superintendent or designee annually review aggregate data to ensure that students who qualify to progress in mathematics courses are not held back in a disproportionate manner based on ethnicity, gender or socioeconomic background.

For the 2019-20 school year, the district report states that four (4) students, out of 3,903 ninth graders, were misplaced in a mathematics course their ninth-grade year. The low number of mathematics misplacement resulted in no findings of disproportionate placement. Clovis Unified high schools will continue to implement the adopted protocol to ensure that ninth-grade students progress appropriately in the mathematics course sequence for college and/or career readiness.

FISCAL IMPACT/FUNDING SOURCE:

None.

ATTACHMENTS:

Description	Upload Date	Type
2020-21 Annual Report-Board Policy 3403 Grade 9 Math	9/8/2020	Backup Material

REVISIONS:



1450 Herndon Avenue
Clovis, CA 93611-0567
559-327-9000

Placement In Ninth Grade Mathematics Courses Annual Report 2020-2021

	9 th Grade District Demographics		9 th Grade Students Enrolled in Math 1 Who Met Math 2 Placement Requirements <u>With Waiver*</u>		9 th Grade Students Enrolled in Math 1 Who Met Math 2 Placement Requirements <u>Without Waiver*</u>	
	Count	%	Count	%	Count	%
Black/African Amer.	133	3.4%	0	0%	0	0%
White	1414	36.2%	3	0.08%	0	0%
Asian	583	14.9%	0	0%	0	0%
Hispanic	1536	39.4%	1	0.03%	0	0%
Filipino	80	2.1%	0	0%	0	0%
American Indian	31	0.8%	0	0%	0	0%
Pacific Isl.	8	0.2%	0	0%	0	0%
Multiple	118	3.0%	0	0%	0	0%
Not Reported	0	0.0%	0	0%	0	0%
Male	2075	53.2%	3	0.08%	0	0%
Female	1827	46.8%	1	0.03%	0	0%
X	1	0%	0	0%	0	0%
SED	1667	42.7%	1	0.03%	0	0%
Total	3903	100%	4	0.1%	0	0%

*Placement waivers are issued based on parent request.

Title: Staff Report and Discussion Regarding Continuing Actions in Response to COVID-19

CONTACT PERSON: Eimear OFarrell

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Since the outbreak of COVID-19, Clovis Unified School District continues to address and respond to its impacts. Staff will report on the elementary waiver status and the plans for in-person instruction.

DISCUSSION:

FISCAL IMPACT/FUNDING SOURCE:

None.

ATTACHMENTS:

Description	Upload Date	Type
Reopening Report	10/8/2020	Backup Material

REVISIONS:

None.



Return to In-Person Instruction Plan

October 7, 2020

Actual data results September 8, 2020 – October 6, 2020

September 8th

Positivity Rate 9.8

Case Rate 12.6

September 15th

Positivity Rate 6.2

Case Rate 7.5

September 22th

Positivity Rate 4.8

Case Rate 6.3

September 29th

Positivity Rate 4.9

Case Rate 6.2

October 6th

Positivity Rate 5.3

Case Rate 7.2

*Positivity Rate
Healthy Places Index
8.4

Measure	Higher Risk → Lower Risk of Community Disease Transmission***			
	Widespread	Substantial	Moderate	Minimal
	Tier 1	Tier 2	Tier 3	Tier 4
Adjusted Case Rate for Tier Assignment** (Rate per 100,000 population* excluding prison cases^, 7 day average with 7 day lag)	>7	4-7	1-3.9	<1
Testing Positivity^ (Excluding prison cases^, 7 day average with 7 day lag)	>8%	5-8%	2-4.9%	<2%

Future Tier numbers if stay the same or worse

October 13th

Positivity Rate ?

Case Rate ?

*Positivity Rate
Healthy Places Index
2

If these are purple on October 13th schools cannot reopen without approved waiver and 14 day clock will reset once we return to a red tier. A county must remain in a tier for a minimum of three weeks before being able to advance to a less restrictive tier.

Once schools are allowed to return for in-person instruction, even if County returns to Tier I, schools may remain open but increased testing may be required

*New Healthy Places Index - Fresno must ensure the test positivity rates in its most disadvantaged neighborhoods do not significantly fall behind its overall county test positivity rate. The state will measure test positivity in the lowest quartile of the [California Health Places Index](#) (HPI) within Fresno. The test positivity of that lowest quartile must be within or near threshold explained on [CDPH's Equity Metric page](#). Threshold for Less Restrictive Tier (Purple: <=8%, Red: <= 5.2%, Orange: <=2.1%)

Special Education

Assessments

- *One on One**
- *All Special Education Programs**

Limited In Person

- *Specified Programs**
- *1-2 Students at a time**
- *1-2 Days per Week**

Five Day a Week Return

- *10/14- PALS, Secondary FLS, Autism & TIP, ATP FLS**
- *10/19- Elementary FLS & Autism**
- *11/3- SD All Levels, SDC Preschool**
- *All Other Programs Return with General Education**



Current Status

- Resolution on Tonight's Agenda
- Elementary
 - Elementary Waiver
 - Process for Determining a Schedule for In-Person
 - Hybrid Models Considered
 - Early Release
 - Considerations: Transportation, Campus Catering, Plant Operations



BRION WARREN

PRINCIPAL, CENTURY ELEMENTARY SCHOOL



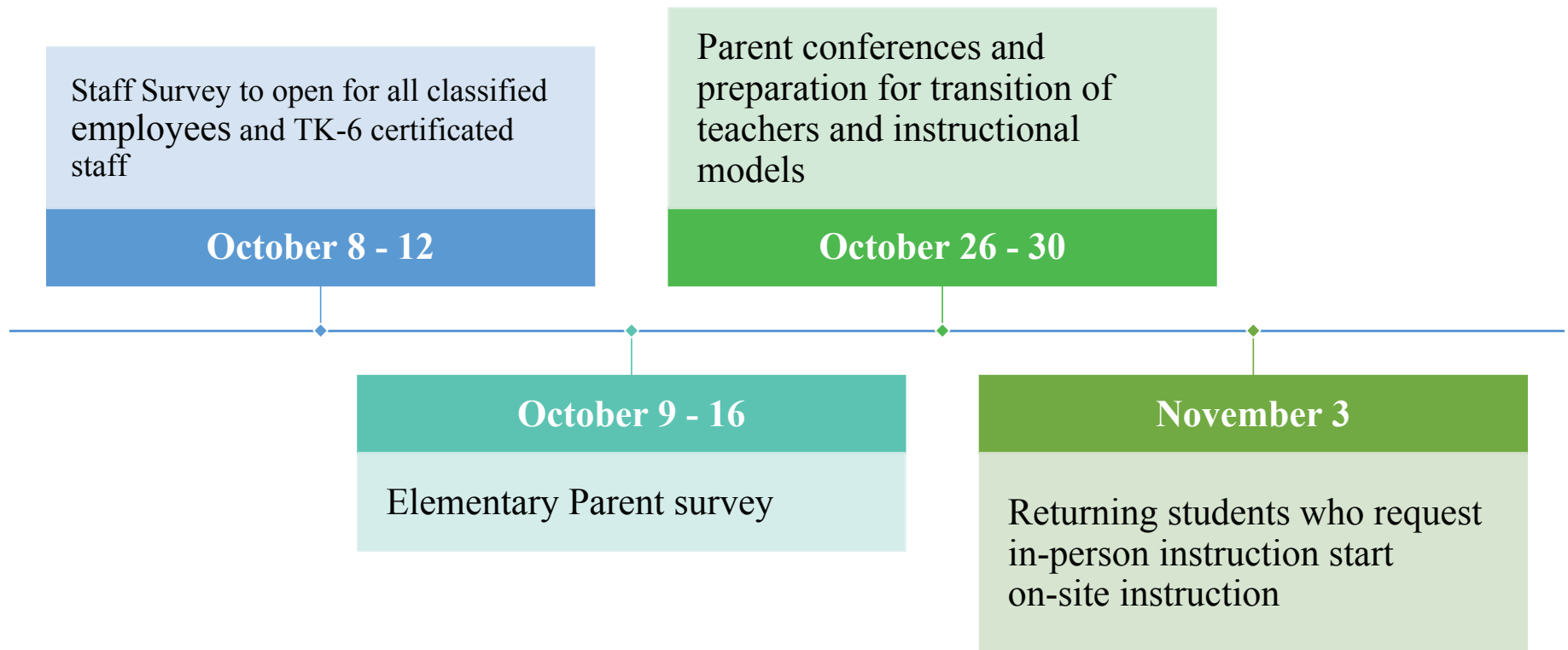
Options Offered Elementary

- Flexible Online (AE/Edgenuity)
- CUSD Connect (current instructional model with zoom)
- Hybrid In-Person

An AM/PM Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Check-in	30 min	30 min	Zoom Day-Whole Class	30 min	30 min
AM Track	2 ½ Hours	2 ½ Hours	1 ½ Hours Zoom	2 ½ Hours	2 ½ Hours
Lunch, Cleaning & Transition/Check-in	1 ½ Hours	1 ½ Hours	Break 30 min 1 Hour 15 min. Zoom	1 ½ Hours	1 ½ Hours
PM Track	2 ½ Hours	2 ½ Hours	PLC/Planning	2 ½ Hours	2 ½ Hours

Elementary Timeline Update



Current Status

- Secondary
 - Process for Determining a Schedule
 - Considerations: When to Return?
Nov. vs. Semester Break
 - Educational Benefit- Finals; GPA; Teacher Changes
 - Meeting Immediate Need with Phased-in Specialized Groups



Schedules

Option 1

Option 1	Monday Zoom	Tuesday On Campus	Wednesday On-Campus	Thursday Zoom	Friday Zoom
Students attend class one day a week on campus Students have 3 contacts with each teacher a week	All periods	All Periods	All Periods	Odd Block	Even Block
	Period 1 (45)	Period 1 (45)	Period 1 (45)	Period 1 (97)	Period 2 (97)
	Period 2 (45)	Period 2 (45)	Period 2 (45)		
	Period 3 (45)	Period 3 (45)	Period 3 (45)	Period 3 (97)	Period 4 (97)
	Period 4 (45)	Period 4 (45)	Period 4 (45)		
	Lunch	Lunch	Lunch	Lunch	Lunch
	Period 6 (45)	Period 6 (45)	Period 6 (45)	Period 7 (97)	Period 6 (97)
	Period 7 (45)	Period 7 (45)	Period 7 (45)		

Schedules

Option 2

Option 2	Monday Zoom	Tuesday On-Campus	Wednesday On-Campus	Thursday On-Campus	Friday On-Campus
Students on campus 2 days a week Students have 2 contacts a week with each teacher	All periods	Odd Block	Odd Block	Even Block	Even Block
	Period 1 (45)	Period 1 (97)	Period 1 (97)	Period 2 (97)	Period 2 (97)
	Period 2 (45)				
	Period 3 (45)	Period 3 (97)	Period 3 (97)	Period 4 (97)	Period 4 (97)
	Period 4 (45)				
	Lunch	Lunch	Lunch	Lunch	Lunch
	Period 6 (45)	Period 7 (97)	Period 7 (97)	Period 6 (97)	Period 6 (97)
	Period 7 (45)				

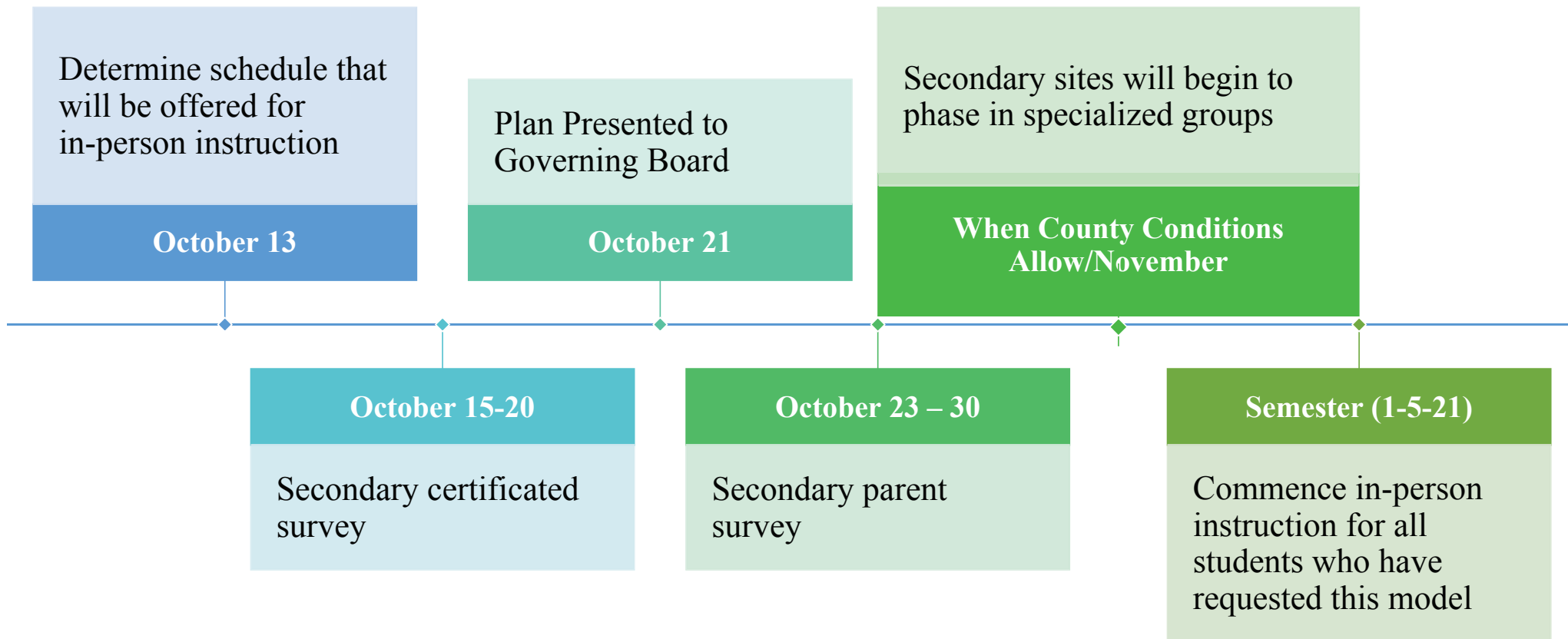
Schedules Option 3

Time	Monday Zoom All Periods
<p>Students will be on campus 2 days a week</p> <p>Students will have 3 contacts with each teacher</p>	Period 1 (30)
	Passing
	Period 2 (30)
	Passing
	Period 3 (30)
	Passing
	Period 4 (30)
	Passing
	Period 6 (30)
	Passing
	Period 7 (30)
	Lunch
	PLC
	IEP/504

AM in Person/PM Zoom

Tuesday	Wednesday	Thursday	Friday
Check-In Screening (30)			
Period 1A (80)	Period 1B (80)	Period 2A (80)	Period 2B (80)
Passing	Passing	Passing	Passing
Period 3A (80)	Period 3B (80)	Period 4A (80)	Period 4B (80)
Passing	Passing	Passing	Passing
Period 7A (80)	Period 7B (80)	Period 6A (80)	Period 6B (80)
Lunch	Lunch	Lunch	Lunch
Period 1B (30)	Period 2A (30)	Period 2B (30)	Period 1A (30)
Passing	Passing	Passing	Passing
Period 3B (30)	Period 4A (30)	Period 4B (30)	Period 3A (30)
Passing	Passing	Passing	Passing
Period 7B (30)	Period 6A (30)	Period 6B (30)	Period 7A (30)

Secondary (Grades 7-12) Timeline Updates





DISCUSSION

Return to On-Site Instruction Plan

CONTACT PERSON: Corrine Folmer

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Approve the Fundraiser Requests, as submitted.

DISCUSSION:

A list of the Fundraiser Requests submitted for Board approval is attached.

FISCAL IMPACT/FUNDING SOURCE:

ATTACHMENTS:

Description	Upload Date	Type
Fundraiser Requests	9/29/2020	Backup Material

REVISIONS:

Fundraiser Requests
Wednesday, October 7, 2020

Start	End	Site	Advisor	Organization	Description	Fund	Vendor
10/8/2020	6/4/2021	District Office	Principals	District Wide	Donations for Charitable Organizations	Associated Student Body	Hero Squad
10/8/2020	12/31/2020	CWHS	Hailey Bonds	Activities	Poinsettia's/Wreaths	Associated Student Body	Wood Mountain Christmas Trees
10/8/2020	6/4/2021	Garfield Elem	Nancy Sternfels	ASB	Virtual "A-Thons" (i.e., Read-A-Thons, etc.)	Associated Student Body	None
10/8/2020	6/4/2021	Bud Rank Elem	Ryan Gettman	PTC	Marquee Birthday Grams	Parent Teacher Club	None
10/8/2020	6/4/2021	Bud Rank Elem	Ryan Gettman, Jessica Sanchez	PTC	Ticket Sales	Parent Teacher Club	Simonian Farms
10/8/2020	6/4/2021	Maple Creek Elem	Gordon Zante	Athletics	Spirit Wear/Spirit Packs	Parent Teacher Club	BSN Sports
10/8/2020	6/4/2021	Maple Creek Elem	LeeAnn Hutchings	PTC	Online Auction	Parent Teacher Club	Costco, Sam's Club, CW Screening Eagles, Square Heart Shops, Yosemite Ranch, All Hearts Welcome Decor
10/8/2020	6/4/2021	Maple Creek Elem	LeeAnn Hutchings	PTC	Holiday Pictures	Parent Teacher Club	Capture Life Events Photography & Videography
10/8/2020	6/4/2021	Maple Creek Elem	LeeAnn Hutchings	PTC	Family Restaurant Night*	Parent Teacher Club	Bobby Salazar's, Chipotle Mexican Grill, Deli Delicious, DiCicco's Italian Restaurant, Dog House
10/8/2020	6/4/2021	Maple Creek Elem	LeeAnn Hutchings	PTC	Spirit Wear/Spirit Packs	Parent Teacher Club	CW Screening Eagles, Square Heart Shops, All Hearts Welcome Decor
10/8/2020	6/4/2021	CNEC	Mark Tackett	Operation Smile Club	Donations for Charitable Organizations	Foundation Booster	None
10/8/2020	6/4/2021	CNEC	Rob Streeter	Athletics	Various "A-thons" (i.e. Jog-A-Thons, Basketball Shoot-A-Thons)	Foundation Booster Organization	Custom Ink

**In compliance with Board Policy 8402*

Fundraiser Requests
Wednesday, October 7, 2020

10/8/2020	6/11/2021	CWHS	Hailey Bonds	Activities	Drive through/pick-up *	Associated Student Body	Deli Delicious, Dog House Grill, Guadalajara Restaurant, Me-n-Ed's, See's Candies, Tahoe Joe's Famous Steakhouse, Ark Mediterranean Grill, Rocky Mountain Chocolate Factory, Sequoia Brewing Company, In-N-Out Burger, DaVinci's Pizza, Teriyaki Don, Uncle Harry's Bagels, Wasabi on Fire, Westwoods BBQ, BJ's Restaurant, Batter Up, Zeni-Ya, Bombay Pizza
10/8/2020	12/18/2020	Oraze Elem	Jill Moorhead	PTC	Book Fair	Parent Teacher Club	Scholastic Book Fair
10/8/2020	6/11/2021	CWHS	Vance Walberg	Boys Basketball	Online Donations	Associated Student Body	DonorsChoose
10/8/2020	5/31/2021	Young Elem	Kacey Gibson	ASB	Program sales of ad pages	Associated Student Body	Larson Brothers Photography, Pictavo
10/8/2020	2/1/2021	CWHS	Tim Randall	Football	Tri Tip Dinner To Go*	Foundation Booster Organization	Cool Hand Luke's
10/8/2020	6/4/2021	CNEC	Sarah Jackson - PJ Alvendia	Club	Family Restaurant Night*	Foundation Booster Organization	Bobby Salazar's, Chick-fil-A, Chipotle Mexican Grill, Habit Burger Grill, Panda Express, Pieology Pizzeria, Rubio's Coastal Grill
10/8/2020	6/4/2021	Lincoln Elem	Ann Castro, Celia Willis	ASB	Spirit Wear/Spirit Packs	Associated Student Body	CW Screening Eagles
10/8/2020	10/23/2020	Valley Oak Elem	Jenny Jonas	PTC	Class Photos	Parent Teacher Club	ProScreen
10/8/2020	6/4/2021	CNEC	Lance Trueblood	AVID	Family Restaurant Night*	Foundation Booster Organization	Chick-fil-A, Chipotle Mexican Grill

**In compliance with Board Policy 8402*

Fundraiser Requests
Wednesday, October 7, 2020

10/8/2020	6/4/2021	CHS	Ian Lynch	Girls Soccer	Spirit Wear/Spirit Packs	Foundation Booster Organization	Artworkz
10/8/2020	6/4/2021	CHS	Eloy Montoya	Cross Country	Pasta Dinner Night*	Foundation Booster Organization	Luna's Pizzeria & Italian Restaurant
10/8/2020	5/28/2021	Maple Creek Elem	LeeAnn Hutchings	PTC	Family Restaurant Night*	Parent Teacher Club	Panda Express, Papi's Mex Grill, Prime 13, Namikaze
10/8/2020	11/1/2020	Nelson Elem	Nanxe Vang	Classroom	Donations by Businesses	Associated Student Body	DonorsChoose
10/8/2020	6/4/2021	CHS	Mike Noel	Softball	Golf Tournaments	Foundation Booster Organization	Riverside Golf Course
10/8/2020	6/4/2021	Red Bank Elem	Pa Vue	ASB	Online Donations	Associated Student Body	Southwestern Fundraising
10/8/2020	6/4/2021	Miramonte Elem	Laura Hart	Activities	Kona Ice sales*	Foundation Booster Organization	Kona Ice
10/8/2020	6/4/2021	CNEC	Sarah Jackson - PJ Alvendia	Club	Family Restaurant Night*	Foundation Booster Organization	Chipotle Mexican Grill, Habit Burger Grill, Panda Express, Pieology Pizzeria, Rubio's Coastal Grill
10/8/2020	6/4/2021	Oraze Elem	Robyn Snyder	ASB	Donations to Program	Associated Student Body	None
10/8/2020	6/4/2021	Valley Oak Elem	Jenny Jonas	PTC	Mother Son Dance	Parent Teacher Club	Albeezy Mobile DJ Services, Inc.
10/8/2020	6/4/2021	Valley Oak Elem	Jenny Jonas	PTC	Father Daughter Dance	Parent Teacher Club	Albeezy Mobile DJ Services, Inc.
10/12/2020	6/4/2021	Bud Rank Elem	Ryan Gettman	PTC	Online Scholastic Book Fair	Parent Teacher Club	Scholastic Book Fair
10/14/2020	6/4/2021	Gettysburg Elem	Brandy Atrat	PTC	Family Restaurant Night*	Parent Teacher Club	JoJo's Yogurt

**In compliance with Board Policy 8402*

Fundraiser Requests
Wednesday, October 7, 2020

10/26/2020	5/28/2021	Ft Washington Elem	Tiffany Petrissans	Library	Book Fair	Associated Student Body	ChildrensBookstore.com
11/1/2020	6/4/2021	CHS	Maureen Solomon	Tennis	Miscellaneous gift/catalog items sold*	Foundation Booster Organization	The Pie Company
5/1/2021	5/29/2021	BHS	Sascha Ludwig	Aquatics	Adult Dinners/Dance (i.e. BBQs, crab feasts)*	Foundation Booster Organization	Save Mart Supermarkets, Food 4 Less

**In compliance with Board Policy 8402*

CONTACT PERSON: Corrine Folmer

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Approve the Student Trip Requests, as submitted.

DISCUSSION:

Attached are the Student Trip Requests submitted for Board approval. If students do not return to onsite learning, the student trip requests will be cancelled.

FISCAL IMPACT/FUNDING SOURCE:

ATTACHMENTS:

Description	Upload Date	Type
Student Trip Requests	9/29/2020	Backup Material

REVISIONS:

Clovis Unified School District

Wednesday, October 7, 2020

Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69233	CCUR Clovis Academy Gymnastics	01/08/2021 12:00 PM	01/10/2021 11:00 PM	CCUR-NONE-BrdApp	Rancho Cordova, CA	10
Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69234	CCUR Clovis Academy Gymnastics	01/29/2021 12:00 PM	01/31/2021 11:00 PM	CCUR-NONE-BrdApp	San Mateo, CA	10
Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69243	CCUR Clovis Academy Gymnastics	01/29/2021 12:00 PM	01/31/2021 07:00 PM	CCUR-NONE-BrdApp	Visalia, CA	64
Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69235	CCUR Clovis Academy Gymnastics	02/26/2021 12:00 PM	02/28/2021 11:00 PM	CCUR-NONE-BrdApp	San Jose, CA	10
Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69236	CCUR Clovis Academy Gymnastics	02/26/2021 12:00 PM	02/28/2021 11:00 PM	CCUR-NONE-BrdApp	San Jose, CA	10
Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69244	CCUR Clovis Academy Gymnastics	02/26/2021 12:00 PM	02/28/2021 10:00 PM	CCUR-NONE-BrdApp	Concord, CA	64
Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69245	CCUR Clovis Academy Gymnastics	03/12/2021 12:00 PM	03/14/2021 10:00 PM	CCUR-NONE-BrdApp	Rancho Cordova, CA	64
Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69239	CCUR Clovis Academy Gymnastics	04/16/2021 09:00 AM	04/19/2021 09:00 PM	CCUR-NONE-BrdApp	Covina, CA	10
Trip ID	Trip Name	Start Time	Return Time	Account:	Destination	Passengers
69312	CHS Football	04/16/2021 12:00 PM	04/17/2021 11:00 PM	EDSV-PLAYOFF-SchoolBus- BrdApp	TBA - Play Offs	65

CONTACT PERSON: Corrine Folmer

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Approve the Voluntary Community Recreation Programs, as submitted

DISCUSSION:

The Clovis Community Sports and Recreation Department provides and operates noneducational, athletic and recreation programs and activities for the access and enjoyment of Clovis and surrounding communities. Such noneducational, recreational programs and activities are not part of the District's curricular, extracurricular, or co-curricular educational programs, and are entirely separate and distinct from the District's educational program. The Department's recreational offerings are available to all age-appropriate participants in Clovis, Fresno and surrounding communities, whether or not such participants are enrolled in the District's educational program, and students enrolled in the District's educational program are never required to participate in the Department's noneducational, recreational programs or activities.

The proposed costs listed below are to attend the camp/clinic and may not include additional items such as spirit packs, shirts, jerseys, etc. The additional items will be provided at cost with no profit for the program. All additional items will be specifically identified in the flyers to the community.

Clovis Community Sports and Recreation Department
Broncos Pep & Cheer Condition & Skill Camp
Clovis North High School
Date: October 12 – November 21, 2020
Grade: 7-12
Cost: \$35.00 per participant

Clovis Community Sports and Recreation Department
Girls Soccer November Camp
Clovis High School
Date: November 2 – 19, 2020
Grade: 9-12
Cost: \$35.00 per participant

FISCAL IMPACT/FUNDING SOURCE:

No fiscal impact.

REVISIONS:

CONTACT PERSON: Michael Johnston

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Ratify Purchase Orders, District Contracts, and Warrants numbered 619185 through 619715.

DISCUSSION:

District Administration recommends ratification of the Purchase Orders and District Contracts for the period of September 9, 2020-September 22, 2020, as well as the Warrant register for September 10, 2020-September 17, 2020. This information is available for review in the Purchasing and Accounting departments. Questions may be directed to the Business Services Department at 559-327-9127.

FISCAL IMPACT/FUNDING SOURCE:

ATTACHMENTS:

Description

Upload Date

Type

REVISIONS:

CONTACT PERSON: Michael Johnston

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Adopt the Notices of Completion, as submitted.

DISCUSSION:

Bid Number	Project/Site(s)	Company	DSA Number
2797	Clovis High School CTE – 2020	David A. Bush, Inc. 518 N. Redington Street Hanford, CA 93230	02-117065
2800-CM/MP	Pinedale Elementary School Modernization – 2020	David A. Bush, Inc. 518 N. Redington Street Hanford, CA 93230	02-117188
2800 PE-01	Pinedale Elementary School Modernization – 2020	CENCAL Services 3299 S. Cedar Ave. Fresno, CA 93725	02-117188
2800 PE-02	Pinedale Elementary School Modernization – 2020	Marko Construction Group Inc. 3675 E. Jensen Avenue Fresno, CA 93725	02-117188
2800 PE-03	Pinedale Elementary School Modernization – 2020	Meyers Constructors, Inc. PO Box 3628 Fresno, CA 93650	02-117188
2800 PE-04	Pinedale Elementary School Modernization – 2020	Tarltan & Son 3562 S. Elm Avenue Fresno, CA 93706	02-117188
2800 PE-05	Pinedale Elementary School Modernization – 2020	Western Building Materials Co. 4620 E. Olive Fresno, CA 93702	02-117188
2800 PE-06	Pinedale Elementary School Modernization – 2020	Marko Construction Group Inc. 3675 E. Jensen Avenue Fresno, CA 93725	02-117188
2800 PE-07	Pinedale Elementary School Modernization – 2020	JT2, Inc. dba Todd Companies P.O. Box 6820 Visalia, CA 93290	02-117188

FISCAL IMPACT/FUNDING SOURCE:

No fiscal impact.

REVISIONS:

CONTACT PERSON: Michael Johnston

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Approve the Change Orders, as submitted.

DISCUSSION:

ChangeOrder Number	Contract/BidNumber	Project Type	Site(s)	DSANumber
01-FINAL	2797	CTE Modernization - 2020	Clovis High School	02-117065
01-FINAL	2801/CWCTE-05	Modernization – 2020	Clovis West High School	02-117405
01	2801/CWCTE-07	Modernization – 2020	Clovis West High School	02-117405
03-FINAL	2801/CWCTE-03	Modernization – 2020	Clovis West High School	02-117405
03-FINAL	2801/CWCTE-06	Modernization – 2020	Clovis West High School	02-117405
01-FINAL	2801/CWCTE-09	Modernization – 2020	Clovis West High School	02-117405
03	2801/CWCTE-11	Modernization – 2020	Clovis West High School	02-117405

FISCAL IMPACT/FUNDING SOURCE:

As noted in the attachment.

ATTACHMENTS:

Description	Upload Date	Type
Change Orders	9/24/2020	Backup Material

REVISIONS:

Contract Change Order No. 01-FINAL

Project Clovis High School - CTE 2020

Date 9/23/2020

DSA FILE#/DSA AP# 10-H3/117065

Contract / Bid No. Contract No. 3200629 / Bid No. 2797

Page 1 of 1

CI No.	Description	Amount	Budget Code
0023	Underground Plumbing Changes	\$4,876.00	Unforeseen Condition

Description: Provide fire line vault extension and reroute 3" irrigation line.

Requested By: Architect. \$4,876.00 to be added to the contract.

Reason for Change: Unforeseen condition. Existing fire line was deeper than the industry standard and existing 3" irrigation line needed to be rerouted for fire line gate valve.

CI No.	Description	Amount	Budget Code
0024	Restroom Door Hardware Change	\$4,936.00	Unforeseen Condition

Description: Provide and install new exit device door hardware at Boys' and Girls' toilet rooms.

Requested By: District. \$4,936.00 to be added to the contract.

Reason for Change: Unforeseen condition. Existing structural hold down and plumbing waste line prohibited wall modification per plans, therefore door hardware had to be replaced to meet the door clearance requirements.

CI No.	Description	Amount	Budget Code
0025	Additional Site Demolition	\$8,906.00	Unforeseen Condition

Description: During excavation, unknown underground utilities were discovered that required additional concrete demolition, asbestos pipe wrap abatement and additional rebar for new concrete paving.

Requested By: Architect. \$8,906.00 to be added to the contract.

Reason for Change: Unforeseen condition. Additional demolition of concrete paving was required to expose underground utilities and abatement of asbestos pipe wrap; these underground utilities were in conflict with new concrete footings.

CI No.	Description	Amount	Budget Code
0026	Ceiling Patch for Fire Sprinkler Bracing	\$8,444.00	A&E Omission

Description: Provide all labor and material to patch the ceiling with gypsum board and glue on ceiling tiles at rooms #2 and #4 as required for fire sprinkler pipe bracing.

Requested By: Architect. \$8,444.00 to be added to the contract.

Reason for Change: A&E omission. The patching of the ceiling was not addressed in the construction documents.

Original Contract	\$1,002,000.00
Previous CCOs	\$0.00
This CCO	\$27,162.00
Total Contract	\$1,029,162.00

The revised contract amount is an increase of 2.71% from the original contract amount.

Contract Change Order No. 01-FINAL

Project Clovis West High School - CTE Diesel Mechanics 2020 **Date** 9/23/2020
DSA FILE#/DSA AP# 10-27/117405
Contract / Bid No. CWCTE-05 (Contract 3200588) Page 1 of 1

CI No.	Description	Amount	Budget Code
0094	Tape and Texture Panels	\$448.43	District Change

Description: Furnish labor and materials to tape & texture at electrical panels at D Line.

Requested by: District. \$448.434 to be added to the contract.

Reason for Change: District. The electrical panels were installed prior to the wall panels. Exposed wall finish to be taped and textured at this location.

Original Contract	\$380,700.00
Previous CCOs	\$0.00
This CCO	\$448.43
Total Contract	\$381,148.43

The revised contract amount is an increase of 0.12% from the original contract amount.

Contract Change Order No. 01

Project	Clovis West High School - CTE Diesel Mechanics 2020	Date 9/23/2020
DSA FILE#/DSA AP#	10-27/117405	
Contract / Bid No.	CWCTE-07 (Contract 3200591)	Page 1 of 1

CI No.	Description	Amount	Budget Code
0096	Roof Tie-in	\$2,162.00	Unforeseen Condition

Description: Furnish labor and materials for roof tie-in at existing auto shop building and new CTE building.

Requested By: Architect. \$2,162.00 to be added to the contract.

Reason for Change: Unforeseen Condition. Framing of the exiting auto-shop parapet was different than indicated on the District supplied as-built drawings.

Original Contract	\$222,777.00
Previous CCOs	\$0.00
This CCO	\$2,162.00
Total Contract	\$224,939.00

The revised contract amount is an increase of 0.97% from the original contract amount.

Contract Change Order No. 03-FINAL

Project Clovis West High School - CTE Diesel Mechanics 2020 **Date** 9/23/2020
DSA FILE#/DSA AP# 10-27/117405
Contract / Bid No. CWCTE-03 (Contract 3200587) Page 1 of 1

CI No.	Description	Amount	Budget Code
0098	Concrete for Box Cover	\$623.70	District Change

Description: Supply and install concrete collar for raised electrical vault cover at service yard.

Requested by: District. \$623.70 to be added to the contract.

Reason for Change: District Change. Existing electrical vault would not accept a typical extension ring needed to raised the vault to grade to allow for proper site drainage.

CI No.	Description	Amount	Budget Code
0105	Brick Veneer Expansion	\$2,398.68	Unforeseen Condition

Description: Saw cut brick veneer and install expansion joints at (7) locations.

Requested By: Architect. \$2,398.68 to be added to the contract.

Reason for Change: Unforeseen Condition. Vertical cracks in brick veneer began to occur from building expansion and contraction. Expansion joints were added to control and prevent future cracking.

CI No.	Description	Amount	Budget Code
0106	Install Dowels and Fiber Joint	\$1,324.76	District Change

Description: Provide and install rebar dowels and 1/2" fiber joint at existing concrete to new concrete locations.

Requested By: Architect. \$1,324.76 to be added to the contract.

Reason for Change: District Change. Rebar dowels to be installed to prevent settling of new concrete that can lead to possible trip hazards and breaking due to large vehicles.

CI No.	Description	Amount	Budget Code
0107	Repair Brick Veneer	\$353.71	Unforeseen Condition

Description: Cost to repair damage to the brick veneer.

Requested By: District. \$353.71 to be added to the contract.

Reason for Change: Unforeseen Condition. Brick veneer adjacent to the campus maintenance building was damaged and required repairs.

Original Contract	\$433,331.00
Previous CCOs	(\$464.62)
This CCO	\$4,700.85
Total Contract	\$437,567.23

The revised contract amount is an increase of 0.98% from the original contract amount.

Contract Change Order No. 03-FINAL

Project Clovis West High School - CTE Diesel Mechanics 2020 **Date** 9/23/2020
DSA FILE#/DSA AP# 10-27/117405
Contract / Bid No. CWCTE-06 (Contract 3200590) **Page 1 of 1**

CI No.	Description	Amount	Budget Code
0093	Additional Painting	\$897.60	District Change

Description: Additional cost for painting/prep work related to additional conduits serving district requested outlets.

Requested by: District. \$897.60 to be added to the contract.

Reason for Change: District. District requested additional outlets to meet District Standards, which required exposed conduits and additional painting.

CI No.	Description	Amount	Budget Code
0095	Upgrade Dryfall Paint	\$1,022.37	District Change

Description: Upgrade Dryfall paint to paint system to be applied directly to metal.

Requested by: District. \$1,022.37 to be added to the contract.

Reason for Change: District. District requested a change to the painting system to address future maintenance concerns.

CI No.	Description	Amount	Budget Code
0103	Paint Additional Exposed Conduit	\$1,941.06	Unforeseen Condition

Description: Cost to paint new conduit for Hunter equipment supplied by owner.

Requested By: District. \$1,941.06.00 to be added to the contract.

Reason for Change: Unforeseen Condition. New conduits were installed to provide power to Hunter supplied equipment that was not part of Hunter's original design requirements.

CI No.	Description	Amount	Budget Code
0108	Replace Ceiling Tiles Auto Shop	\$3,923.00	District Change

Description: Replace damaged ceiling tiles in Auto Shop building.

Requested By: District. \$3,923.00 to be added to the contract.

Reason for Change: District. Existing damaged ceiling tiles were removed and replaced to provide a uniformed appearance throughout the classroom and Auto Shop areas.

Original Contract	\$675,206.00
Previous CCOs	(\$30,951.68)
This CCO	\$7,784.03
Total Contract	\$652,038.35

The revised contract amount is a decrease of 3.43% from the original contract amount.

Contract Change Order No. 01-FINAL

Project Clovis West High School - CTE Diesel Mechanics 2020 **Date** 9/23/2020
DSA FILE#/DSA AP# 10-27/117405
Contract / Bid No. CWCTE-09 (Contract 3200592) **Page 1 of 1**

CI No.	Description	Amount	Budget Code
0109	Relocate Fire Sprinkler	\$880.00	Unforeseen Condition

Description: Labor and materials to install (2) 45 fittings to offset fire sprinkler point of connection (POC) to avoid conflict with fire main piping couplers.

Requested By: Civil Engineer. \$880.00 to be added to the contract.

Reason for Change: Unforeseen Condition. Indicated POC to fire main was at the coupling point. Offset required to avoid damaging this connection.

Original Contract	\$205,000.00
Previous CCOs	\$0.00
This CCO	\$880.00
Total Contract	\$205,880.00

The revised contract amount is an increase of 0.43% from the original contract amount.

Contract Change Order No. 03

Project Clovis West High School - CTE Diesel Mechanics 2020 **Date** 9/23/2020
DSA FILE#/DSA AP# 10-27/117405
Contract / Bid No. CWCTE-11 (Contract 3200594) Page 1 of 1

CI No.	Description	Amount	Budget Code
0099	Extra Time Cost	\$1,433.00	Unforeseen Condition

Description: Cost for overtime labor related to labor shortage due to Covid-19.

Requested By: Contractor. \$1,433.00 to be added to the contract.

Reason for Change: Unforeseen Condition. Overtime labor cost related to the shortage of labor due to Covid-19.

CI No.	Description	Amount	Budget Code
0102	Conduit for Hunter Equipment	\$5,271.00	Unforeseen Condition

Description: Cost to install new conduit and wire for Hunter brand equipment supplied by District.

Requested By: District. \$5,271.00 to be added to the contract.

Reason for Change: Unforeseen Condition. Additional power was required by Hunter during construction.

Original Contract	\$252,062.00
Previous CCOs	\$15,493.00
This CCO	\$6,704.00
Total Contract	\$274,259.00

The revised contract amount is an increase of 8.81% from the original contract amount.

CONTACT PERSON: Barry Jager

FOR INFORMATION:

FOR ACTION: October 7, 2020

RECOMMENDATION:

Approve the Provisional Internship Permit for the recommended teaching candidate, as submitted.

DISCUSSION:

The Provisional Internship Permit (PIP) is available when the employing agency knows that there will be a teacher vacancy yet is unable to recruit a suitable candidate. The expectations of the employer and the employee are higher since these individuals will be the teacher of record and should be on a credential track. The focus of the document is meeting subject matter competency. Once a candidate completes subject matter competency, the candidate can be employed on a document such as a District Internship Credential. Candidate requirements include the following: (1) Bachelor's degree or higher; (2) passage of the California Basic Educational Skills Test (CBEST); and (3) specific course work or experience, explained in detail on the Provisional Internship Permit information leaflet.

As required by the California Commission on Teacher Credentialing (CCTC), employing agencies offering employment to candidates on a Provisional Internship Permit are required to: (1) conduct a diligent search for a suitable credentialed teacher or qualified internship teacher; (2) provide the PIP holder with orientation, guidance, and assistance as specified in Title 5 Section 80026.5; (3) assist the PIP holder in developing a personalized plan (kept on file at the local level) through an agency-defined assessment leading to completion of subject matter competence; and (4) counsel the PIP holder to enroll in subject matter training. Clovis Unified School District administration hereby declares that a diligent search was conducted for suitable credentialed teachers or qualified internship teachers. Upon Board approval, District administration asserts that steps 2-4, as outlined above, will be completed.

School districts submitting Provisional Internship Permit requests must include verification that a notice of intent to employ the applicants in the identified positions was made public. The public notice must include the following information: (1) the name of the applicant(s); (2) the assignment in which the applicant(s) will be employed including subject(s), grade level(s), and school site; and (3) a statement that the applicant(s) will be employed on the basis of a Provisional Internship Permit. Clovis Unified intends to submit a Provisional Internship Permit request for the following teacher candidate, contingent upon administration and Board approval:

Name of Applicant	Assignment	Grade Level	School Site	Employment Status
Hannah Dybas	Resource Specialist	K-6	Sierra Vista Elementary	PIP (Education Specialist Special Education Mild/Moderate)

A Provisional Internship Permit shall be issued for one year and may not be renewed.

Lastly, public school districts must include a copy of the agenda item presented to the Governing Board of the District. The agenda item must be presented in a public meeting as an Action item and include the information above for each individual for whom the permit will be requested. The permit request must include a signed statement from the Superintendent, or designee, that the item was acted upon favorably. To assure that each permit request receives individual review and approval by the Governing Board, the agenda item may not be part of the Consent agenda.

This item is being presented directly for Action as the 2020-21 school year is currently underway.

FISCAL IMPACT/FUNDING SOURCE:

REVISIONS:

CONTACT PERSON: Michael Johnston

FOR INFORMATION: September 9, 2020 **FOR ACTION:** October 7, 2020

RECOMMENDATION:

Award Bid No. 2829 – CUSD Electric Bus Charging Improvements to Wild Electric in the amount of \$427,920.

DISCUSSION:

Bid No. 2829 – CUSD Electric Bus Charging Improvements. Three (3) bids were received and opened on September 22, 2020, as per attached bid tabulation.

FISCAL IMPACT/FUNDING SOURCE:

Project will be funded with a grant awarded by the San Joaquin Valley Air Pollution Control District in the amount of \$382,729. The balance of \$45,191 will be funded by the General Fund.

ATTACHMENTS:

Description	Upload Date	Type
Bid 2829 Tabulation	9/23/2020	Backup Material

REVISIONS:

BID 2829 - CUSD ELECTRIC BUS CHARGING IMPROVEMENTS**BID OPENS: 09/22/2020 AT 2:00 PM**

COMPANY	BOND/CC	SUB- CONTRACTORS	BASE BID	ADD ALT 1	ADD ALT 2 - LIBERTY PLUGINS SOFTWARE SOLUTION	ADD ALT 3 - SECOND YR OF ANNUAL SOFTWARE MAINTENANCE	TOTAL BID
Wild Electric	BB	Cencal	\$ 335,445.00	\$ 42,600.00	\$ 47,850.00	\$ 2,025.00	\$ 427,920.00
Valley Unique Electric	BB	Cencal	\$ 358,204.00	\$ 35,781.00	\$ 38,067.00	\$ 2,000.00	\$ 434,052.00
R & H Construction	BB	Kroeker, Tim R. Trull	\$ 413,305.00	\$ 27,200.00	\$ 51,600.00	\$ 1,595.00	\$ 493,700.00

CONTACT PERSON: Robyn Castillo

FOR INFORMATION: September 23, 2020 **FOR ACTION:** October 7, 2020

RECOMMENDATION:

Adopt Resolution No. 3782 authorizing the Superintendent or designee to certify compliance with Education Code Section 60119 - Sufficient Textbooks and Instructional Materials.

DISCUSSION:

In order to be eligible to receive instructional materials funds, the Governing Board of a district is required to hold an annual Public Hearing and adopt a resolution stating whether each pupil in the District has sufficient textbooks and instructional materials.

The Governing Board shall make a determination through a resolution to certify that each pupil in each school in the District has sufficient textbooks and instructional materials in math, science (including laboratory equipment for grades 9-12), history-social science, and English language arts, including English language development, that are aligned to the academic content standards and consistent with content and cycles of the curriculum framework adopted by the State Board of Education. This resolution certifies compliance with Education Code Section 60119.

FISCAL IMPACT/FUNDING SOURCE:

ATTACHMENTS:

Description	Upload Date	Type
Reso 3782	9/15/2020	Backup Material
Sufficiency of Textbooks Report	9/30/2020	Backup Material

REVISIONS:

**RESOLUTION NO. 3782
BEFORE THE GOVERNING BOARD
OF THE CLOVIS UNIFIED SCHOOL DISTRICT
FRESNO COUNTY, CALIFORNIA**

ANNUAL SUFFICIENCY OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS

WHEREAS, the Governing Board of Clovis Unified School District, in order to comply with the requirements of Education Code section 60119 will hold a public hearing on October 7, 2020, at 6:45 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours; and

WHEREAS, the Governing Board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing; and

WHEREAS, the Governing Board encouraged participation by parents, teachers, and members of the community in the public hearing; and

WHEREAS, information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the District; and

WHEREAS, the definition of "sufficient textbooks or instructional materials" indicates that each pupil has a textbook or instructional materials, or both, to use in class and to take home; and

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks; and

WHEREAS, sufficient textbooks or instructional material were provided to each pupil enrolled in foreign language or health classes; and

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive.

THEREFORE, BE IT RESOLVED that for the 2020-21 school year, the Clovis Unified School District has provided each pupil with sufficient textbooks and instructional materials

aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

THE FOREGOING RESOLUTION was adopted by the Governing Board of the Clovis Unified School District of Fresno County, State of California, at a meeting of said Board held on the 7th day of October, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Christopher Casado, President
Governing Board
Clovis Unified School District
Fresno County, California

I, Susan K. Hatmaker, Clerk of the Governing Board of the Clovis Unified School District, County of Fresno, State of California, do hereby certify that the foregoing is a true copy of the resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

Susan K. Hatmaker, Clerk
Governing Board
Clovis Unified School District
Fresno County, California

Clovis Unified School District

Sufficiency of Textbook Inventory



Governing Board Report
October 2020

Elementary

Clovis USD Enrollment and Textbook Verification / Williams Act Grades K-6 Math 2020-2021

School	TK/K	Txt Kits	Dif	1st	Txt	Dif	2nd	Txtbk	Dif	3rd	Txtbk	Dif	4th	Txtbk	Dif	5th	Txtbk	Dif	6th	Txtbk	Dif	School
Boris	4	4	0	96	96	0	72	72	0	81	81	0	67	67	0	75	75	0	58	58	0	Boris
Bud Rank	6	6	0	90	90	0	90	90	0	107	107	0	102	102	0	123	123	0	111	111	0	Bud Rank
Cedarwood	5	5	0	104	104	0	117	117	0	88	88	0	100	100	0	119	119	0	106	106	0	Cedarwood
Century	4	4	0	79	79	0	96	96	0	77	77	0	74	74	0	96	96	0	80	80	0	Century
Clovis Comm. Day	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	Clovis Comm. Day
Clovis Elem.	5	5	0	99	99	0	93	93	0	89	89	0	71	71	0	97	97	0	97	97	0	Clovis Elem.
Cole	5	5	0	92	92	0	89	89	0	108	108	0	87	87	0	97	97	0	78	78	0	Cole
Copper Hills	5	5	0	79	79	0	88	88	0	81	81	0	104	104	0	80	80	0	97	97	0	Copper Hills
Cox	4	4	0	97	97	0	93	93	0	90	90	0	81	81	0	73	73	0	110	110	0	Cox
Dry Creek	7	7	0	119	119	0	121	121	0	123	123	0	141	141	0	119	119	0	127	127	0	Dry Creek
Fancher Creek	5	5	0	94	94	0	96	96	0	99	99	0	108	108	0	108	108	0	123	123	0	Fancher Creek
Ft. Washington	4	4	0	90	90	0	72	72	0	76	76	0	80	80	0	77	77	0	84	84	0	Ft. Washington
Freedom	5	5	0	87	87	0	95	95	0	105	105	0	96	96	0	107	107	0	97	97	0	Freedom
Fugman	5	5	0	98	98	0	113	113	0	88	88	0	138	138	0	134	134	0	116	116	0	Fugman
Garfield	5	5	0	71	71	0	91	91	0	82	82	0	91	91	0	105	105	0	99	99	0	Garfield
Gettysburg	5	5	0	94	94	0	90	90	0	118	118	0	97	97	0	77	77	0	73	73	0	Gettysburg
Jefferson	5	5	0	80	80	0	80	80	0	89	89	0	105	105	0	85	85	0	96	96	0	Jefferson
Liberty	4	4	0	78	78	0	92	92	0	71	71	0	96	96	0	90	90	0	72	72	0	Liberty
Lincoln	5	5	0	86	86	0	74	74	0	83	83	0	102	102	0	98	98	0	96	96	0	Lincoln
Maple Creek	4	4	0	45	45	0	72	72	0	70	70	0	91	91	0	77	77	0	100	100	0	Maple Creek
Miramonte	6	6	0	81	81	0	71	71	0	81	81	0	71	71	0	94	94	0	87	87	0	Miramonte
Mountain View	4	4	0	91	91	0	85	85	0	87	87	0	88	88	0	81	81	0	77	77	0	Mountain View
Nelson	4	4	0	65	65	0	60	60	0	74	74	0	66	66	0	64	64	0	65	65	0	Nelson
Oraze	8	8	0	114	114	0	111	111	0	118	118	0	125	125	0	131	131	0	120	120	0	Oraze
Pinedale	4	4	0	63	63	0	60	60	0	77	77	0	75	75	0	66	66	0	71	71	0	Pinedale
Reagan	6	6	0	85	85	0	112	112	0	99	99	0	90	90	0	96	96	0	128	128	0	Reagan Elem.
Red Bank	6	6	0	107	107	0	114	114	0	107	107	0	105	105	0	107	107	0	109	109	0	Red Bank
Riverview	4	4	0	90	90	0	88	88	0	89	89	0	93	93	0	112	112	0	113	113	0	Riverview
Sierra Vista	4	4	0	76	76	0	75	75	0	72	72	0	67	67	0	81	81	0	62	62	0	Sierra Vista
Tarpey	4	4	0	111	111	0	97	97	0	97	97	0	101	101	0	86	86	0	98	98	0	Tarpey
Temp.-Kutner	4	4	0	84	84	0	83	83	0	85	85	0	86	86	0	85	85	0	101	101	0	Temp.-Kutner
Valley Oak	4	4	0	66	66	0	61	61	0	71	71	0	65	65	0	65	65	0	61	61	0	Valley Oak
Weldon	4	4	0	85	85	0	87	87	0	93	93	0	80	80	0	84	84	0	82	82	0	Weldon
Woods	5	5	0	90	90	0	100	100	0	90	90	0	106	106	0	105	105	0	107	107	0	Woods
Young	6	6	0	81	81	0	82	82	0	81	81	0	99	99	0	71	71	0	43	43	0	Young
District Campus			0			0			0			0			0			0			0	District Campus
TOTALS			0			0			0			0			0			0			0	TOTAL

*Grades 1-6: Each count represents student book sets

Clovis USD Enrollment and Textbook Verification / Williams Act Grades K-6 Reading 2020-2021

School	TK/K	Txtbk	Dif	1st	Txtbk	Dif	2nd	Txtbk	Dif	3rd	Txtbk	Dif	4th	Txtbk	Dif	5th	Txtbk	Dif	6th	Txtbk	Dif	School
Boris	90	90	0	96	96	0	72	72	0	81	81	0	67	67	0	75	75	0	58	58	0	Boris
Bud Rank	102	102	0	90	90	0	90	90	0	107	107	0	102	102	0	123	123	0	111	111	0	Bud Rank
Cedarwood	99	99	0	104	104	0	117	117	0	88	88	0	100	100	0	119	119	0	106	106	0	Cedarwood
Century	82	82	0	79	79	0	96	96	0	77	77	0	74	74	0	96	96	0	80	80	0	Century
Clovis Comm. Day	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	Clovis Comm. Day
Clovis Elem.	96	96	0	99	99	0	93	93	0	89	89	0	71	71	0	97	97	0	97	97	0	Clovis Elem.
Cole	108	108	0	92	92	0	89	89	0	108	108	0	87	87	0	97	97	0	78	78	0	Cole
Copper Hills	95	95	0	79	79	0	88	88	0	81	81	0	104	104	0	80	80	0	97	97	0	Copper Hills
Dry Creek	144	144	0	97	97	0	93	93	0	90	90	0	81	81	0	73	73	0	110	110	0	Dry Creek
Fancher Creek	105	105	0	119	119	0	121	121	0	123	123	0	141	141	0	119	119	0	127	127	0	Fancher Creek
Ft. Washington	85	85	0	94	94	0	96	96	0	99	99	0	108	108	0	108	108	0	123	123	0	Ft. Washington
Freedom	88	88	0	90	90	0	72	72	0	76	76	0	80	80	0	77	77	0	84	84	0	Freedom
Fugman	103	103	0	87	87	0	95	95	0	105	105	0	96	96	0	107	107	0	97	97	0	Fugman
Garfield	90	90	0	98	98	0	113	113	0	88	88	0	138	138	0	134	134	0	116	116	0	Garfield
Gettysburg	102	102	0	71	71	0	91	91	0	82	82	0	91	91	0	105	105	0	99	99	0	Gettysburg
Jefferson	93	93	0	94	94	0	90	90	0	118	118	0	97	97	0	77	77	0	73	73	0	Jefferson
Liberty	87	87	0	80	80	0	80	80	0	89	89	0	105	105	0	85	85	0	96	96	0	Liberty
Lincoln	114	114	0	78	78	0	92	92	0	71	71	0	96	96	0	90	90	0	72	72	0	Lincoln
Maple Creek	78	78	0	86	86	0	74	74	0	83	83	0	102	102	0	98	98	0	96	96	0	Maple Creek
Mickey Cox	91	91	0	45	45	0	72	72	0	70	70	0	91	91	0	77	77	0	100	100	0	Mickey Cox
Miramonte	94	94	0	81	81	0	71	71	0	81	81	0	71	71	0	94	94	0	87	87	0	Miramonte
Mountain View	94	94	0	91	91	0	85	85	0	87	87	0	88	88	0	81	81	0	77	77	0	Mountain View
Nelson	75	75	0	65	65	0	60	60	0	74	74	0	66	66	0	64	64	0	65	65	0	Nelson
Oraze	118	118	0	114	114	0	111	111	0	118	118	0	125	125	0	131	131	0	120	120	0	Oraze
Pinedale	73	73	0	63	63	0	60	60	0	77	77	0	75	75	0	66	66	0	71	71	0	Pinedale
Reagan	90	90	0	85	85	0	112	112	0	99	99	0	90	90	0	96	96	0	128	128	0	Reagan Elem.
Red Bank	125	125	0	107	107	0	114	114	0	107	107	0	105	105	0	107	107	0	109	109	0	Red Bank
Riverview	76	76	0	90	90	0	88	88	0	89	89	0	93	93	0	112	112	0	113	113	0	Riverview
Sierra Vista	85	85	0	76	76	0	75	75	0	72	72	0	67	67	0	81	81	0	62	62	0	Sierra Vista
Tarpey	86	86	0	111	111	0	97	97	0	97	97	0	101	101	0	86	86	0	98	98	0	Tarpey
Temp.-Kutner	88	88	0	84	84	0	83	83	0	85	85	0	86	86	0	85	85	0	101	101	0	Temp.-Kutner
Valley Oak	72	72	0	66	66	0	61	61	0	71	71	0	65	65	0	65	65	0	61	61	0	Valley Oak
Weldon	89	89	0	85	85	0	87	87	0	93	93	0	80	80	0	84	84	0	82	82	0	Weldon
Woods	88	88	0	90	90	0	100	100	0	90	90	0	106	106	0	105	105	0	107	107	0	Woods
Young	91	91	0	81	81	0	82	82	0	81	81	0	99	99	0	71	71	0	43	43	0	Young
TOTALS			0			0			0			0			0			0			0	TOTAL

*Grades K-5: Each count represents 10 student books

Clovis USD Enrollment and Textbook Verification / Williams Act Grades K-6 Social Science 2020-2021

School	TK/K	Txt Kits	Dif	1st	Txt Kits	Dif	2nd	Txtbk	Dif	3rd	Txtbk	Dif	4th	Txtbk	Dif	5th	Txtbk	Dif	6th	Txtbk	Dif	School
Boris	4	4	0	4	4	0	72	105	33	81	106	25	67	67	0	75	80	5	58	73	15	Boris
Bud Rank	6	6	0	5	5	0	90	111	21	107	125	18	102	124	22	123	130	7	111	146	35	Bud Rank
Cedarwood	5	5	0	5	5	0	117	118	1	88	116	28	100	113	13	119	119	0	106	110	4	Cedarwood
Century	4	4	0	4	4	0	96	106	10	77	86	9	74	91	17	96	96	0	80	80	0	Century
Clovis Comm. Day	0	0	0	0	0	0	0	11	11	0	14	14	1	43	42	0	32	32	0	30	30	Clovis Comm. Day
Clovis Elem.	5	5	0	5	5	0	93	97	4	89	89	0	71	113	42	97	103	6	97	112	15	Clovis Elem.
Cole	5	5	0	5	5	0	89	96	7	108	108	0	87	87	0	97	97	0	78	111	33	Cole
Copper Hills	5	5	0	5	5	0	88	99	11	81	84	3	104	104	0	80	80	0	97	97	0	Copper Hills
Cox	4	4	0	5	5	0	93	103	10	90	111	21	81	86	5	73	110	37	110	110	0	Cox
Dry Creek	7	7	0	6	6	0	121	134	13	123	135	12	141	141	0	119	136	17	127	137	10	Dry Creek
Fancher Creek	5	5	0	5	5	0	96	128	32	99	112	13	108	118	10	108	129	21	123	123	0	Fancher Creek
Ft. Washington	4	4	0	6	6	0	72	86	14	76	80	4	80	89	9	77	104	27	84	118	34	Ft. Washington
Freedom	5	5	0	5	5	0	95	115	20	105	117	12	96	114	18	107	107	0	97	118	21	Freedom
Fugman	5	5	0	4	4	0	113	113	0	88	139	51	138	138	0	134	134	0	116	129	13	Fugman
Garfield	5	5	0	5	5	0	91	92	1	82	94	12	91	96	5	105	115	10	99	99	0	Garfield
Gettysburg	5	5	0	4	4	0	90	92	2	118	128	10	97	97	0	77	97	20	73	78	5	Gettysburg
Jefferson	5	5	0	5	5	0	80	82	2	89	116	27	105	106	1	85	99	14	96	126	30	Jefferson
Liberty	4	4	0	5	5	0	92	94	2	71	86	15	96	96	0	90	90	0	72	95	23	Liberty
Lincoln	5	5	0	4	4	0	74	105	31	83	112	29	102	108	6	98	98	0	96	96	0	Lincoln
Maple Creek	4	4	0	3	3	0	72	95	23	70	115	45	91	91	0	77	87	10	100	126	26	Maple Creek
Miramonte	6	6	0	4	4	0	71	89	18	81	81	0	71	80	9	94	98	4	87	87	0	Miramonte
Mountain View	4	4	0	4	4	0	85	86	1	87	117	30	88	108	20	81	113	32	77	119	42	Mountain View
Nelson	4	4	0	4	4	0	60	75	15	74	75	1	66	74	8	64	84	20	65	98	33	Nelson
Oraze	8	8	0	5	5	0	111	148	37	118	129	11	125	159	34	131	131	0	120	125	5	Oraze
Pinedale	4	4	0	4	4	0	60	72	12	77	78	1	75	77	2	66	77	11	71	83	12	Pinedale
Reagan	6	6	0	5	5	0	112	113	1	99	101	2	90	118	28	96	122	26	128	143	15	Reagan Elem.
Red Bank	6	6	0	5	5	0	114	123	9	107	114	7	105	105	0	107	110	3	109	111	2	Red Bank
Riverview	4	4	0	4	4	0	88	103	15	89	109	20	93	93	0	112	112	0	113	113	0	Riverview
Sierra Vista	4	4	0	4	4	0	75	76	1	72	75	3	67	77	10	81	81	0	62	62	0	Sierra Vista
Tarpey	4	4	0	5	5	0	97	106	9	97	116	19	101	104	3	86	123	37	98	113	15	Tarpey
Temp.-Kutner	4	4	0	4	4	0	83	97	14	85	90	5	86	95	9	85	108	23	101	113	12	Temp.-Kutner
Valley Oak	4	4	0	4	4	0	61	64	3	71	71	0	65	65	0	65	80	15	61	87	26	Valley Oak
Weldon	4	4	0	4	4	0	87	96	9	93	94	1	80	100	20	84	84	0	82	97	15	Weldon
Woods	5	5	0	5	5	0	100	105	5	90	100	10	106	111	5	105	109	4	107	110	3	Woods
Young	6	6	0	4	4	0	82	83	1	81	81	0	99	99	0	71	85	14	43	43	0	Young
TOTALS			0			0			365			433			338			390			459	TOTAL

Clovis USD Enrollment and Textbook Verification / Williams Act Grades K-6 Science 2020-2021

School	TK/K	Txt Kits	Dif	1st	Txt Kits	Dif	2nd	Txtbk	Dif	3rd	Txtbk	Dif	4th	Txtbk	Dif	5th	Txtbk	Dif	6th	Txtbk	Dif	School
Boris	4	4	0	4	4	0	72	72	0	81	118	37	67	90	23	75	83	8	58	70	12	Boris
Bud Rank	6	6	0	5	5	0	90	90	0	107	122	15	102	112	10	123	123	0	111	134	23	Bud Rank
Cedarwood	5	5	0	5	5	0	117	117	0	88	119	31	100	116	16	119	119	0	106	112	6	Cedarwood
Century	4	4	0	4	4	0	96	107	11	77	85	8	74	98	24	96	96	0	80	115	35	Century
Clovis Comm. Day	0	0	0	0	0	0	0	6	6	0	14	14	1	32	31	0	30	30	0	28	28	Clovis Comm. Day
Clovis Elem.	5	5	0	5	5	0	93	93	0	89	89	0	71	97	26	97	103	6	97	115	18	Clovis Elem.
Cole	5	5	0	5	5	0	89	89	0	108	108	0	87	87	0	97	97	0	78	84	6	Cole
Copper Hills	5	5	0	5	5	0	88	100	12	81	84	3	104	104	0	80	101	21	97	98	1	Copper Hills
Cox	4	4	0	5	5	0	93	106	13	90	110	20	81	85	4	73	115	42	110	117	7	Cox
Dry Creek	7	7	0	6	6	0	121	134	13	123	136	13	141	147	6	119	138	19	127	141	14	Dry Creek
Fancher Creek	5	5	0	5	5	0	96	96	0	99	115	16	108	128	20	108	109	1	123	148	25	Fancher Creek
Ft. Washington	4	4	0	6	6	0	72	84	12	76	92	16	80	86	6	77	104	27	84	107	23	Ft. Washington
Freedom	5	5	0	5	5	0	95	104	9	105	119	14	96	97	1	107	108	1	97	97	0	Freedom
Fugman	5	5	0	4	4	0	113	113	0	88	122	34	138	138	0	134	134	0	116	136	20	Fugman
Garfield	5	5	0	5	5	0	91	91	0	82	98	16	91	95	4	105	119	14	99	111	12	Garfield
Gettysburg	5	5	0	4	4	0	90	97	7	118	123	5	97	97	0	77	77	0	73	73	0	Gettysburg
Jefferson	5	5	0	5	5	0	80	81	1	89	115	26	105	188	83	85	114	29	96	98	2	Jefferson
Liberty	4	4	0	5	5	0	92	94	2	71	91	20	96	96	0	90	90	0	72	97	25	Liberty
Lincoln	5	5	0	4	4	0	74	74	0	83	112	29	102	108	6	98	98	0	96	103	7	Lincoln
Maple Creek	4	4	0	3	3	0	72	90	18	70	116	46	91	108	17	77	77	0	100	121	21	Maple Creek
Miramonte	6	6	0	4	4	0	71	90	19	81	81	0	71	77	6	94	98	4	87	90	3	Miramonte
Mountain View	4	4	0	4	4	0	85	111	26	87	113	26	88	112	24	81	115	34	77	77	0	Mountain View
Nelson	4	4	0	4	4	0	60	75	15	74	74	0	66	74	8	64	85	21	65	94	29	Nelson
Oraze	8	8	0	5	5	0	111	148	37	118	139	21	125	159	34	131	131	0	120	125	5	Oraze
Pinedale	4	4	0	4	4	0	60	73	13	77	81	4	75	78	3	66	78	12	71	81	10	Pinedale
Reagan Elem.	6	6	0	5	5	0	112	112	0	99	99	0	90	132	42	96	99	3	128	138	10	Reagan Elem.
Red Bank	6	6	0	5	5	0	114	128	14	107	115	8	105	112	7	107	119	12	109	109	0	Red Bank
Riverview	4	4	0	4	4	0	88	88	0	89	111	22	93	108	15	112	112	0	113	131	18	Riverview
Sierra Vista	4	4	0	4	4	0	75	80	5	72	72	0	67	67	0	81	81	0	62	75	13	Sierra Vista
Tarpey	4	4	0	5	5	0	97	107	10	97	114	17	101	101	0	86	86	0	98	112	14	Tarpey
Temp.-Kutner	4	4	0	4	4	0	83	103	20	85	94	9	86	98	12	85	103	18	101	115	14	Temp.-Kutner
Valley Oak	4	4	0	4	4	0	61	61	0	71	71	0	65	67	2	65	67	2	61	88	27	Valley Oak
Weldon	4	4	0	4	4	0	87	98	11	93	93	0	80	93	13	84	84	0	82	103	21	Weldon
Woods	5	5	0	5	5	0	100	117	17	90	90	0	106	106	0	105	107	2	107	111	4	Woods
Young	6	6	0	4	4	0	82	101	19	81	84	3	99	102	3	71	85	14	43	43	0	Young
TOTALS			0			0			310			436			423			312			441	TOTAL

Intermediate

Clovis USD Enrollment and Textbook Verification / Williams Act Grades 7-8 / 2020-2021

Course Title/ Textbook Title	Publisher/ Copyright	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	District Wide Extras
		Alta Sierra		Clark		Granite Ridge		Kastner		Reyburn		Alt. Ed.		Dist. Totals		
AB Language 7		679	679	775	775	596	596	602	602	745	745	14	14	3,411	3,411	0
StudySync	McGraw-Hill 2017															
AB Language 8		750	750	725	725	646	646	575	575	758	758	52	52	3,506	3,506	0
StudySync	McGraw-Hill 2017															
AB History World 7		815	678	897	756	678	585	820	556	822	745	45	14	4,077	3,334	743
Discovering Our Past	Glencoe, 2006															
AB History US 8		836	751	847	725	733	641	788	547	808	648	81	52	4,093	3,364	729
US History: Independence - 1914	Holt, 2007															
Math 7		691	508	706	656	395	378	528	491	741	646	15	13	3,076	2,692	384
Illustrative Mathematics Course 2	McGraw-Hill 2017															
Advanced Math 7		214	167	123	119	302	218	185	112	143	99	82	-	967	715	252
Glencoe Math Accelerated	McGraw-Hill 2014															
Math 8		633	603	709	626	452	392	571	473	667	636	55	51	3,087	2,781	306
Illustrative Mathematics Course 3	McGraw-Hill 2017															
Advanced Math 8		190	149	131	99	281	247	113	102	180	122	-	-	895	719	176
Core Connections Integrated 1	CPM 2014															
Science 7/Health Science		707	559	842	776	629	457	687	605	810	579	31		3,706	2,976	730
Stemscopes	Accelerate Learning 2018															
Science 8		794	597	801	726	718	503	628	575	836	578	61		3,838	2,979	859
Stemscopes	Accelerate Learning 2018															

- Course not offered at school site

High School

Clovis USD Enrollment and Textbook Verification / 2020-2021 / High School / English/Language Arts

Course Title/Textbook Title	Publisher/ Copyright	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	District Wide Extras
		Buchanan		Clovis East		Clovis High		Clovis North		Clovis West		Alt. Ed.		Dist. Totals		
English 9/9H		772	679	789	741	849	761	686	648	586	584	65	1	3,747	3,414	333
California Collections 9	Houghton Mifflin, 2017															
English 10/10H		788	580	648	427	754	691	691	564	491	433	137	33	3,509	2,728	781
California Collections 10	Houghton Mifflin, 2017															
English 11/11H		666	398	537	528	744	434	533	402	552	233	173	61	3,205	2,056	1,149
California Collections 11	Houghton Mifflin, 2017															
English 12/12H & ERWC		448	416	552	545	579	572	450	441	409	394	149	122	2,587	2,490	97
California Collections 12	Houghton Mifflin, 2017															
Concise St. Martin's Guide to Writing	Bedford, 2015															
Writing from Sources	BFW, 2016															
Contemp Issues in Lit. (Sem)/Bible as Lit. (Sem)		131	115	109	109	104	71	75	58	105	25	-	-	524	378	146
Holy Bible	2006															
Bible and It's Influence	BLP Pub, 2006															
AP Language Composition		161	98	157	131	79	76	138	133	254	253	2	-	791	691	100
Language of Composition	Bedford 2008															
AP Literature		100	64	95	40	84	45	86	78	159	67	-	-	524	294	230
Intro to Reading and Writing	Prentice Hall, 2004															
Sound & Sense	Wadsworth 2012															

- Course not offered at school site

Clovis USD Enrollment and Textbook Verification / 2020-2021 / High School / Mathematics

Course Title/Textbook Title	Publisher/Copyright	<i>Texts in Inventory</i>	<i>Students Enrolled</i>	<i>Texts in Inventory</i>	<i>Students Enrolled</i>	<i>Texts in Inventory</i>	<i>Students Enrolled</i>	<i>Texts in Inventory</i>	<i>Students Enrolled</i>	<i>Texts in Inventory</i>	<i>Students Enrolled</i>	<i>Texts in Inventory</i>	<i>Students Enrolled</i>	<i>Texts in Inventory</i>	<i>Students Enrolled</i>	<i>District Wide Extras</i>
		Buchanan		Clovis East		Clovis High		Clovis North		Clovis West		Alt. Ed.		Dist. Totals		
Foundations of Math 2		41	35	91	41	109	99	109	37	79	53	166	100	529	365	164
Math 2 Workbook	Pearson, 2014															
Math 1		690	601	906	669	839	776	571	487	754	608	107	66	3,867	3,207	660
Core Connections Integrated 1	CPM 2014															
Math 2 & Honors Math 2		554	504	728	678	807	757	653	603	483	433	25	3	3,250	2,978	272
Integrated Math 2 Workbook	Pearson, 2014															
Math 3 & Honors Math 3		614	564	613	563	663	613	616	566	498	448	-	-	3,004	2,754	250
Integrated Math 3 Workbook	Pearson, 2014															
Advanced Math		366	155	200	132	173	73	327	119	253	130	-	-	1,319	609	710
Pre-Calculus with Limits	Cengage, 2012															
Calculus & Differential (AP)		236	184	139	79	175	158	228	190	218	69	-	-	996	680	316
Calculus of a Single Variable	McDougal Littell 2006															
Elements of Calculus	Addison Wesley 1998															
Calculus	Scott-Foresman 1999															
Calculus	Houghton Mifflin 2002															
AP Stats/Stats & Prob		236	171	331	288	182	182	363	334	231	138	-	-	1,343	1,113	230
Elementary Statistics, 9th ed.	Thompson, 2004															
Elementary Statistics	McGraw Hill, 2004															
Stats Modeling the World	Bock 2007															
Practice of Statistics	Freeman 2003															
Intro to Practice of Statistics	Freeman 2008															

- Course not offered at school site

Clovis USD Enrollment and Textbook Verification / 2020-2021 / High School / Science

Course Title/Textbook Title	Publisher/Copyright	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	District Wide Extras
		Buchanan		Clovis East		Clovis High		Clovis North		Clovis West		Alt. Ed.		Dist. Totals		
Anatomy & Phys AB & AP		201	133	275	160	163	155	163	153	147	145		-	949	746	203
Hole's Human Anatomy & Phys	Glencoe, 2007															
Human Anatomy & Phys, 5th ed	Pearson, 2007															
Human Anatomy & Phys, 5th ed	Pearson, 2001															
Anatomy & Physiology	McGraw Hill, 2000															
Anatomy & Physiology	Mosby, 1999															
Biology AB (Reg and H)		1,044	647	900	638	971	738	763	609	680	506	218	42	4,576	3,180	1,396
Biology	Prentice Hall, 2007															
Modern Biology - H	Holt, 2006															
Biology, Dynamics of Life	Glencoe, 2005															
AP Biology AB		204	134	82	72	103	76	152	145	71	39	-	-	612	466	146
Biology	Pearson, 2017															
Chemistry AB (Reg and H)		624	434	693	520	777	620	638	443	475	414	41	-	3,248	2,431	817
Chemistry	Prentice Hall, 2007															
Modern Chemistry - H	Holt, 2006															
Chemistry AB (AP)		41	32	48	22	42	25	92	68	57	37	-	-	280	184	96
Molecular Approach	Prentice Hall, 2017															
Chemistry-Zumdahl	Houghton Mifflin, 2007															
Environmental Science & AP		174	174	168	29	148	145	240	175	185	127	6	-	921	650	271
Environmental Science (AP)	McGraw Hill, 2005															
Living in the Environment	Wadsworth, 1998															
Environment Science	Peoples 2009															
Physics AB		107	66	255	248	122	84	120	60	91	55	-	-	695	513	182
Physics: Principles & Problems	Glencoe, 2005															
Physics: Principles & Problems	Glencoe, 2002															
AP Physics 1 & C		208	50	64	8	85	19	173	45	27	12	-	-	557	134	423
Physics for Scientists & Engineers	Thompson-Wiley,															
Physics	Prentice Hall, 1997															
Principals with Applications	Giancoli 2013															
Science 1 AB		377	18	339	36	447	3	403	3	320	11	254	-	2,140	71	2,069
Earth Science	Prentice Hall, 2006															
Science 2 AB		634	12	3	2	115	32	663	5	680	33	218	-	2,313	84	2,229
Biology	Prentice Hall, 2007															
Zoology AB		34	24	80	51	20	15	25	16	75	30	-	-	234	136	98
Biology of Animals	William Brown Pub,															
Biology of Animals	McGraw 1998															

- Course not offered at school site

Clovis USD Enrollment and Textbook Verification / 2020-2021 / High School / History/Social Science

Course Title/Textbook Title	Publisher / Copyright	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	District Wide Extras
		Buchanan		Clovis East		Clovis High		Clovis North		Clovis West		Alt. Ed.		Dist. Totals		
Government - Semester		312	261	296	279	295	284	285	223	213	140	61	58	1,462	1,245	217
Principles of American Democracy	McGraw-Hill, 2019															
AP Government - Semester		110	96	36	26	109	59	204	143	146	73	-	-	605	397	208
Gov in America, 17th Ed	Pearson, 2018															
AP U.S. History		155	101	148	119	100	57	207	164	122	54	-	-	732	495	237
American Pageant, 12th ed	McDougal Littell 2002															
Give Me Liberty	Norton 2013															
Economics - Semester		253	188	246	229	298	284	237	162	234	121	56	55	1,324	1,039	285
Principles of Economics	McGraw-Hill, 2019															
AP Economics - Semester		85	76	37	18	-	-	139	100	127	81	-	-	388	275	113
Krugman's Economics	BFW, 2019															
AP European History		-	-	65	42	135	120	-	-	44	13	-	-	244	175	69
History of Western Society, 5th Ed.	Houghton Mifflin, 1995															
AP Human Geography		-	-	-	-	35	24	136	127	119	82	-	-	290	233	57
Cultural Landscape	Pearson, 2020															
U.S. History AB		717	516	462	451	661	526	454	445	453	401	95	85	2,842	2,424	418
United States History and Geography	McGraw-Hill, 2019															
World History AB		485	430	492	482	583	518	363	339	410	333	50	46	2,383	2,148	235
World History, Culture, & Geography	McGraw-Hill, 2019															
AP World History		178	140	121	102	110	-	180	154	102	48	-	-	691	444	247
Traditions and Encounters	McGraw-Hill, 2011															
AP Psychology		171	140	85	37	158	93	218	188	63	61	-	-	695	519	176
Introduction to Psychology - AP	Wadsworth, 2008															
Introduction to Psychology - AP	Wadsworth, 2010															
Psych (sem)/Soc (sem)		184	94	115	69	100	56	214	100	224	51	-	-	837	370	467
Psychology, An Introduction	Prentice Hall, 1996															
Psychology, Principles in Practice	Holt, 1998															
Understanding Psychology	Glencoe, 2003															
Sociology and You	Glencoe, 2003															
Sociology	Holt, 1995															
Health		381	284	295	293	415	331	186	159	354	187	179	-	1,810	1,254	556
Lifetime Health	Holt 2004															

- Course not offered at school site

Clovis USD Enrollment and Textbook Verification / 2020-2021 / High School / Foreign Language

Course Title/Textbook Title	Publisher/ Copyright	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	Texts in Inventory	Students Enrolled	District Wide Extras
		Buchanan		Clovis East		Clovis High		Clovis North		Clovis West		Alt. Ed.		Dist. Totals		Dist. Extras
Spanish 1		494	440	562	498	485	461	504	426	403	381	23	5	2,471	2,211	260
Avancemos 1	McDougal Littell, 2007															
Spanish 2		448	417	473	450	460	420	478	454	420	312	13	-	2,292	2,053	239
Avancemos 2	Holt/McDougal 2010															
Spanish 3, 4, AP		202	103	176	121	212	111	152	91	216	158	2	-	960	584	376
Avancemos 3	Holt/McDougal 2010															
Temas	Vista 2012															
German 1		-	-	-	-	95	67	-	-	-	-	-	-	95	67	28
Komm Mitt	Holt, 2000															
Auf Deutsch Eins	McDougal Littell, 2001															
German 2		40	15	-	-	79	73	-	-	-	-	-	-	119	88	31
Komm Mitt 2	Holt, 2000															
Auf Deutsch Zwei	McDougal Littell, 2001															
German 3, 4, AP		15	8	-	-	25	5	-	-	-	-	-	-	40	13	27
Komm Mitt 3	Holt, 2000															
Auf Deutsch Drei	McDougal Littell, 2001															
French 1		127	77	60	51	80	59	121	78	116	84	-	-	504	349	155
French Bleu	McDougal Littell, 2001															
Discovering French 1	McDougal Littell, 2001															
Discovering French 1	Heath, 1993															
French Reader	Glencoe 2003															
French 2		112	45	60	48	66	56	112	72	88	47	-	-	438	268	170
French Blanc	McDougal Littell, 2001															
Discovering French 2	McDougal Littell, 2001															
Discovering French 2	Heath, 1997															
French 3		63	45	88	26	36	30	58	54	49	44	-	-	294	199	95
Discovering French Rouge	McDougal Littell, 2001															
Discovering French 3	Heath 1997															
Discovering French Rouge	McDougal Littell, 1998															
French 4 & AP		-	-	33	18	-	-	26	2	6	5	-	-	65	25	40
Tresor du temps	Glencoe, 2005															
AP French	Scott Foresman 1998															
Hmong 1		49	21	176	67	42	35	-	-	-	-	-	-	267	123	144
Basic Hmong, Book 1	Avante, 2001															
Hmong 2, 3		82	11	233	76	37	36	-	-	-	-	-	-	352	123	229
Basic Hmong, Book 2	Avante, 2001															
Sign Language 1		41	27	-	-	-	-	-	-	-	-	-	-	41	27	14
American Sign Language, Basic	TJ Publishers, 1986															
Chinese 1		50	6	-	-	-	-	-	-	40	19	-	-	90	25	65
Chinese for Youth 1	Far East Books, 2006															
Chinese 2, 3, & AP		46	18	-	-	-	-	4	2	36	10	-	-	86	30	56
Chinese for Youth 2	Far East Books, 2006															
Chinese for Youth 3	Far East Books, 2006															

- Course not offered at school site

CONTACT PERSON: Robyn Castillo

FOR INFORMATION: October 7, 2020

FOR ACTION: October 21, 2020

RECOMMENDATION:

Approve the participation of students from Buchanan, Clovis, Clovis East, Clovis North and Clovis West high schools in the Concurrent Public Education Program for the first semester of the 2020-21 school year, as submitted.

DISCUSSION:

Section 48800 of the California Education Code allows school district governing boards to authorize students to attend public higher education classes if students would benefit from the advanced scholastic or vocational training offered by public community colleges. School districts receive full Average Daily Attendance (ADA) credit for students participating in the program if the student attends his/her regular high school for at least 240 minutes per day or receives 3/4 of a full ADA if the student participating in this program attends their regular high school for at least 180 minutes per day.

Students at Buchanan, Clovis, Clovis East, Clovis North, and Clovis West high schools have participated in this program for the past several years. In order for the District to claim this additional ADA, audit forms will be required to verify that all students participating in the concurrent public higher education program summarized above are approved by the Governing Board.

The 2020-21 first semester concurrent enrollment at the District's five comprehensive high schools is as follows:

School	Enrollment
Buchanan High School	29
Clovis High School	25
Clovis East High School	11
Clovis North High School	40
Clovis West High School	15
Total Enrollment	120

FISCAL IMPACT/FUNDING SOURCE:

ADA revenue as described above.

REVISIONS:

Title: Resolution No. 3783 - Annual Recognition of School Psychologists

CONTACT PERSON: Robyn Castillo

FOR INFORMATION: October 7, 2020

FOR ACTION: October 21, 2020

RECOMMENDATION:

Adopt Resolution No. 3783 in recognition of the dedicated work performed daily by Clovis Unified School Psychologists to support students.

DISCUSSION:

The National Association of School Psychologists (NASP) has designated November 9-13, 2020, as National School Psychology Week (NSPW). This year's theme is "The Power of Possibility." The word "possibility" implies hope, growth, resilience and renewal. "Possibility" suggests that even something as small as a seed can grow into something magnificent. The word "power" implies that things can and will happen. When we focus on what is possible, we have hope that students will grow, thrive and bloom.

To honor this week and the work of Clovis Unified's School Psychologists to support District students in mind, body and spirit, Administration recommends adopting Resolution No. 3783 - Recognition of School Psychologists.

FISCAL IMPACT/FUNDING SOURCE:

ATTACHMENTS:

Description	Upload Date	Type
Resolution 3783	9/30/2020	Backup Material

REVISIONS:

**RESOLUTION NO. 3783
BEFORE THE GOVERNING BOARD
OF THE CLOVIS UNIFIED SCHOOL DISTRICT
FRESNO COUNTY, CALIFORNIA**

**NATIONAL SCHOOL PSYCHOLOGY AWARENESS WEEK
NOVEMBER 9-13, 2020**

WHEREAS, all children and youth learn best when they are healthy, supported, and receive an education that enables them to thrive academically and emotionally; and

WHEREAS, schools can more effectively ensure that all students are able to learn when they meet the needs of the whole child and provide integrated support; and

WHEREAS, children's mental health is directly linked to their learning and development, and the learning environment provides an optimal context to promote good mental health through connectedness within the school and community; and

WHEREAS, sound psychological principles are integral to instruction and learning, social and emotional development, prevention, early intervention and school safety, and supporting culturally diverse student populations; and

WHEREAS, school psychology has over 60 years of well-established, widely recognized and highly effective practice and standards; and

WHEREAS, school psychologists are specially trained to foster and deliver, in the school and community, a continuum of mental health services and academic supports that lower barriers to teaching and learning; and

WHEREAS, school psychologists help children to thrive by nurturing their individual strengths across both personal and academic endeavors; and

WHEREAS, school psychologists are trained to assess student and school-based barriers to learning as well as individual strengths, utilize data-based decision-making, implement research-driven prevention and intervention strategies, and evaluate outcomes and improve accountability; and

WHEREAS, we recognize the vital role that school psychologists play in the personal and academic development of our Clovis Unified School District students.

NOW THEREFORE, LET IT BE RESOLVED that we do hereby proclaim November 9-13, 2020, as School Psychology Awareness Week in the Clovis Unified School District and commend those serving the students of the District in this role.

THE FOREGOING RESOLUTION was adopted by the Governing Board of the Clovis Unified School District of Fresno County, California, at a regular meeting of said Board duly held on the 21st day of October, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Christopher Casado, President
Governing Board
Clovis Unified School District
Fresno County, California

I, Susan Hatmaker, Clerk of the Governing Board of the Clovis Unified School District, County of Fresno, State of California, do hereby certify that the foregoing is a true copy of the resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

Susan K. Hatmaker, Clerk
Governing Board
Clovis Unified School District
Fresno County, California

Title: Resolution No. 3784 – Authorization to Establish Associated Student Body Fund

CONTACT PERSON: Michael Johnston

FOR INFORMATION: October 7, 2020

FOR ACTION: October 21, 2020

RECOMMENDATION:

Adopt Resolution No. 3784 authorizing the establishment of the Associated Student Body (ASB) Fund with the Fresno County Treasurer's Office.

DISCUSSION:

General Accounting Standards Board (GASB) 84 was issued to provide guidance for identifying fiduciary activities for accounting and financial reporting purposes, as well as how those activities should be reported. Both organized and unorganized ASBs are considered non-fiduciary for the purposes of GASB 84 therefore should be reported in a Governmental Fund utilizing the restricted resource 8210.

Currently the majority of CUSD's ASB financial activity is reported in an external accounting system. GASB 84 will not eliminate the ability to utilize an external accounting system. It requires the District to ensure all activity is reported on the CUSD general ledger even if it occurs within the external financial system.

Upon adopting Resolution No. 3784, the District will establish Governmental Fund 8 with the Fresno County Treasurer's Office to account for all Associated Student Body financial transactions.

FISCAL IMPACT/FUNDING SOURCE:

ATTACHMENTS:

Description	Upload Date	Type
Resolution No. 3784	9/24/2020	Backup Material

REVISIONS:

**RESOLUTION NO. 3784
BEFORE THE GOVERNING BOARD
OF THE CLOVIS UNIFIED SCHOOL DISTRICT
FRESNO COUNTY, CALIFORNIA**

**RESOLUTION FOR AUTHORIZATION TO ESTABLISH
THE ASSOCIATED STUDENT BODY FUND NUMBER 8**

WHEREAS, Education Code, Chapter 10, Article 5, Sections 42840 through 42843, authorizes any school district Board of Trustees to establish a fund.

TYPE OF FUND:	Student Activity Fund
ORIGIN OF DEPOSITS:	Associated Student Body Financial System;

and

WHEREAS, the fund may be established when a copy of this Resolution is filed with the Fresno County Superintendent of Schools and the Auditor-Controller/Treasurer-Tax Collector;

and

WHEREAS, the fund may be used to account for all Associated Student Body financial transactions; and

WHEREAS, amounts from the fund must first be transferred into the General Fund or other appropriate fund before expenditures may be made.

THEREFORE, BE IT RESOLVED that the Governing Board of the Clovis Unified School District respectfully requests the establishment of Fund 8 for Associated Student Body to accumulate revenue for the purpose of financing:

Specific Revenue Fund, Student Activity Fund 0800

THE FOREGOING RESOLUTION was adopted by the Governing Board of the Clovis Unified School District, County of Fresno, State of California, at a meeting of said Board held on the 21st day of October 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chris Casado, President
Governing Board
Clovis Unified School District
Fresno County, California

I, Susan K. Hatmaker, Clerk of the Governing Board of the Clovis Unified School District, County of Fresno, State of California, do hereby certify that the foregoing is a true copy of the resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

Susan K. Hatmaker, Clerk
Governing Board
Clovis Unified School District
Fresno County, California

Title: Placement of Students with Special Needs in Non-Public Schools

CONTACT PERSON: Robyn Castillo

FOR INFORMATION: October 7, 2020

FOR ACTION: October 21, 2020

RECOMMENDATION:

Authorize Clovis Unified to enter into an agreement with Creative Alternatives and Central Valley Training Center, two non-public schools in Fresno, California.

DISCUSSION:

Based on the Individualized Education Program (IEP) recommendations, it has been determined that the following special needs students require services in a non-public school in order to address the student's unique educational needs for the 2020-21 school year.

Student(s) ID#	Non-Public School	Location	Cost Per Month
# 24-27	Creative Alternatives Inc.	Fresno, California	\$16,000 includes four students
# 28	Central Valley Training Center	Fresno, California	\$4,300

Clovis Unified will review all the above cases every six months to determine the appropriateness of the placements and whether less restrictive placements can meet the student's unique educational needs.

FISCAL IMPACT/FUNDING SOURCE:

As noted above, the costs have been included in the 2020-21 Special Education Budget.

REVISIONS:

CONTACT PERSON: Maiya Yang

FOR INFORMATION: October 7, 2020

FOR ACTION: October 21, 2020

RECOMMENDATION:

Adopt amended and new Board policies in the 4000 – Personnel policy set.

DISCUSSION:

The Board reviewed and discussed at length the policies in the above-referenced policy set during the Board study session held on September 2, 2020. The policies are being presented to the Board for information at its meeting on October 7, 2020, and adoption at its meeting on October 21, 2020.

The proposed new and amended Board Policies are as summarized in the attached table and set forth in each policy that is attached. There are 52 policies.

FISCAL IMPACT/FUNDING SOURCE:

None

ATTACHMENTS:

Description	Upload Date	Type
4000 - Personnel, Policies Recommended for Adoption	9/30/2020	Backup Material
4000 - Personnel, Tabs 1-18	9/30/2020	Backup Material
4000 - Personnel, Tabs 19-32	9/30/2020	Backup Material
4000 - Personnel, Tabs 33-52	9/30/2020	Backup Material

REVISIONS:

None

POLICIES RECOMMENDED FOR ADOPTION

4000 Personnel

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
1	4000.1 BP Staff Ratio for Plant Operations, Information Technology Services, and Campus Catering	None	4401 BP Plant Operations, Information Technology Services and Campus Catering	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system, and (2) modifying certain terms or phrases for consistency with other policies.
2	4000.2 BP Staff Ratio for School Sites	None	4402 BP Student/Teacher Ratio	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect District practices; and (3) modifying certain terms or phrases for consistency with other policies.
3	4020 BP Drug and Alcohol-Free Workplace	4020 BP Drug and Alcohol-Free Workplace	6309 BP Drug and Alcohol-Free Workplace 6303 BP (moved all contents) Staff Conduct - Narcotic and Drug Use	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
4	4030 BP Nondiscrimination in Employment	4030 BP Nondiscrimination in Employment	6204 BP Nondiscrimination	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
5	4032 BP Reasonable Accommodation	None	6319 BP Reasonable Accommodation	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
6	4033 BP Lactation Accommodation	4033 BP Lactation Accommodation	None	<u>Adopt new BP.</u> This policy addresses accommodation for District employees to express breast milk as required by law.
7	4040 BP Employee Use of Technology/ Software Support Services	4040 BP Employee Use of Technology	7203 BP Employee Use of Technology 7204 BP (moved all contents) Software Support Services	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
8	4111, 4211, 4311 BP Recruitment and Selection/Equal Employment Opportunity	4111, 4211, 4311 BP Recruitment and Selection	6202 BP Employment of Certificated & Classified Staff 6201 BP (moved all contents) Creating, Reclassifying and Eliminating Positions 6205 BP (moved all contents) Equal Employment Opportunity Program	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; (3) deleting the provisions regarding employment contracts with certificated employees and moving them to Board Policy No. 4112.1 - Contracts for Certificated Employees; and (4) modifying certain terms or phrases for consistency with other policies.
9	4112.1 BP Contracts for Certificated Employees	None	6202 BP (moved provisions re certificated contracts)	<u>Adopt new BP.</u> This policy addresses contracts for certificated employees and contains provisions moved from existing Board Policy No. 6202.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
10	4112.22 BP Staff Teaching English Learners	None	6210 BP Staff Teaching Students of Limited-English Proficiency	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) modifying certain terms or phrases for consistency with other policies.
11	4112.4, 4212.4, 4312.4 BP Health/Physical Examinations	None	6203 BP Physical Examinations	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
12	4112.42, 4212.42, 4312.42 BP Drug and Alcohol Testing for Employees with Commercial Driver's License/School Bus Drivers	4112.42, 4212.42, 4312.42 BP Drug and Alcohol Testing for School Bus Drivers	6315 BP Drug and Alcohol Testing for Employees with Commercial Driver's License	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) updating certain provisions to reflect applicable laws.
13	4113 BP Assignment and Promotion	4113 BP Assignment	6206 BP Employee Assignments, Transfer & Promotion	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) updating certain provisions to reflect applicable laws and/or District practices.
14	4114 BP Transfers	4114 BP Transfers	6206 BP (moved provisions regarding transfers for certificated employees) Employee Assignments, Transfers & Promotion	<u>Adopt new BP.</u> This new policy addresses transfers for certificated employees and contains provisions that have been moved from existing Board Policy No. 6206.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
15	4115 BP Evaluation/Supervision of Certificated Employees	4115 BP Evaluation/Supervision	6211 BP Certificated Employee Evaluation Guidelines	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect District practices; and (3) modifying certain terms or phrases for consistency with other policies.
16	4117.2, 4217.2, 4317.2 BP Separations - Resignations, Retirement, and Layoff	4117.2, 4217.2, 4317.2 BP Resignation	6601 BP Resignations	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) updating certain provisions to reflect applicable laws and/or District practices.
17	4118 BP Dismissal/Suspension/ Disciplinary Actions - Certificated Employees	4118 BP Dismissal/Suspension/ Disciplinary Action	6318 BP Disciplinary Actions - Certificated Employees	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
18	4119.11, 4219.11, 4319.11 BP Sexual Harassment	4119.11, 4219.11, 4319.11 BP Sexual Harassment	6301 BP Sexual Harassment	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) updating certain provisions to reflect applicable laws and/or District practices.
19	4119.25, 4219.25, 4319.25 BP Community Participation and Political Activities of Employees	4119.25, 4219.25, 4319.25 BP Political Activities of Employees	6311 BP Participation in Community and Political Activities	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
20	4119.30 BP General Duties of Teachers	None	6302 BP General Duties of Teachers	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) modifying certain terms or phrases for consistency with other policies.
21	4119.41, 4219.41, 4319.41 BP Employees with Infectious Disease/Communicable Disease Control	4119.41, 4219.41, 4319.41 BP Employees with Infectious Disease	6308 BP Communicable Disease Control	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
22	4119.42, 4219.42, 4319.42 BP Exposure Control Plan for Bloodborne Pathogens	4119.42, 4219.42, 4319.42 BP Exposure Control Plan for Bloodborne Pathogens	6314 BP Exposure Control Plan for Bloodborne Pathogens	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
23	4131 BP Staff Development	4131 BP Staff Development	6103 BP Staff Development	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; (3) moving the provisions regarding staff development for classified employees and administrative and supervisory employees to Board Policies No. 4231 and 4331 respectively; and (4) modifying certain terms or phrases for consistency with other policies.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
24	4131.1 BP Teacher Support and Guidance/Peer Assistance and Review Program	4131.1 BP Teacher Support and Guidance	6209 BP Peer Assistance and Review Program	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) updating certain provisions to reflect applicable laws and/or District practices.
25	4151, 4251, 4351 BP Employee Compensation/Payroll Authorization and Deductions/Tax Sheltered Annuities	4151, 4251, 4351 BP Employee Compensation	4301 BP Payroll Authorization 4302 BP (moved all contents) Payroll Deductions/Tax Sheltered Annuities	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
26	4151.10, 4251.10, 4351.10 BP Summer School, Miscellaneous, and Co-Curricular Salary Schedules	None	6403 BP Summer School, Miscellaneous and Co-Curricular Salary Schedules	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) modifying certain terms or phrases for consistency with other policies.
27	4151.20 BP Certificated Employee Salaries	None	6401 BP Rules Governing Payment of Certificated Salaries	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; (3) deleting the provisions regarding the salary schedule for substitute teachers and moving them to Board Policy No. 4151.23 and (4) modifying certain terms or phrases for consistency with other policies.
28	4151.21 BP Certificated Management Pay and Ratio Factors	None	6402 BP Certificated Management Pay & Ratio Factors	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) making certain non-substantive changes.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
29	4151.22 BP Certificated Adult School Staff Salaries	None	6404 BP Certificated Adult School Staff Salaries	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) making certain non-substantive changes.
30	4151.23 BP Substitute Teachers	None	6407 BP Substitute Teacher Pay Scales	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) updating certain provisions to reflect applicable laws and/or District practices.
31	4151.30, 4251.30, 4351.30 BP Doctoral Degree Stipend	None	6104 BP Doctoral Degree Stipend Program	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) modifying certain terms or phrases for consistency with other policies.
32	4154, 4254, 4354 BP Health and Welfare Benefits	4154, 4254, 4354 BP Health and Welfare Benefits	6503 BP Health & Welfare Benefits Plan	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; (3) deleting the provisions regarding Board member health and welfare benefits and moving them to the Board Bylaws as part of the 9000 series; and (4) modifying certain terms or phrases for consistency with other policies.
33	4156.2, 4256.2, 4356.2 BP Awards and Recognition	4156.2, 4256.2, 4356.2 BP Awards and Recognition	4156.2 BP Awards and Recognition	<u>Adopt renumbered and updated BP.</u> This policy has been renumbered to align with the CSBA numbering system.
34	4157, 4257, 4357 BP Employee Safety	4157, 4257, 4357 BP Employee Safety	8204 BP Job Safety	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) modifying certain terms or phrases for consistency with other policies.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
35	4158, 4258, 4358 BP Employee Security	4158, 4258, 4358 BP Employee Security	6312 BP Information for Teachers; Court and Law Enforcement Notifications 6316 BP (moved all contents) Pepper Spray - Authorized Employees	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
36	4158.10 BP, 4258.10, 4358.10 BP Employee Identification Badge	None	6213 BP Identification Badge	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) making certain non-substantive changes.
37	4161, 4261, 4361 BP Employee Absences and Leaves/Substitute, Short-Term and Temporary Employees Paid Sick Leave	4161, 4261, 4361 BP Leaves	6504 BP Employee Absences and Leaves 6507 BP (moved all contents) Substitute, Short-Term and Temporary Employees Paid Sick Leave	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
38	4161.11, 4261.11, 4361.11 BP Industrial Accident/Illness Leave (Worker's Compensation)	None	6502 BP Workers' Compensation	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) modifying certain terms or phrases for consistency with other policies.
39	4213 BP Assignment and Promotion - Classified Employees	None	6206 BP (moved provisions regarding classified employee assignment and promotion) Employee Assignments, Transfers & Promotion	<u>Adopt new BP.</u> This is a new policy that addresses assignment and promotion for classified employees and contains provisions that have been moved from existing Board Policy No. 6206.
40	4214 BP Transfers	None	6206 BP (moved provisions regarding transfers for classified employees) Employee Assignments, Transfers & Promotion	<u>Adopt new BP.</u> This is a new policy that addresses transfers for classified employees and contains provisions that have been moved from existing Board Policy No. 6206.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
41	4215 BP Evaluation/Supervision of Classified Employees	4215 BP Evaluation/Supervision	6212 BP Classified Employee Evaluation Guidelines	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) adding provisions regarding the purposes of evaluations.
42	4218 BP Dismissals/Suspension/ Disciplinary Actions - Classified Employees	4218 BP Dismissals/Suspension / Disciplinary Action	6306 BP Disciplinary Actions - Classified Employees 6602 BP (all contents moved) Termination of Classified Employees	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) deleting provisions regarding termination of employment, resignation, retirement, and layoff and moving them to other policies.
43	4231 BP Staff Development	4231 BP Staff Development	6103 BP (moved provisions regarding classified employees) Staff Development	<u>Adopt new BP.</u> This new policy addresses staff development for classified employees and contains provisions that have been moved from existing Board Policy No. 6103.
44	4231.1 BP Professional Growth Program/Classified Tuition Reimbursement Program	None	6102 BP Classified Tuition Reimbursement Program 6101 BP (moved all contents) Professional Growth Program	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) updating certain provisions to reflect applicable laws and/or District practices; and (3) modifying certain terms or phrases for consistency with other policies.
45	4243.1 BP Public Notice and Presentation of Negotiations Proposal	4143.1, 4243.1 BP Public Notice - Personnel Negotiations	6317 BP Public Notice & Presentation of Negotiations Proposal	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; (2) adding provisions regarding the Board's responsibility in negotiations with employee organizations; and (3) modifying certain terms or phrases for consistency with other policies.

	CUSD RENUMBERED BP	CSBA SAMPLE BP	CUSD EXISTING BP	STAFF RECOMMENDATION/ COMMENTS
46	4244.10 BP Grievance Procedure for Operations Unit Employees	None	6307 BP Grievance Procedure for Operations Unit Employees	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) modifying certain terms or phrases for consistency with other policies.
47	4251.10 BP Classified Compensation and Contracts	None	6405 BP Classified Compensation & Contracts (moved provisions re contracts to BP 4312.1 - Contracts)	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) updating certain provisions to reflect District practices.
48	4261.10, 4361.10 BP Vacation Allowance - Classified and Classified Management Employees	None	6505 BP Vacation Allowance - Classified and Classified Management Employees	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) making certain changes for purposes of clarity.
49	4261.20, 4361.20 BP Paid Holidays - Classified Employees	None	6506 BP Paid Holidays - Classified Employees	<u>Adopt renumbered and updated BP.</u> The modifications to this policy include: (1) renumbering the policy number to align with the CSBA numbering system; and (2) making certain non-substantive changes.
50	4314 BP Transfers	4314 BP Transfers	6206 BP (moved provisions regarding transfers) Employee Assignments, Transfers & Promotion	<u>Adopt new BP.</u> This new policy addresses transfers for administrative and supervisory employees and contains provisions that have been moved from existing Board Policy No. 6206.
51	4315 BP Evaluation/Supervision of Administrative and Supervisory Employees	4315 BP Evaluation/Supervision	None	<u>Adopt new BP.</u> Staff recommends the adoption of this new policy to address the evaluation and supervision of administrative and supervisory employees.
52	4331 BP Staff Development - Administrative and Supervisory	4331 BP Staff Development	6103 BP (moved provisions re administrators)	<u>Adopt new BP.</u> Staff recommends the adoption of this new policy to address staff development for administrative and supervisory employees.

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL FINANCIAL SERVICES****General Staffing****STAFFING RATIO FOR PLANT OPERATIONS, INFORMATION TECHNOLOGY
SERVICES, AND CAMPUS CATERING**

PURPOSE: To establish a staffing ratio for Plant Operations, Information Technology Services, and Campus Catering.

A. Plant Operations

The Plant Operations Department has the mission of maintaining ~~the District Facilities~~ in an exemplary manner that will support the ~~Clovis Unified School District (CUSD)~~ educational programs.

The staffing formula for ~~theis Plant Operations~~ Department should promote the best, overall care of the District ~~F~~facilities within budget constraints.

Applicable ~~Allocated Allowable~~ Personnel Unit (APU) factors are listed in Exhibits Nos. ~~44024000.1(2)~~ and ~~44024000.1(3)~~. Applicable positions are listed in Exhibits Nos. ~~64054251.10(1)~~ and ~~64054251.10(2)~~.

The ~~Superintendent or designee Plant Operations Department~~ has the flexibility of shifting APUs within the staffing formulas, as long as the total APUs do not exceed the combined totals generated by the ratios outlined in Administrative Regulation No. ~~4000.14401~~.

B. Information Technology Services

The mission of the Information Technology Services Department is to make ~~the District~~CUSD a worldwide model of effective uses of instructional and administrative technology.

This staffing formula will promote the best overall end user and administrative systems support within District budget constraints.

Applicable APU factors are listed in Exhibit Nos. ~~44024000.2(2)~~ and ~~44024000.2(3)~~. Applicable positions are listed in Exhibit Nos. ~~64054251.10(1)~~ and ~~64054251.10(2)~~.

The ~~Superintendent or designee Information Technology Services Department~~ has the flexibility of shifting APUs within the staffing ratios, as long as the total APUs do not exceed the combined totals generated by the ratios outlined in Administrative Regulation No. ~~4000.14401~~.

C. Campus Catering

The Campus Catering Department has the mission of providing a nutritional meal to the students of the District.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

The staffing formula for this program should provide the best services and nutrition to the students within budget constraints.

An ~~Allowable Personnel Unit (APU)~~ is established in this policy equal to the salary range for an Assistant Food Service Supervisor. A list of all applicable APUs is included in Administrative Regulation No. ~~4000.14401~~. Applicable positions are listed in Exhibit Nos. ~~64054251.10(1)~~ and ~~64054251.10(2)~~.

The ~~Superintendent or designee~~~~Campus Catering Department~~ has the flexibility of shifting APUs within the staffing ratios, as long as the total APUs do not exceed the combined totals generated by the ratios outlined in Administrative Regulation No. ~~4000.14401~~.

Adopted: 08/05/1981

Reviewed: 01/08/2008

Amended: 02/10/1988, 08/15/1990, 05/1992, 06/08/1992, 01/1994, 03/1995, 03/1996,
09/09/1998, 10/2001, 02/13/2002, 08/20/2003, 07/20/2005, 08/23/2006, / /
(BP 4401 renumbered as BP 4000.1)

EDUCATION CODE ~~sections-~~

~~17565~~ Furnishing, repairing, insuring and renting of school property

~~35160~~ Authority of governing boards

~~35160.1~~ Broad authority of school districts

~~35161~~ Powers and duties of school boards

~~38080 – 38086.1~~ Establishment of cafeteria

~~45103~~ Classified service

~~45109~~ Duties performed by classified service

~~17565, 35160 et seq., 38080 et seq., 45103, 45109~~

Doc# 42301-7 (09/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL FINANCIAL SERVICES****General Budgeting****STUDENT/TEACHER STAFF RATIO FOR SCHOOL SITES**

PURPOSE: To establish general guidelines for class size and staffing for school sites.

A. Introduction

~~Members of the Clovis Unified Governing~~ The Board recognizes that class size is a major factor as it relates to the effectiveness of the educational program. Class size directly affects teaching efficiencies and budgetary practices and reflects the Board's philosophy toward its educational program.

This policy's primary objectives are to:

1. Establish a realistic working ratio between educational efficiency and the District's ability to support and develop a quality educational program,
2. Place children into classrooms at all grade levels both in the local school and throughout the District, and
3. Provide basic guidelines for the District Administration in administrative planning.

The primary objectives outlined above may be modified because conditions and circumstances may vary from school to school and from year to year.

However, it is the intent of the Board to maintain overall general averages throughout the District insofar as possible. The Superintendent or designee is hereby charged with the primary responsibility for carrying out this policy as part of the basic administrative responsibilities.

B. Class Size

Class sizes will be established after consideration of the students, teachers, and school community, as well as the parameters of the Local Control Funding Formula legislation and related provisions.

C. Staffing

The staffing of each school in the District will be determined by Allocated Personnel Units (APU). The ~~APU~~ Allocated Personnel Units are derived by utilizing a Budget Standards formula adopted annually by the Board.

Student enrollment as of the end of the second school month, plus projected growth, will be utilized in projecting enrollment for each succeeding school year.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

A Personnel Unit has been established for each position in the Management, Certificated and Business Support units for the process of determining a school's Personnel Units in relation to the ~~APU~~~~Allocated Personnel Units~~.

The Areas, which include the high schools and elementary schools that feed into those high schools, have the option of utilizing their Personnel Units at their discretion as long as they stay within the ~~APU~~~~Allocated Personnel Units~~, meet the class size requirements as stipulated in the Education Code and Board Policy, and have approval of the Associate Superintendent of -School Leadership.

Adopted: 07/25/1975

Reviewed: 10/09/2007, 01/15/2009

Amended: 12/12/1979, 07/22/1981, 05/25/1985, 05/13/1992, 11/18/1992, 05/12/1993,
07/20/2005, 07/19/2006, 01/15/2014, __/__/____ (BP 4402 renumbered as BP
4000.2)

Doc# 34620-5 (09/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~General Duties, Responsibilities & Rights of Employees~~**DRUG- AND ALCOHOL-FREE WORKPLACE**

PURPOSE: To establish guidelines for a drug- and alcohol-free workplace.

~~A.~~ It is the policy of the ~~Governing~~ Board to maintain a drug- and alcohol-free workplace by prohibiting the unlawful manufacture, distribution, dispensing, possession, sale or use, or be under the influence of any alcoholic beverage, drug or controlled substance, defined in the Controlled Substances Act and Code of Federal Regulations by an employee before, during or after work hours at the employee's workplace or in any other District workplace. (~~Government Code 8355; 41 USC 8103~~)

~~A school-~~ District workplace is defined as any place where District work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business.

~~B.~~ Compliance with this policy shall be a condition of employment and it is the responsibility of every employee to abide by this policy.

~~C.~~ Employees found to be in violation of this policy will be subject to:

1. ~~d~~ Disciplinary action up to and including dismissal from District service and/or;
2. ~~r~~ Required satisfactory participation in a substance abuse assistance or rehabilitation program approved for such purposes by ~~F~~ federal, ~~S~~ state or local health, law enforcement or other appropriate agency.

~~D.~~ Any employee convicted of a criminal drug or alcohol statute violation occurring in the workplace must, as a condition of employment, notify the District no later than five (~~5~~) days after such conviction.

For the purposes of this policy, "conviction" shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

Upon receiving notice from an employee or otherwise, of a conviction for a violation occurring in the workplace, the District shall;

1. Within ~~ten~~ (10) days, notify the appropriate federal agency overseeing any grant ~~or contract~~ received by the District.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

2. Within ~~thirty~~ (30) days, take the action(s) specified in paragraph ~~E4~~.
- ~~E~~. The ~~Superintendent or designee~~~~District~~ shall establish and maintain a drug-free and alcohol-free awareness program to inform employees about:
1. The dangers of drug and/or alcohol abuse in the workplace.
 2. The District's policy of maintaining a drug- and alcohol-free workplace.
 3. The availability of drug and/or alcohol counseling, rehabilitation and employee assistance programs.
 4. The penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.
- ~~F~~. The ~~Superintendent or designee~~~~District~~ will provide each existing and newly hired employee with a copy of this policy and educational material as specified in paragraph ~~E-7~~ above.
- ~~G~~. The ~~Superintendent or designee~~~~District~~ shall make a good faith effort to maintain a drug- and alcohol-free workplace through the implementation of this policy.

Staff Conduct – Narcotic and Drug Use

The Board considers it good cause for initiation of dismissal procedures and the Superintendent or ~~designee~~ may initiate such procedures when it is established to the Superintendent's or ~~designee's~~ satisfaction that an employee, certificated or classified, has used, sold, or been in possession of narcotics or other hallucinogenic drugs or ingested any hazardous substance as defined in section 108125 (a) of the Health and Safety Code.

The Board considers it good cause for initiation of dismissal procedures and the Superintendent or ~~designee~~ may initiate such procedures when it is established to the Superintendent's or ~~designee's~~ satisfaction that an employee, certificated or classified, has advocated any student to violate any law related to the possession or use of narcotics, or other hallucinogenic drugs or substances or advocated any student to inhale or breathe the fumes of, or ingest any hazardous substance as defined in section 108125 (a) of the Health and Safety Code.

The Board directs that all employees, certificated or classified, shall report immediately any student or other person who is suspected of violating any law relating to narcotics, hallucinogenic drugs or substances, or has inhaled or breathed the fumes of or ingested any hazardous substance as defined in section 108125 (a) of the Health and Safety Code on school premises. The employee shall report suspected violation to the ~~principal or designee~~~~chief administrative officer~~ of that school site, who in turn shall bring the matter to the immediate attention of the Superintendent or ~~designee~~. In the event the ~~principal or designee~~~~chief administrative officer~~ of a school site is not

**CLOVIS UNIFIED
SCHOOL DISTRICT**

available, the employee concerned will report immediately and directly to the Superintendent or designee.

Adopted: 09/12/1990

Amended: 05/13/1992, 04/27/2005, 11/14/2007, __/__/____ (BP 6309 renumbered as BP 4020;
all contents of BP 6303 moved)

EDUCATION CODE

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920

~~Education Code sections 44011, 44425, 44836, 44940, 44940.5, 45123, 45304~~

~~Government Code sections 8350-8357~~

~~United States Code, Title 20, sections 7111-7117~~

~~United States Code, Title 21, section 812~~

~~United States Code, Title 41, sections 701-707~~

~~Code of Federal Regulations, Title 21, section 1308.01-1308.49~~

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~General Recruitment, Selection, Promotion & Evaluation~~**NONDISCRIMINATION IN EMPLOYMENT**

PURPOSE: To create a safe school and work environment for persons of all backgrounds.

The ~~District Board~~ recognizes the increasing cultural diversity of ~~its~~ the District's students, staff, and community. The Board directs the Superintendent ~~or designee~~ to create a ~~school environment which provides a~~ safe school environment for persons of all backgrounds.

No ~~student or~~ staff member shall, ~~on the basis of race, color, religion, ancestry, national origin, disability, gender, age, or sexual orientation, or other~~ on the basis of any legally protected status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or ~~harassment~~ under any education program or activity administered by the ~~d~~District.

Discrimination Defined

For purposes of this policy, discrimination consists of unlawful conduct based upon an individual's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including, but not limited to the following:

- a. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment.
- b. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training.
- c. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment. Examples of such conduct include, but are not limited to:
 - Graffiti containing racially offensive language.
 - Name calling, offensive jokes or rumors.
 - Offensive notes or cartoons.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

- Racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color.
- Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals based on race, color or national origin, or sexual orientation.

d. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086.

~~Discrimination based on race, color, religion, ancestry, national origin, disability, gender, age or sexual orientation consists of verbal or physical conduct relating to an individual's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.~~

~~Examples of such conduct include, but are not limited to:~~

- ~~• Graffiti containing racially offensive language.~~
- ~~• Name calling, offensive jokes or rumors.~~
- ~~• Offensive notes or cartoons.~~
- ~~• Racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color.~~
- ~~• Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals based on race, color or national origin, or sexual orientation.~~

The Board also prohibits retaliation against any District employee who opposes any discriminatory employment practice by the District or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the District's complaint process pursuant to this policy.

~~Appropriate means for the continuing evaluation of the entire education program, including the co-curricular program, shall be established and maintained. Special attention shall be given to the elimination of discrimination related to race, color, religion, ancestry, national origin, disability, gender, age, or sexual orientation.~~

The conditions of employment, including wages, hours, terms and benefits, shall be applied without regard to race, color, religion, ancestry, national origin, disability, gender, age, or sexual orientation. Employees shall observe all laws, policies, and regulations prohibiting discrimination or harassment. Any District employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage

**CLOVIS UNIFIED
SCHOOL DISTRICT**

in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The Board encourages all personnel ~~and students~~ to assist in the accomplishment of the District's mission through their personal commitment to the concept of ~~providing an equal educational opportunity for all students, and employment opportunities for all applicants~~.employees. The Superintendent or designee shall use all appropriate means to reinforce the District's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the District's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the District's employment practices and, as necessary, shall take action to ensure District compliance with the nondiscrimination laws.

Any complaint relating to employment discrimination, harassment, or retaliation shall be investigated in ~~should follow~~accordance with~~–~~ the procedures ~~listed~~ in Board Policy and/ Administrative Regulation No. 13129207 - (~~Uniform Formal~~ Complaint Procedures).

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designee as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The District shall protect any employee who reports such incidents from retaliation.

Adopted: 01/11/1989

Reviewed: 07/18/2007

Amended: 04/10/1991, 12/09/1991, 08/02/1995, 09/22/1999, 05/29/2001, 04/13/2005,
03/23/2011, / / (BP 6204 renumbered as BP 4030)

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act, especially:

12940-12952 Unlawful employment practices

12960-12976 Unlawful employment practices; complaints

PENAL CODE

422.56 Definitions

**CLOVIS UNIFIED
SCHOOL DISTRICT****CODE OF REGULATIONS, TITLE 2**

11006-11086 Discrimination in employment, especially:

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11027-11028 National origin and ancestry discrimination

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures; dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

~~29 United States Code 794~~

~~42 United States Code 2000d-2000d-7, 2000e-2000e-17,~~

~~2000h-2000h-6, 12101-12213~~

~~California Civil Code 51.7~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~California Education Code 260~~

~~California Government Code 11135, 12900-12966~~

Doc# 42326-5 (08/2020, 03/2019)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~General Duties, Responsibilities & Rights of Employees~~**REASONABLE ACCOMMODATION**

PURPOSE: To establish a policy to ensure that job applicants and employees are not discriminated against on the basis of disability.

~~Pursuant to the Americans with Disabilities Act (“ADA”) and the Fair Employment and Housing Act (“FEHA”), the~~ The District Board recognizes ~~its~~ the District's ongoing duty ~~not to~~ prohibit discrimination against job applicants and employees on the basis of disability, in accordance with state and federal law. Accordingly, the ~~Governing~~ Board directs the ~~Superintendent or designee Administration~~ to develop administrative regulations and internal procedures to engage employees in an interactive dialogue and to reasonably accommodate otherwise qualified employees and job applicants with known disabilities, except when such accommodation would cause an undue hardship, endanger an employee's or applicant's health or safety, or endanger the health or safety of others even with reasonable accommodation.

No employee or job applicant who requests an accommodation for his/her physical or mental disability shall be subjected to discrimination or retaliation. (Government Code 12940)

The Board's intent in adopting this policy is to meet all requirements of applicable law. Nothing in this policy or the ~~accompanying District's~~ administrative regulations or other documents or procedures is intended to deprive an employee or job applicant of any right otherwise conferred by law, as the applicable law may change from time-to-time. In addition, nothing in this policy is intended to create, on behalf of any employee or job applicant, a right or privilege that exceeds a right otherwise provided under applicable law.

If a conflict between applicable law and the District's policies, regulations, or other documents or procedures exists, the applicable law shall control.

Adopted: 08/11/2010

Amended: __/__/__ (BP 6319 renumbered as BP 4032)

~~Legal Reference:~~

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act

**CLOVIS UNIFIED
SCHOOL DISTRICT**

UNITED STATES CODE, TITLE 42

~~2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008~~

~~12101-12213 Americans with Disabilities Act~~

~~CALIFORNIA CODE OF REGULATIONS, TITLE 2~~

~~7293.5-7294.2 Disability Discrimination~~

CODE OF FEDERAL REGULATIONS, TITLE 28

~~35.101-35.190 Americans with Disabilities Act, especially:~~

~~35.107 Designation of employee~~

~~36.101-36.608 Nondiscrimination on the basis of disability by public facilities~~

CODE OF FEDERAL REGULATIONS, TITLE 29

~~1630.2 Direct threat~~

Doc# 42327-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****General****LACTATION ACCOMMODATION**

PURPOSE: To provide lactation accommodation for employees.

The Board desires to provide a supportive environment for any District employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any District employee for seeking an accommodation to express breast milk for an infant child while at work.

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

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

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

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

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

Break Time and Location Requirements

The District shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. (Labor Code 1030; 29 USC 207)

The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the requirements in Labor Code section 1031 and 29 USC section 207.

**CLOVIS UNIFIED
SCHOOL DISTRICT**Dispute Resolution

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

Adopted: __/__/__

EDUCATION CODE

200-262.4 Educational equity; prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12926 Definition of sex; breastfeeding

12940 Unlawful discriminatory employment practices

12945 Unlawful discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-1034 Lactation accommodation

6382 Procedure for listing hazardous substances

CODE OF REGULATIONS, TITLE 2

11035-11051 Unlawful sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

Doc# 43366-4 (08/2020, 12/2019)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL ACCOUNTABILITY, PLANNING & RESEARCH****General Records Management****EMPLOYEE USE OF TECHNOLOGY/SOFTWARE SUPPORT SERVICES**

PURPOSE: ~~This document~~ To sets forth the rights and responsibilities ~~offer~~ employees regarding the ~~under the District's Employee Use of Technology and Administrative Regulation No. 7203.~~

A. Employee Use of Technology

The ~~Governing~~ Board recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating District and school operations.

District employees shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their employment. Such use is a privilege which may be revoked at any time. Employees should also be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. The Superintendent or designee may monitor District's technology resources including e-mail and voice mail systems, at any time, without advance notice or consent. Further, these technologies should not be used to transmit non-encrypted confidential information through e-mail or to transmit in a non-secure manner (i.e., answering machine) confidential information about students, employees, or District operations outside of the District without prior authorization from the Superintendent or designee/~~authority~~.

District technology includes, but is not limited to, computers, laptops, the District's computer network including servers and wireless ~~computer networking~~ technology (wi-fi), the Internet, email, USB drives, ~~wireless access points (routers)~~ networking equipment, 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 District-owned or personally owned equipment or devices.

The Superintendent or designee shall establish ~~an~~ administrative regulations which outlines employees' obligations and responsibilities related to the use of District technology. The Superintendent or designee may also establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with applicable laws, board policies, and administrative regulations.

In accordance with the administrative regulation, the Superintendent or designee shall further establish an ~~Acceptable Use~~ Employee User Agreement and Social Media User Guidelines related to the use of District technology. Upon employment ~~and whenever significant changes are made to the District's Acceptable Use Agreement,~~ and annually each employee shall acknowledge in

**CLOVIS UNIFIED
SCHOOL DISTRICT**

writing that they have read, understood, and agreed to the Employee User ~~Acceptable Use Agreement~~ and Social Media User Guidelines and any accompanying Administrative Regulations. ~~The Superintendent also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with applicable laws, board policies, and administrative regulations.~~

~~The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees that use the District's technological resources. Each Employees shall acknowledge that he/she/they have has read and understood this policy and the accompanying these policies, administrative regulations and guidelines.~~

Employees shall not use District technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board Policy, or Administrative Regulation. 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.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that protects against employee access to visual depictions which are obscene, contain child pornography, or are otherwise harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

~~The Superintendent or designee shall annually notify eEmployees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the District, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of District technology at any time without advance notice or consent and for any reason allowed by law. In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct District business may be subject to disclosure, pursuant to a subpoena or other lawful request.~~

Employees shall report any security problem or misuse of District technology to the Superintendent or designee. Inappropriate use by any employee of District technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board Policies, and Administrative Regulations.

**CLOVIS UNIFIED
SCHOOL DISTRICT****B. Software Support Services**

Computer users often ~~to~~ need assistance with software support issues to maintain the operation of their computers. Support may be reinstalling and/or diagnosing problematic situations for a computer. This type of support should be expected by and provided to ~~all students in our laptop program well as all staff. The District recognizes that reasonable software support should always be available; however, employees~~ computer users who own their computers should be charged a reasonable fee in situations of excessive requests or misuse of equipment and software.

The terms “misuse” and “excessive” in this policy refer to repeated instances of technology support for the same user-induced software problems. Software “bugs” or hardware related issues are not considered misuse. Most commonly, misuse or excessive requests are caused by the owner installing software that is not supported by the District or by downloading files and/or applications from the Internet.

The intent of this policy is to discourage staff ~~and students~~ from ~~repeatedly~~ causing their computer to malfunction through improper use, thereby causing ~~an increased support load on the District Information Technology Department. Support Specialists to provide repeated support for the same user-induced problems.~~

The Superintendent or designee ~~District Administration~~ shall maintain regulations ~~specifying guidelines~~ that delineate excessive requests or misuse of technical support by ~~students and~~ staff. Further, the Superintendent or designee ~~District Administration~~ shall develop, maintain, and implement a reasonable fee structure or other alternatives that are correlated with the unreasonable requests or misuse of the technical support staff.

Adopted: 06/07/1995

Reviewed: 07/30/2008, 07/22/2009, 08/24/2015

Amended: 06/26/2002, 01/05/2005, / / (BP 7203 renumbered as BP 4040)

GOVERNMENT CODE

3543.1 Rights of employee organizations

6250-6270 California Public Records Act

PENAL CODE

313 Definitions

502 -Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

**CLOVIS UNIFIED
SCHOOL DISTRICT**

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

7131 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

City of Ontario v. Quon (2010) 560 U.S. 746

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

~~Education Code sections 51870-51874, 52270-52272, 52295.10-52295.55~~

~~20 United States Code section 6751-6777~~

~~47 United States Code section 254, 47 Code of Federal Regulations section 54.520~~

~~Penal Code sections 502, 632~~

~~Vehicle Code section 23123~~

Doc# 42299-7 (09/2020, 07/2015)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~

Certificated, Classified, Administrative and Supervisory~~Recruitment, Selection, Promotion & Evaluation~~

RECRUITMENT AND SELECTION/EQUAL EMPLOYMENT OPPORTUNITY~~OF
CERTIFICATED & CLASSIFIED STAFF~~

PURPOSE: To specify employment procedures for certificated and classified staff.

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent people. The Board shall approve the employment, fix the compensation, establish the term of employment, and reaffirm the duties and responsibilities for each person employed by the District. Such approval shall be given only to those candidates for employment recommended by the Superintendent.

The Board directs the Superintendent to make every reasonable effort to employ only those individuals whose certifications are current, valid, and complete for the duties specified.

Any employee's misstatement of fact material to qualification for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

The Superintendent ~~and/or~~ designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment. ~~All new employees of the District shall be required to have fingerprints taken and cleared by the Department of Justice prior to the first date of employment. The employee shall be required to pay the fee for fingerprinting.~~

In regard to promotion opportunities, notice shall be made by the Associate Superintendent of, Human Resources and distributed throughout the District. Professional requirements shall be listed. To be considered for advancement or change of assignment, ~~employees~~**personnel** will be responsible for maintaining a current file in the Human Resources Department stating their professional intent and status as appropriate for their job classification.

Employees of the school district will use good judgment in clothing and appearance in order to bring respect and recognition to the position they represent and contribute thereby to the morale of the whole district.

The clothing of all employees should be of serviceable quality and color and type which can be kept neat and clean without undue cost to the employee. All wearing apparel shall be appropriate to the occasion and job classification.

**CLOVIS UNIFIED
SCHOOL DISTRICT****A. Creating, Reclassifying, and Eliminating Positions****1. General**

The Board recognizes the need to establish new positions and to redefine duties and responsibilities of existing positions based upon the needs of the District. Upon the recommendation of the Superintendent ~~or designee~~, the Board may create new positions, reclassify existing positions, and/or establish the salaries therefor. Requests for new positions, as well as requests for reclassification requiring salary/wage increases must include funding sources and budgetary impact assessments. All new and reclassification requests must be accompanied by the proposed job description.

All authorized positions are to have a current job description on file at the District Office in the office of the Associate Superintendent ~~of~~ Human Resources.

~~It is the responsibility of the~~ The Board is responsible to provide the necessary staff for the delivery of the educational program and the operations of the schools of the District, and to do so in an efficient manner consistent with the ~~responsibility of the Board to its constituency for~~ judicious allocation of resources.

The Board reserves the right, in accordance with ~~applicable laws~~ statute, to eliminate any existing position, in whole or in part, and to reduce the number of permanent employees for reasons of a decline in the number of students enrolled, a lack of work, or reduction or discontinuance of a particular service of the District.

The Superintendent ~~or designee~~ shall recommend to the Board for its deliberation the elimination of existing positions.

2. Classified Employees

At the time of employment, all persons hired in classified positions shall be given a copy of their job description and shall be informed as to whom they are responsible and by whom they will be evaluated. At the time of employment, the supervisor/evaluator shall review the job description with the employee.

Job descriptions shall be reviewed not less than annually by the employee and the supervisor/evaluator, and any recommendations for changes shall be submitted by the supervisor/evaluator in writing to the Associate Superintendent ~~of~~ Human Resources to whom the position is responsible.

~~The Associate Superintendent shall submit the r~~Requests for proposed changes to any job description shall be submitted to the Associate Superintendent ; of Human Resources, who shall review the request and determine its merit.

**CLOVIS UNIFIED
SCHOOL DISTRICT****Certificated Employees**

~~Contracts shall include the term for which employment is contracted, including beginning and ending dates, the kind and grade of certificate held by the employee, if any, the salary at which the person is employed and the intervals at which it shall be paid and such other matters as may be necessary to a full and complete understanding of the contract.~~

~~The Board authorizes the Superintendent to enter into an agreement with a teacher to perform educational services, as needed, provided the Superintendent determines the teacher is qualified for said service and the Board is informed at the time of the teacher's employment.~~

~~The Board authorizes the Superintendent or his designee to hire new, non-management employees on its behalf in circumstances where need exists for the employee to begin work before the next regularly scheduled Board meeting, provided other legal requirements for hiring new employees are satisfied. All such hires by the Superintendent or designee are subject to ratification as a consent item at the Board's next regularly scheduled meeting following the employee's first day of work.~~

~~All probationary certificated employees must return their offers of employment to the Superintendent within 45 calendar days after receipt, or from the date of mailing thereof, if mailed; otherwise the offer of employment will be considered as rejected. Permanent employees must sign a Notice of Election Acceptance Form on or before June 30 or the Board will consider that they have been rejected.~~

B. Summer School

Certificated employment opportunities for summer school programs shall first be offered to current District employees prior to solicitation outside of the District.

The Board recognizes that it is vital to the success of the summer school program that those positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, fix the compensation, and establish the term of employment for each person employed in the summer school of the District. Such approval shall be given only to those candidates recommended by the Superintendent.

The Superintendent or ~~designee~~ shall develop procedures for the recruitment, screening, and recommendation of candidates for summer school employment in accordance with the following guidelines:

1. Only those candidates who are best qualified to perform the duties of the position shall be recommended for employment. Openings will be filled without regard to race, sex, religion, age, ethnic background, or other ~~legally protected status~~~~conditions unrelated to the position.~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

2. Staff vacancies for summer school employment shall be made known to District personnel so that they may apply for such positions. The Superintendent ~~or designee~~ may administer screening tests that bear upon the candidate's ability to perform the tasks for which he or she is being considered.
3. Except for administrative and special education teachers, all contracts offered to summer school teachers shall include the following statement: "It is agreed by both parties that if the enrollment drops below 28 average daily attendance (ADA) this contract may be terminated at the discretion of the Board."
4. When necessary to terminate any teacher's contract because of lack of enrollment, the Superintendent ~~or designee~~ may act on behalf of the Board and shall notify the teacher as to the date of termination and report same to the Board at its next meeting.

D. Center for Advanced Research and Technology (CART)

~~In order to~~ To recruit the most qualified teachers for the Center for Advanced Research and Technology (CART), candidates shall be placed appropriately on the Certificated Salary Schedule commensurate with their education levels and years of experience in the education field and/or the private sector. Candidates recruited for CART, and CART only, shall be awarded years of service credit for relevant experience in the private sector and education levels as approved by the Superintendent or designee.

E. Classified Employees

1. Application: All applications for classified positions in the District shall be made in the District's Human Resources Office. A formal application for the position shall be made prior to the initial interview. All qualified applicants shall normally be interviewed by the department head or immediate supervisor where the position exists (after application to the Associate Superintendent, ~~of~~ Human Resources) and prior to a recommendation being made to the Associate Superintendent ~~of~~ Human Resources that the person be employed.
2. Testing: If a written or a performance test is required, the test must be successfully completed prior to an interview with the department head, supervisor, or ~~schoolbuilding~~ principal. The test may be administered by a District employee, ~~the California Employment Development~~, or other ~~designated~~ individuals designated by the Superintendent or designee.
3. Probationary Status: Pursuant to Education Code 45113, all non-bargaining unit members hired beginning January 1, 2020 or after, or bargaining unit members hired beginning July 1, 2020 or after, persons who are part of the classified service, as defined by ~~the~~ Education Code 45103, will be designated as probationary employees for a period of six months or 130 days of paid service, which ever is longer, one calendar year from initial date of employment.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

4.3. Notices of Employment: Any person employed in a classified position will receive a notice of employment from the Human Resources Department at the time of employment.

5. ~~Authorization to Start Work:~~ Under no circumstances is a person empowered to begin work in any classified position until authorized to do so by the Superintendent ~~or designee~~, nor until a notice of employment has been authorized and until all necessary data such as application, ~~loyalty-administration of oath or affirmation~~, tax withholding form, tuberculosis report, ~~and~~ fingerprinting report, ~~etc.~~, have been filed in the Human Resources Department.

F. Equal Employment Opportunity

The Board declares it to be the policy of the District to guarantee to all persons equal access to all categories of employment in the District, regardless of actual or perceived characteristics identified in Government Code section 12940, or any other bases provided by law. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, or in any way participates in the District's complaint procedures ~~instituted pursuant to this policy~~.

The Board directs the Associate Superintendent ~~of~~ Human Resources as ~~the~~ Equal Employment Opportunity Officer to assume the responsibility of coordinating the recruitment, selection, promotion, and evaluation of District employees.

It shall be the duty of the Superintendent or the Equal Employment Opportunity Officer to do the following:

1. ~~A.~~ ~~Job Analysis:~~ Study all existing job descriptions, required job qualifications, characteristics of employees filling said positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist.
2. ~~B.~~ ~~Utilization Analysis:~~ Analyze market availability of District required skills as a function or applicant characteristics and compare the results to the characteristics of the District's present staff.
3. ~~C.~~ ~~Employment Analysis:~~ Develop methods to search out sources of personnel and recommend methods that will encourage minority, female, and underrepresented applications. Review copy used in recruiting ads and application forms.
4. ~~D.~~ ~~Promotional Analysis:~~ Compare the promotion and discharge records of females, minorities, and underrepresented employees in each employment category with that of the dominate group. Recommend programs to afford greater upward mobility to women, minorities, and underrepresented employees where so indicated.

The Equal Employment Opportunity Officer may be assisted in these duties by a committee comprised of classified and certificated staff members, parents, and other residents.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

The Equal Employment Opportunity Officer shall report to the Board on progress made in the equal employment opportunity program for employment/contract practices annually.

Complaints relating to the above policy should follow the procedures listed in Board Policies Nos. ~~1312.19207~~ or ~~1312.39208~~, depending upon the nature of the complaint.

Adopted: 07/23/1975

Amended: 08/18/1976, 05/13/1992, 10/1992, 11/18/1992, 01/23/2002, 09/25/2002, 02/22/2006, 10/10/2007, 03/23/2011, __/__/____ (BP 6202 renumbered as BP 4111, 4211, 4311; all contents of BP 6201 moved; all contents of BP 6205 moved)

Doc# 42302-5 (08/2020, 03/2018)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****Certificated****CONTRACTS FOR CERTIFICATED EMPLOYEES**

PURPOSE: To establish procedures for employment contracts with certificated employees.

Contracts with certificated employees shall include the term for which employment is contracted, including beginning and ending dates, the kind and grade of certificate held by the employee, if any, the salary at which the person is employed and the intervals at which it shall be paid and such other matters as may be necessary to a full and complete understanding of the contract.

The Board authorizes the Superintendent or designee to enter into an agreement with a teacher to perform educational services, as needed, provided the Superintendent or designee determines the teacher is qualified for said service and the Board is informed at the time of the teacher's employment.

The Board authorizes the Superintendent or ~~his~~ designee to hire new, non-management employees on its behalf in circumstances where need exists for the employee to begin work before the next regularly scheduled Board meeting, provided other legal requirements for hiring new employees are satisfied. All such hires by the Superintendent or designee are subject to ratification as a consent item at the Board's next regularly scheduled meeting following the employee's first day of work.

All probationary certificated employees must return their offers of employment to the Superintendent or designee within 45 calendar days after receipt, or from the date of mailing thereof, if mailed, otherwise the offer of employment will be considered as rejected. Permanent employees must sign a Notice of Election Acceptance Form on or before June 30 or the Board will consider that they have been rejected.

Adopted: __/__/__

Doc# 43121-4 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL HUMAN RESOURCES****Certificated Recruitment, Selection, Promotion & Evaluation****STAFF TEACHING STUDENTS OF LIMITED-ENGLISH LEARNERS PROFICIENCY**

PURPOSE: To define and describe qualifications required for teaching students of ~~L~~limited-English proficiency.

The Board recognizes that the recruitment, development, and retention of an adequate number of qualified instructors and assistants is essential to the success of programs for students of limited English proficiency. The Board shall ~~take action~~, within budgetary constraints, ~~to~~ provide personnel who are competent to properly assess and skillfully instruct students of limited English proficiency.

In accordance with law and with State Department of Education approval, the Superintendent or designee shall develop and implement a plan to ensure English learner (EL) students are served by qualified teachers. This plan shall include an appropriate staff development program designed to provide training in English language development (ELD), specially designed academic instruction in English (SDAIE), other content instruction in any student's primary language, and/or test preparation for EL authorization to ensure that teachers have the appropriate EL certification. The plan shall specify the number of teachers to be trained and the number expected to meet certification of local designation standards each year. The training program shall also address the needs of current teachers assigned to limited-English proficient (LEP) instructional settings on an interim basis. Current District teachers shall possess the appropriate authorization(s) issued by the Commission on Teacher Credentialing (CTC) or work with their supervisor to design and complete a plan that ensures the teacher will possess the appropriate EL authorization(s). The teacher's EL authorization will be reviewed annually by their supervisor.

Individuals appointed to the District's certificated staff shall possess one or more of the appropriate English Learner certifications, including, Bilingual Crosscultural Language Development (BCLAD), a certificate of Staff Development for ELD/SDAIE, and Crosscultural Language and Academic Development (CLAD). The Superintendent or designee shall ensure that, unless a business necessity dictates otherwise, all future certificated teacher employment contracts, certificated teacher job vacancy announcements, and certificated teacher job descriptions contain this qualification requirement. Where lacking EL certification, new employees shall commit to completing the appropriate certification according to an individual plan.

The Board directs the Superintendent or designee to inform all District certificated staff regarding the certification or training requirements, how to acquire the necessary certification or training to instruct ~~limited-English proficient~~LEP students, and to take such other action as necessary to assure compliance with this ~~Board P~~policy.

In addition to evaluation of an employee's instructional techniques, the content evaluations for certificated teaching staff shall include a review of appropriate EL authorization. Failure of certificated staff to comply with the qualification requirements of this ~~Board P~~policy may result in

**CLOVIS UNIFIED
SCHOOL DISTRICT**

an unpaid leave of absence and disciplinary action.

Adopted: 09/26/2007

Reviewed: 01/14/2009

Amended: 01/23/2008, 03/24/2010, 01/14/2015, __/__/____ (BP 6210 renumbered as BP 4112.22)

EDUCATION CODE ~~sections~~**306 Definitions**

~~44253.1-44253.11,~~ Certification to meet needs of limited English proficient pupils

~~44258.9,~~ Monitoring of teacher assignments

~~44259.5,~~ Standards for preparation of teachers

~~44380- 44387,~~ Alternative certification program

~~52052,~~ Pupil performance measurement

~~52160-52178,~~ Bilingual-Bicultural Education Act of 1976

~~52180-52186,~~ Bilingual Teacher Training Assistance Program

~~62001-62005.5,~~ Apportionment of funds

~~California~~ CODE OF REGULATIONS, TITLE 5

~~6100-6125,~~ 80016 Certificate of completion of staff development to teach English language development

UNITED STATES CODE, TITLE 20

~~6319,~~

~~6601-66466651,~~ Preparing, training, and recruiting high-quality teachers

~~6801-7014,~~ English Language Acquisition, Language Enhancement, and Academic Achievement Act

7801 Definitions

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~200.55-200.57~~

Doc# 42305-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~

Certificated, Classified, Administrative and Supervisory~~Recruitment, Selection, Promotion & Evaluation~~

HEALTH/PHYSICAL EXAMINATIONS

PURPOSE: To ~~stipulate-identify~~ the District's required physical exams for Operations Unit employees; and required tuberculosis tests for all ~~school~~ employees.

A. Physical Examination

After an offer of employment has been made, each applicant for a position within the Operations Unit shall be required to undergo a physical examination administered by a physician or agency selected by the **Superintendent or designee**~~Board~~. A medical certificate showing that the applicant does not use any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, and is in good health and fit for service shall be signed and submitted to the Superintendent or designee by a physician licensed under the Business and Professions Code. The cost of the physical examination shall be borne by the applicant.

B. Fitness for Duty

When required by the Superintendent **or designee**, all candidates for positions within the District may be required to undergo a physical examination to certify their fitness for service in the position for which they are applying after the offer of employment for the new position has been made.

The results of all required medical examinations shall be made known to the Superintendent or designee on a confidential basis and made a part of the employee's personnel record.

The **Superintendent or designee**~~Board~~ may, in accordance with ~~its~~this policy, and any accompanying regulation, also require a physical examination of any ~~employee~~staff member at any time, whenever in the judgment of the **Superintendent or designee**~~Board~~ the employee shows evidence of deviation from normal health.

C. School Bus Drivers and other Designated Employees

Bi-annual physical examinations administered by a physician or agency selected by the **Superintendent or designee** ~~Board~~ are required of all school bus drivers and employees requiring a Class II license for their job requirements. Certification of fitness to efficiently discharge the duties of a school bus driver and any other designated employee is required for continued employment in this position.

**CLOVIS UNIFIED
SCHOOL DISTRICT****D. TB Test**

All ~~employees-applicants for employment and existing employees~~ shall undergo the ~~S~~state prescribed test for tuberculosis, subject only to the limited exemptions found in Education Code section 49406. ~~California~~ Education Code section 49406 requires school district employees to undergo an examination for tuberculosis (TB) every four years to confirm they are free of TB. ~~Failure to undergo a TB exam every four years constitutes a violation of Education Code section 49406, which creates a serious health and safety concern for students and staff.~~ The cost of the initial TB test shall be paid by the applicant. Evidence of the x-ray or skin test shall be submitted in writing to the Superintendent or designee.

Following the initial TB report, all employees shall be required to undergo the aforementioned examination at least once every four years. Renewal TB clinics ~~for all employees~~ will be administered annually by the District for no charge.

All testing and medical examinations shall be conducted in accordance with state and federal law, Board policy, and administrative regulation.

Adopted: 07/23/1975

Reviewed: 06/11/2007

Amended: 09/10/1975, 03/23/1977, 09/26/1979, 06/10/1981, 08/22/1990, 10/08/1991, 12/1992, 02/22/2006, 01/14/2015, / / (BP 6203 renumbered as BP 4112.4, 4212.4, 4312.4)

~~Education Code sections 49406, 45122~~

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

45122 Physical examinations

49406 Examination for tuberculosis

HEALTH AND SAFETY CODE

11053-11058 Substance schedules

CODE OF REGULATIONS, TITLE 5

5504 Medical certification procedures

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

Doc# 42311-5 (08/2020, None (AR only 12/2014))

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~

Certificated, Classified, Administrative and Supervisory ~~Duties, Responsibilities & Rights of Employees~~

**DRUG AND ALCOHOL TESTING FOR EMPLOYEES WITH COMMERCIAL
DRIVER'S LICENSES/SCHOOL BUS DRIVERS**

PURPOSE: To develop a process for administering drug and alcohol testing for **bus drivers and other** employees who must hold and use a commercial driver's license during the course of employment in the District.

A. General Statement

The District shall adhere to **all state and federal laws** and regulations requiring drug and alcohol testing for employees who must hold and use a commercial driver's license during the course of employment.

B. Covered Positions

School bus drivers and other persons who drive: -vehicles which transport 16 or more passengers; vehicles which have a gross weight rating of 26,001 pounds; and vehicles which transport hazardous materials which require placard display are subject to this policy and applicable administrative regulations.

C. Testing Program

District policy, procedures, regulations, testing procedures, and facilities used for tests shall conform to ~~the all state and federal requirements, including, but not limited to requirements of the~~ Code of Federal Regulations, Title 49, Part 40, Title 49, Part 382, the California Vehicle Code, and California Code of Regulations, Title 13, Chapter 6.5.

EDUCATION CODE

35160 Authority of governing boards

GOVERNMENT CODE

8355 Drug-free workplace; employee notification

VEHICLE CODE

13376 Driver certificates; revocation or suspension

34500-34520.5 Safety regulations

CODE OF REGULATIONS, TITLE 13

1200-1294 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

**CLOVIS UNIFIED
SCHOOL DISTRICT**

UNITED STATES CODE, TITLE 41
8101-8106 Drug-Free Workplace Act

UNITED STATES CODE, TITLE 49
31306 Alcohol and drug testing

CODE OF FEDERAL REGULATIONS, TITLE 21
1308.11-1308.15 Controlled substances

CODE OF FEDERAL REGULATIONS, TITLE 49
40.1-40.413 Procedures for transportation workplace drug and alcohol testing programs
382.101-382.727 Drug and alcohol use and testing; especially:
382.205 On-duty use
382.207 Pre-duty use
382.209 Use following an accident
382.701 Drug and alcohol clearinghouse

Adopted: 12/07/1994

Reviewed: 06/11/2007, 08/13/2009

Amended: 04/27/2005, __/__/____ (BP 6315 renumbered as BP 4112.42, 4212.42, 4312.42)

Doc# 42314-5 (08/2020, 08/2013)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated Recruitment, Selection, Promotion & Evaluation~~**EMPLOYEE ASSIGNMENTS, TRANSFER & AND PROMOTION – CERTIFICATED
EMPLOYEES**

PURPOSE: To grant authority ~~for employee assignments and, to~~ specify conditions of assignment, and to require advertisement of promotional opportunities ~~relating to certificated employees.~~

A. Certificated Employee Assignment

~~t shall be the policy of t~~The Board desires that certificated staff be assigned in a manner that equitably distributes highly qualified and experienced teachers, meets the needs of District students, and satisfies staffing requirements at each school. The Board ~~to~~ delegates to the Superintendent or designee authority to assign certificated employees as may be necessary due to specific needs of the District. Any adjustments in assignments shall be made in the best interest of students and the educational program, as outlined in Administrative Regulation No. 4113. ~~equal educational opportunity for all students. Reasons for such assignments include assuring separate school site or department positions for the following family members: spouse, child, parent, sibling, grandchild, and grandparent. do we need this since it's outlined in the AR~~

Included within the Superintendent or designee's ~~this~~ authority is responsibility to determine positions eligible for assignment, qualifications needed for reasons assigned, and the most appropriate assignment for each affected employee based upon individual qualifications. All assignments shall be confirmed by the Board.

B. Classified Employee Assignment

1. Notices of Employment: Any person employed in a classified position will receive a notice of employment from the Human Resources Department at the time of employment.
2. Authorization to Start Work: Under no circumstances is a person empowered to begin work in any classified position until authorized to do so by the Superintendent, nor until a notice of employment has been authorized and until all necessary data such as application, loyalty oath, tax withholding form, tuberculosis report, fingerprinting report, etc., have been filed in the Human Resources Department.

2.3. Working Out of Classification

- a. In the event an employee is assigned more than five (5) working days within a fifteen (15) calendar day period in a higher classification, the salary shall be adjusted to the nearest step of the higher classification, which would result in at least a 5% salary increase. This increase shall be for the entire period the employee is required to work out of classification.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

- b. Custodians assigned to summer maintenance helper positions shall not be decreased in pay. The position of Maintenance Helper is established at 5% above the custodian range.

E. Transfers

The Superintendent shall assign or reassign all personnel on the basis of staffing needs, qualifications, and seniority.

Employees being transferred or reclassified to a position having a higher salary range shall be placed upon such step of the new range as to receive the next higher monthly salary than that formerly received. In the event of transfer or reclassification of a position having a lower salary range, the employee's salary will be adjusted according to the salary range assigned to the new position with no experience credit loss due to the reassignment.

D.B. Certificated Employee Promotion

When recruiting for a promotional vacancy, the Human Resources Department shall make the vacancy known to all personnel in the District. Experience within and outside the District, training, certification, proven and potential ability shall be considered in making promotions.

Adopted: 07/23/1975

Reviewed: 03/23/2011

Amended: 12/12/1979, 08/13/1980, 10/08/1991, 11/06/1991, 12/09/1991, 07/08/1992,
04/27/2005, 08/08/2007, 08/27/2008, 03/25/2009, 12/12/2012, __/__/____ (BP 6206
renumbered as BP 4113)

EDUCATION CODE ~~sections~~

35035 Powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations

80335 Performance of unauthorized professional services

80339-80339.6 Unauthorized certificated employee assignment

**CLOVIS UNIFIED
SCHOOL DISTRICT**

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plans

6601-6633 Teacher and Principal Training and Recruiting Fund

~~35035, 45110~~

Doc# 42346-5 (08/2020, 07/2016)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****Certificated****TRANSFERS – CERTIFICATED EMPLOYEES**

PURPOSE: To set forth policy and procedures regarding transfers for certificated employees.

~~The Governing Board desires that certificated staff be assigned in a manner that equitably distributes highly qualified and experienced teachers, meets the needs of District students, and satisfies staffing requirements at each school. The Superintendent or designee is authorized to assign certificated staff in accordance with District policy. The Superintendent shall assign or reassign all personnel on the basis of staffing needs, qualifications, and seniority.~~

~~Employees being transferred or reclassified to a position having a higher salary range shall be placed upon such step of the new range as to receive the next higher monthly salary than that formerly received. In the event of transfer or reclassification of a position having a lower salary range, the employee's salary will be adjusted according to the salary range assigned to the new position with no experience credit loss due to the reassignment.~~

Subject to the approval of the Board, the Superintendent or designee may transfer a teacher from one District school to another when he/she determines the transfer is in the best interest of the District. (Education Code 35035)

A. Voluntary Transfers

The Superintendent or designee may establish processes and deadlines for the submission of transfer requests to facilitate staff assignments with minimal disruption to the educational program.

Upon request by a teacher, the Superintendent or designee may consider the input of the principals at the current school and the requested school, alignment of the teacher's qualifications with needs of students and the school(s), the academic performance of the requested school, and opportunities for the professional growth of the teacher.

~~CUSD does transfers up to June 30 prior to the school year that a transfer would become effective; no teacher who requests to be transferred to another school shall have priority over other qualified teachers who have applied for positions requiring certification qualifications at that school. (Education Code 35036)~~

B. Involuntary Transfers

Involuntary transfers may become necessary when programs are reduced or cancelled, when schools are closed, when such transfer is considered in the best interests of the District's educational program, or when otherwise required to accommodate the school's staffing needs.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

If a teacher objects to a transfer, he/she may request a meeting with the appropriate Assistant Superintendent or designee and the principal. ~~If dissatisfied with the results of this meeting, the teacher may appeal to the Board. The Board's decision shall be final.~~

Adopted: __/__/__

EDUCATION CODE

35035 Additional powers and duties of superintendent, transfer authority

35036 Voluntary transfers

35186 Complaint process, teacher vacancy or misassignment

37616 Assignment of teachers to year-round schools

GOVERNMENT CODE

3543.2 Scope of representation

Doc# 42825-4 (08/2020, 10/2018)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated Recruitment, Selection, Promotion & Evaluation~~**~~CERTIFICATED EMPLOYEE~~ EVALUATION/SUPERVISION OF CERTIFICATED
EMPLOYEES GUIDELINES**

PURPOSE: To establish provisions regarding the supervision and evaluation ~~guidelines for~~ of certificated employees.

~~The goal of the e~~The Board believes evaluating certificated personnel ~~evaluation can is to~~ improve instruction and provide a better educational program through professional growth and continuous improvement. Evaluations shall be used to recognize the exemplary skills and accomplishments of certificated employees, serve as a criterion for contract renewals, and identify areas needing improvement. All certificated teachers in good standing shall be evaluated every other school year based on the school year of hire. All certificated administrators shall be evaluated annually. ~~The goal of the certificated personnel evaluation is to improve instruction and provide a better educational program through professional growth and continuous improvement.~~ Identifying teacher deficiencies is the basis of assistance toward their correction. The observations and appraisals also provide a sound basis for administrative decisions on continued employment or dismissal, although it is not the basic purpose.

Education Code ~~section~~ 44664 states that evaluation and assessment of each certificated employee shall be made on a continuing basis.

Formal evaluation procedures are accomplished on a pre-determined schedule and by previous mutual agreement. The ~~E~~evaluator, in the normal function of duties related to the position, may record observations made at any time which may be utilized in the formal evaluative process.

Adopted: 07/23/1975

Reviewed: 10/10/2007

Amended: 03/24/1976, 08/1977, 01/25/1978, 02/28/1979, 12/12/1979, 06/25/1980, 08/06/1980,
04/08/1981, 06/08/1982, 05/13/1987, 04/24/1993, 09/28/2005, 08/17/2011,
___/___/___ (BP 6211 renumbered as BP 4115)

~~Education Code~~ EDUCATION CODE

~~44660-44665~~ Evaluation and assessment of performance of certificated employees (the Stull Act)

~~Education Code 44660, 44664~~

Doc# 42335-6 (09/2020, 08/2014)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL ~~HUMAN RESOURCES~~****Certificated, Classified, Administrative and Supervisory ~~Separations~~****SEPARATIONS – RESIGNATIONS, RETIREMENT, AND LAYOFF**

PURPOSE: To outline the ~~processes and procedures~~ associated with employee separation and the acceptance of District employee resignations.

A. Resignation

The Board authorizes the Superintendent or designee to accept the resignation of any employee. Acceptance of the resignation shall be effective at the time of receipt by the Superintendent or designee.

The date of acceptance shall be documented by the Superintendent or designee on the resignation submitted by the employee and shall be followed by a letter to the employee from the Superintendent or designee. The Board shall ratify employee resignations during the course of regularly scheduled meetings.

Employee resignations may not be rescinded. Individuals wishing to return to work for the District must reapply and participate in the interview process required. If an individual is recommended for reemployment by the District, the candidate must receive fingerprint clearance prior to resuming employment in the District.

B. Retirement

Employees planning to retire should notify the Human Resources Department at least six months prior to their intended retirement date, if possible.

Retirement Compensation

Upon initial employment, classified employees shall become members of either the Public Employees' Retirement System (PERS) or a part-time employee retirement program as approved by the Omnibus Budget Reconciliation Act of 1986 (OBRA) and the OASDI (social security) as provided by law. From that time on, the contributions will be made by payroll deduction. The amount of social security contributions is set by the federal government. The percentage deducted from an individual employee's earnings may vary from year to year. The District also contributes a similar amount of money that goes toward providing benefits at the time of retirement.

~~Upon initial employment, an employee automatically becomes a member of the PERS or OBRA approved program and the OASDI (social security) pursuant to California law. From that time on, the contributions will be made by payroll deduction. The amount of social security contributions is set by the federal government. The percentage deducted from an individual employee's earnings may vary from year to year. The District also contributes a similar amount of money that goes toward providing benefits at the time of retirement.~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Retirement is typically between the ages of sixty and sixty-five. An employee may be eligible to retire at age fifty, if the employee has had five years employment with the schools or some other governmental agency that belongs to the PERS. Part-time employees eligible for OBRA-approved retirement may retire at any age and receive specified contributions. At age sixty-two an employee is eligible for social security benefits.

The actual amount of retirement income that an employee will receive will depend upon the employee's length of service and salary both in PERS or OBRA approved program and social security.

In the event of death before retirement, the employee's beneficiary(s) will receive all the contributions made to the employee's Retirement Fund. PERS covered employee's beneficiary(ies) will receive one month's salary for each year of current service as a member (maximum 6 months salary). If the PERS eligible employee's death occurs after retirement, the beneficiary(s) will receive a death benefit in addition to the regular retirement income or the will settlement that the employee authorized. The beneficiary(s) may also be entitled to social security benefits, as a survivor or dependent.

If the employee should sever employment with the schools before being eligible to receive retirement income, the employee will receive, on request, specified contributions, plus interest. Social security contributions are not refundable but will stay on deposit and will be added to social security earned in other fields.

C. Lay Off

The Board reserves the right to terminate the employment of any employee when lack of work, shortage of funds, or economy measures make it necessary to reduce the number of employees.

Adopted: 03/11/1981

Reviewed: 09/26/2007, 08/13/2009

Amended: 01/25/1984, 05/13/1992, 05/10/2006, 09/22/2010, __/__/____ (BP 6601 renumbered as BP 4117.2, 4217.2, 4317.2; all contents of BP 6602 moved)

~~Education Code Section 44930~~**EDUCATION CODE**

35161 Board delegation of any powers or duties

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44433 Unauthorized departure from service as unprofessional conduct

44930 Acceptance and date of resignation

45201 Power to accept resignation

**CLOVIS UNIFIED
SCHOOL DISTRICT**

CODE OF REGULATIONS, TITLE 5
80303-80304 Reports of change in employment status

Doc# 42340-7 (09/2020, 07/2001)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated Duties, Responsibilities & Rights of Employees~~**DISMISSAL/SUSPENSION/DISCIPLINARY ACTIONS - CERTIFICATED
EMPLOYEES**

PURPOSE: To provide guidelines for disciplinary action against certificated employees.

A. General

The ~~Governing~~ Board expects all employees to exhibit professional and appropriate conduct and serve as positive role models both at school and in the community. ~~An~~ **A** certificated employee may be disciplined in accordance with law, ~~B~~board ~~P~~olicies, and ~~A~~administrative ~~R~~egulations.

B. Disciplinary Action

The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved and based on the severity of the misconduct. Disciplinary actions may include, but ~~are not be~~ limited to, verbal warnings, written warnings or reprimands, suspension, or dismissal. ~~Any disciplinary action taken by the Superintendent or designee shall be in accordance with all applicable state and federal law, including, but not limited to Education Code section 44932 et seq.~~

The Superintendent or designee shall ensure that disciplinary actions are taken in a nondiscriminatory manner.

C. Teacher Representation

The Clovis Unified School District Faculty Senate is the representative body for teachers of the District. When a teacher is called to a meeting with his/her ~~superior~~ administrator(s), irrespective of the purpose of the meeting, the teacher may request to have a Faculty Senate representative or other person of his/her choosing present at the meeting.

D. Notice to Commission on Teacher Credentialing

In accordance with law, the Superintendent or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.

Adopted: 04/29/2009

Amended: __/__/__ (BP 6318 renumbered as BP 4118)

~~Legal Reference:~~

~~EDUCATION CODE~~

~~44008, 44009, 44010, 44011, 44242.5, 44425, 44660, 44665, 44830.1~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~44930-44988, 44940-44940.5, 45055, 48907, 48950, 51530~~

~~GOVERNMENT CODE
3543.2~~

~~HEALTH AND SAFETY CODE
11054-11056, 11357-11361, 11363-11364, 11370.1~~

~~PENAL CODE
187, 291, 667.5, 1192.7~~

~~CODE OF REGULATIONS, TITLE 5
80303-80304~~

EDUCATION CODE
44008 Effect of termination of probation
44009 Conviction of specified crimes
44010 Sex offense; definitions
44011 Controlled substance offense; definitions
44242.5 Reports and review of alleged misconduct
44425 Conviction of a sex or narcotic offense
44660-44665 Evaluation and assessment of performance of certificated employees
44830.1 Criminal record summary certificated employees
44929.21 Notice of reelection decision; Districts with 250 ADA or more
44930-44988 Resignations, dismissal, and leave of absence
45055 Drawing of warrants for teachers

HEALTH AND SAFETY CODE
11054-11056 Schedule I, II, and III, substances included
11357-11361 Marijuana
11363 Peyote
11364 Opium
11370.1 Possession of controlled substances with a firearm

PENAL CODE
291 School employees arrest for sex offense

CODE OF REGULATIONS, TITLE 5
80303 Reports of change in employment status
80304 Notice of sexual misconduct

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~

~~Certificated, Classified, Administrative and Supervisory Duties, Responsibilities and Rights of Employees~~

SEXUAL HARASSMENT

PURPOSE: To establish a policy ~~regarding to ensure freedom from~~ sexual harassment in the workplace.

The Board declares that it is the policy of the District to prohibit sexual harassment in the workplace and in all programs and activities of the District.

A. Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment status, or promotion.
2. Submission to, or rejection of the conduct by the individual is used as the basis of employment decisions affecting the individual.
3. The conduct is sufficiently severe or pervasive that it has the purpose of or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment based on sexual harassment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services or activities available at or through the District.

B. Examples of Sexual Harassment

By way of example, sexual harassment includes, but is not limited to:

1. Suggestive or obscene letters, notes, invitations; derogatory comments, slurs, jokes, epithets; assault, unwanted touching, impeding or blocking movement; leering, gestures, display of sexually suggestive objects, pictures or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. Coercive sexual behavior used to control, influence, or affect the career, salary, or work environment of another employee, such as threats of reprisal; implying or withholding support for an appointment, promotion, transfer, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

4. Offering favors or benefits, such as a promotion, favorable performance evaluation, assignments, duties or shifts, recommendations, or reclassification, in exchange for sexual favors.
5. The creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working environment based on sexual harassment.
6. Being made to feel uncomfortable or isolated for not participating in or responding to sexual jokes, cartoons, or comments.
7. Any other conduct which, at the time of the incident, is deemed by state or federal law or their implementing regulations to constitute sexual harassment.

The Board further declares that it is the policy of the District to act promptly in demonstrating a strong disapproval of sexual harassment. The Board, therefore, directs the Superintendent ~~or designee to develop~~~~recommen~~ administrative regulation containing procedures as appropriate to ensure that employees are free from sexual harassment and to provide a mechanism for resolution of complaints of sexual harassment which are consistent with applicable state and federal laws and regulations and consistent with due process requirements.

C. Retaliation Prohibited

It is the policy of ~~theis~~ District not to discourage persons from filing sexual harassment complaints. Moreover, retaliation against any student or other person for the exercise of the right to file a sexual harassment complaint is strictly prohibited. To avoid retaliation and the appearance of retaliation, employees are directed:

1. To refrain from taking any action which dissuades any person from exercising the right to file a sexual harassment complaint.
2. To keep confidential the facts of any complaints or investigation made pursuant to this policy, including the identity of any witnesses or any facts which disclose the identity of the claimants or witnesses, to the extent permitted by law.
3. The person against whom a complaint has been filed is directed not to communicate with any complainant, witness or other person involved in any complaint either in person, by mail or telephone, or through any intermediary.

D. Allegations of Child Abuse

Allegations of child abuse, including violations of Penal Code ~~S~~sections 11165, 11165.1, and 11165.6, are not sexual harassment as defined by this ~~policy~~Regulation. However, based on the

**CLOVIS UNIFIED
SCHOOL DISTRICT**

facts and circumstances of a particular case and to the extent required by law, the District may, but is not required to, process such complaint under this ~~policy~~**Regulation**.

Allegations of child abuse will be reported to the appropriate agency for ~~its~~**their** investigation. Additionally, allegations of child abuse will be reviewed for appropriate disciplinary action, if any.

Any District employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

This policy shall apply to all District employees and to other persons on District property or with some employment relationship with the District, such as interns, volunteers, contractors, and job applicants.

Adopted: 04/10/1991

Reviewed: 06/11/2007

Amended: 07/08/1992, 02/10/1993, 08/02/1995, 09/22/1999, 05/23/2001, 04/13/2005,
____/____/____ (BP 6301 renumbered as BP 4119.10, 4219.10, 4319.10)

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

Doc# 42328-7 (09/2020, 03/2018)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~

Certificated, Classified, Administrative and Supervisory ~~Duties, Responsibilities & Rights of Employees~~

**~~PARTICIPATION IN~~ COMMUNITY PARTICIPATION AND ~~&~~ POLITICAL
ACTIVITIES OF EMPLOYEES**

PURPOSE: To establish a policy governing **employee** participation in community and political activities.

The Board recognizes the right of any employee, student, or member of the Board of the District to assume their full responsibility as citizens living in a democracy including such citizen rights as voting; discussing the social, political and economic issues of the day in public meetings; supporting candidates; accepting appointive or elective public office; or holding office in political parties.

Except as otherwise provided by law, political activities shall not be conducted by District employees on District premises during normal operating hours. Further, employees shall exercise reasonable care to show that they are acting in the capacity of a private citizen. Nothing in this policy shall prevent:

1. The discussion and study of political, social, and moral issues when such discussion and study are appropriate to the subject matter of a course.
2. The dissemination of information concerning school tax and/or bond elections insofar as authorized by the Education Code.
3. The conducting of student elections and campaigning connected therewith.

~~3.4.~~ Employees use of school facilities for meetings under the Civic Center Act.

Except as authorized by the Education Code, no employee shall, during duty hours or in the performance of official duties, attempt to influence other District employees, students, or parents to (1) support or oppose any candidate, **including any candidate for election to the governing board**, or (2) support or oppose any ballot measure.

~~Administrative and supervisory personnel, by virtue of their roles, have a duty to fellow employees and residents of the District to avoid even an appearance of conflict regarding political activity.~~

The Board further recognizes that school district organizations, staff, and administration have an obligation to participate whenever practical, in appropriate affairs of the District, worthwhile community organizations, and upon occasion, county, state, municipal, and national events.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

The ~~Superintendent or designee~~~~District Administration~~ will consider inappropriate any activities by school organizations, ~~or~~ school employees, or ~~school-District~~ administrators that might be construed by the community as implying District support for candidates for elective office, in accordance with ~~applicable laws and~~ the following guidelines:

1. School organizations and assigned supervisory staff may, upon invitation, appear in performance or audience when incumbent elected officials are visiting the area as part of their duties, subject to school principal authorization.
2. All affected students and parents shall be advised by adequate notice of the proposed participation and no student shall be required to participate as a condition of attendance or grading.
3. Normally, such participation will not be allowed within the month prior to election date for any candidate.

Adopted: 06/24/1981

Reviewed: 09/08/2005, 04/12/2006, 04/23/2007, 10/20/2008

Amended: 10/25/1989, 07/08/1992, 01/24/1996, 03/24/2004, 03/14/2012, __/__/____ (BP 6311
renumbered as BP 4119.25, 4219.25, 4319.25)

EDUCATION CODE

7050-7058 Political activities of school officers and employees

38130-38139 Civic Center Act

51520 Prohibited solicitations on school premises

~~Ed. Code § 7050, et seq.~~

Doc# 42329-7 (09/2020, 07/2002)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated Duties, Responsibilities & Rights of Employees~~**GENERAL DUTIES OF TEACHERS**

PURPOSE: To outline the general duties of District teachers.

School service includes a full-time or part-time teaching assignment and such other duties as are consistent with the policies of the Board including participation in designated in-service programs.

A. Work Day

The work-day for all certificated personnel shall extend from ~~30~~**thirty** minutes before the opening of school until ~~30~~**thirty** minutes after the close of school.

B. Additional Duties**1. Elementary**

In addition to a regular teaching load, all certificated personnel are expected to accept extra responsibility for student body activities and related duties. These duties should be equally distributed throughout the entire faculty as directed by the ~~building~~**—principal or designee**~~delegated authority~~. In addition, all personnel may be assigned on a regular basis yard duty before and after school and at recesses. The Board may authorize personnel to supervise students in the cafeteria to provide teachers with a duty-free lunch period.

2. Secondary

In addition to their regular teaching load, all certificated personnel are expected to share in the extra-curricular duties connected with athletic events, social activities, school plays, and related duties. These duties should be equally distributed throughout the entire faculty as directed by the ~~building~~**—principal or designee**~~delegated authority~~.

3. All Other Certificated Personnel

In addition to their regular assignments as outlined in their job descriptions, all certificated personnel are expected to accept and perform such other reasonable duties as requested by ~~the principal or designee~~**their site administrator**.

Adopted: 07/23/1975

Reviewed: 09/26/2007

Amended: 05/13/1992, 05/10/2006, / / (BP 6302 renumbered as BP 4119.30)

~~California Code of Regulations~~**CODE OF REGULATIONS, TITLE- 5**
5570 When school shall be open and teachers present

**CLOVIS UNIFIED
SCHOOL DISTRICT**

5600 Duty-Free lunch
5531 Supervision of extracurricular activities of pupils
5552 Playground supervision

~~5 C.A.C. 5570, 5600, 5531, 5552~~

Doc# 42337-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL ~~HUMAN RESOURCES~~**

~~Certificated, Classified, Administrative and Supervisory~~
~~Duties, Responsibilities & Rights of Employees~~

**EMPLOYEES WITH INFECTIOUS DISEASE/COMMUNICABLE DISEASE
CONTROL**

PURPOSE: To identify a ~~C~~ommunicable ~~D~~isease ~~C~~ontrol program.

The Board ~~of the District~~ recognizes its responsibility to protect the health of ~~its~~ District employees and students as well as to uphold their individual rights.

The Board authorizes the Superintendent ~~or designee~~ to develop and implement a communicable disease ~~prevention and control regulation and~~ which includes, but is not limited to procedures in ~~compliance~~ accordance with California laws ~~State Legislation~~.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease. In addition, a school nurse or other health care provider who knows of or is in attendance on a case or suspected case of any of the diseases or conditions listed in 17 CCR 2500 shall make a report to the local health officer. If no health care provider is in attendance, any individual having knowledge of a person who is suspected to be suffering from one of the specified diseases or conditions may make a report to the local health officer. (17 CCR 2500, 2508)

The District shall not discriminate against any employee or job applicant who has an infectious disease that meets the federal or state definition of a disability. (Government Code 12900-12996; 29 USC 794; 42 USC 12101-12213)

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

49406 Examination for tuberculosis (employees)

CIVIL CODE

56-56.37 Confidentiality of medical information

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

120975-121023 Mandated blood testing and confidentiality to protect public health

121545 TB test volunteers

121550 May test for TB more often

**CLOVIS UNIFIED
SCHOOL DISTRICT****LABOR CODE**

6400 Occupational safety

CODE OF REGULATIONS, TITLE 2

7293.5-7294.2 Discrimination based on disability

CODE OF REGULATIONS, TITLE 5

5502-5504 Medical certification

12066 TB test, teachers' aides

CODE OF REGULATIONS, TITLE 17

2500 Reportable diseases and conditions

2508 Reporting of communicable diseases; duty of schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

COURT DECISIONS

Chevron USA v. Echazabal (2002) 536 U.S. 73

School Board of Nassau County, Florida v. Arline (1987) 480 U.S. 273

AUTHORITIES CITED

~~Education Code 44839 Medical examination~~

~~Education Code 49406 TB test for employees~~

~~Labor Code 6400 Occupational safety~~

~~Cal. Code Regs., Title 5, 12066 TB test, teachers' aides~~

~~Cal. Code Regs., Title 17, 2500 Reporting of outbreaks~~

~~Cal. Code Regs., Title 17, 2502 Reporting by schools~~

~~Health & Safety Code 120175 Duty of health officers to prevent spread of disease~~

~~Health & Safety Code 120195 Enforcement of orders, rules and regulations~~

~~Health & Safety Code 120235 Raising of quarantine; treatment and destruction of property; disinfection of persons~~

~~Health & Safety Code 120250 Duty to report diseases to health officer~~

~~Health & Safety Code 121490 Examinations~~

~~Health & Safety Code 121500 Administration of examinations~~

~~Health & Safety Code 121545 TB test volunteers~~

~~Health & Safety Code 121550 May test for TB more often~~

~~Rehabilitation Act of 1973 Discrimination for handicapping condition not allowed. Section 504 Reasonable accommodation required.~~

~~Health & Safety Code 120975 Prohibits sharing HIV blood test results without specified written permission.~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~Health & Safety Code 120875 & 120880 Requires annual employee inservice on HIV/AIDS and Hepatitis B~~

Adopted: 07/13/1988

Reviewed: 06/06/2007

Amended: 05/13/1992, 12/1992, 11/22/1993, 09/28/2005, __/__/____ (BP 6308 renumbered as
BP 4119.41, 4219.41, 4319.41)

Doc# 42315-5 (08/2020, 07/2012)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL~~HUMAN RESOURCES~~**

~~Certificated, Classified, Administrative and Supervisory Duties, Responsibilities & Rights of Employees~~

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

PURPOSE: To develop a plan to address bloodborne pathogens and other potentially infectious materials in the workplace.

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Superintendent or designee shall establish a written ~~Exposure-exposure Control-control Plan-plan~~ designed to eliminate or minimize employee exposure to pathogens, and to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to human immunodeficiency virus (HIV) and hepatitis B virus, and hepatitis C virus. ~~(HBV)~~. The exposure control plan should be consistent with the District's Injury and Illness Prevention Program as set forth in Board Policy No. 4157, and may be incorporated into the Injury and Illness Prevention Program if appropriate.

The ~~Board-Superintendent~~ or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the District's ~~Exposure-exposure Control-control Planplan~~, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified by the Superintendent or designee as having occupational exposure in the District's exposure determination may petition to be included in the District's employee in-service and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of the decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

Universal Precautions

Universal precautions shall be observed throughout the District to protect employees, students and any other persons in the school environment from contact with potentially infectious blood or other body fluids.

Universal precautions are appropriate for preventing the spread of all infectious disease and shall be used regardless of whether bloodborne pathogens are known to be present.

Adopted: 06/09/1993

Amended: 07/19/2006, 01/14/2015, __/__/____ (BP 6314 renumbered as BP 4119.42, 4219.42,

**CLOVIS UNIFIED
SCHOOL DISTRICT**

4319.42)

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

HEALTH AND SAFETY CODE

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school districts

CODE OF REGULATIONS, TITLE 8

3204 Access to Employee exposure and medical records

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

HEALTH AND SAFETY CODE

~~Section 120875 Providing information to school districts on AIDS,
AIDS-related conditions and Hepatitis B~~

~~Section 120880 Providing information to employees of school districts on AIDS,
AIDS-related conditions and Hepatitis B~~

CODE OF REGULATIONS, Title 8

~~Section 3204 Access to Employee exposure and medical records~~

~~Section 5193 California bloodborne pathogens standard~~

CODE OF FEDERAL REGULATIONS, Title 29

~~Section 1910.1030 OSHA bloodborne pathogens standards~~

CDE ADVISORY

~~1016.89 Guidelines for Informing School Employees About Preventing
the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV
Infections and Policies for Dealing with HIV Infected Persons in School Settings~~

Doc# 42316-5 (08/2020, 07/1999)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated Professional Development~~**STAFF DEVELOPMENT – CERTIFICATED EMPLOYEES**

PURPOSE: To establish policy and procedures for ~~S~~staff ~~D~~development for certificated employees.

The Board recognizes that a competent and well-trained staff is essential in carrying out the District's goals. In addition to providing opportunities for personal growth, staff development is viewed as a necessary, continuous, and systematic effort to improve District educational programs by involving all employees in training. The intention of all District training is to improve employee skills and to broaden perceptions of their role on the educational team. ~~The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers and other certificated employees to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.~~

Certificated employees shall be provided opportunities to develop increased competence beyond that which may be attained through the performance of assigned duties. All certificated teachers will be provided training on California Content Standards that are directly or indirectly related to their course curriculum, teaching to mastery in a standards-based curriculum, best instructional strategies and using data to inform instructional decisions. ~~Culturally relevant teaching will be embedded in professional learning to~~ ~~Special emphasis shall be made to~~ better prepare certificated staff members to meet the needs of students from diverse cultural and ethnic backgrounds.

Employee training shall be conducted under the direction of the ~~Clovis Unified School District's Curriculum, Instruction and Accountability Department (CUSD) Training Academies (Academies). The Academies will be under the direction of a Steering Committee co-chaired by the Administrator of Elementary Curriculum and Professional Development and the Administrator of Secondary and Professional Development. The Steering Committee will include, but not be limited to, representation from Faculty Senate and Classified Unit/Business Support Senate in cooperation with District teachers, site and District administrators, and others, as appropriate. The Superintendent or designee shall ensure that the District's staff development program is aligned with District priorities for student achievement, school improvement objectives, the local control and accountability plan, and other District and school plans.~~

~~Through these Academies, all~~ Certificated employees shall be provided opportunities to develop increased competence beyond that which may be attained through the performance of assigned duties, ~~and to develop additional knowledge and skills as appropriate.~~ In addition, training will focus on transmitting the District culture, and its mission, tradition, and philosophy, and in ~~changing~~ promoting positive attitudes and behavior toward the District's culturally and ethnically diverse students and employees.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~Under the auspices of the Academics, all employees shall be given a Career Planning Document. The document will become a tool for professional dialogue between employee and supervisor, as well as serving as a way to record past and present training and career goals. The document shall be maintained by the employee and will not be kept in the personnel file or for purposes other than to serve the career interests of the employee.~~

~~Professional learning opportunities offered by the District shall be evaluated based on the criteria specified in Education Code 44277.~~ The Superintendent or designee is encouraged to provide all certificated staff with opportunities, including but not limited to:

1. Attend conferences involving personnel outside the District, county state, region, or nation.
2. Maintain memberships on committees composed of individuals from various sources.
3. Provide release time ~~and leaves of absence~~ for professional study and improvement.

Certificated

~~In our rapidly changing society, certificated employees must constantly review curriculum content, teaching methods and materials, and related goals. The Board encourages the ongoing training of its certificated staff and improvement of instructional methods.~~

~~Employees shall be provided opportunities to develop increased competence beyond that which may be attained through the performance of assigned duties. All certificated teachers will be provided training on California Content Standards that are directly or indirectly related to their course curriculum, teaching to mastery in a standards based curriculum, best instructional strategies and using data to inform instructional decisions. Special emphasis shall be made to better prepare certificated staff members to meet the needs of students from diverse cultural and ethnic backgrounds.~~

Recognizing that certain expenditures will be incurred by certificated employees in upgrading and updating skills, the Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities. The Board authorizes the Superintendent or designee to establish an in-district District staff development program for its District certificated employees and further authorizes the Superintendent, or designee, to approve certificated employee requests for travel, meetings, and conferences within the State of California and within the financial limitations as set forth in the District's budget. Attendance by certificated employees at any out-of-state conference or meeting shall be approved by the Board.

Board Policy and Administrative Regulation No. 33504203 shall be followed to reimburse certificated employees for the use of personal vehicles and for expenses incurred by the attendance of at conferences and meetings.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

The District's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both certificated staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent or designee reports, the Board may revise the program as necessary to ensure that the staff development program supports the District's priorities for student achievement.

Classified

~~The Board recognizes that a competent well-trained classified staff is essential to carrying out its goals. Besides providing opportunities for personal growth, staff development is viewed as a necessary, continuous and systematic effort to improve district educational programs by involving all classified personnel in activities that improve their skills and broaden their perceptions.~~

~~Special emphasis shall be made to better prepare classified staff members to meet the needs of students from diverse cultural and ethnic backgrounds.~~

~~Recognizing that certain expenditures will be incurred by classified employees in upgrading and updating skills, the Board authorizes the Superintendent to establish an in-district staff development program for its classified employees and further authorizes the Superintendent, or designee, to approve classified employee requests for travel, meetings and conferences within the State of California and within the financial limitations as set forth in the District's budget. Attendance by classified employees at any out-of-state conference or meeting shall be approved by the Board.~~

~~Board Policy No. 4203 shall be followed to reimburse classified employees for the use of personal vehicles and for expenses incurred by the attendance of conferences and meetings.~~

Administrators

~~All CUSD administrators will continue a course of professional development throughout the tenure of their administrative position. Through the Leadership meetings, Area/Departmental meetings, conference attendance and other professional affiliations, CUSD administrators will expand and refine their skills in leadership, management, personnel, teaching and learning, fiscal management and legal issues.~~

Adopted: 02/22/1978

Amended: 1983, 01/27/1988, 03/25/1992, 06/08/1992, 03/01/1995, 07/19/2006, __/__/____ (BP 6103 renumbered as BP 4131)

EDUCATION CODE

~~44630-44643 Professional Development and Program Improvement Act of 1968~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~4277, 44560, 44570-44578, 44580-44591, 4681-44689~~

EDUCATION CODE

44032 Travel expense payment

44259.5 Standards for teacher preparation

44277 Professional growth programs for individual teachers

44300 Emergency permits

44325-44328 District interns

44450-44468 University internship program

44830.3 District intern professional development

45028 Salary schedule and exceptions

48980 Notification of parents/guardians; schedule of minimum days

52060-52077 Local control and accountability plan

56240-56245 Staff development; service to persons with disabilities

99200-99204 Subject matter projects

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

CODE OF REGULATIONS, TITLE 5

13025-13044 Professional development and program improvement

80021 Short-term staff permit

80021.1 Provisional internship permit

80023-80026.6 Emergency permits

UNITED STATES CODE, TITLE 20

6601- 6692 Preparing, Training and Recruiting High Quality Teachers and Principals

Doc# 42306 -5 (08/2020, 07/2015)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL ~~HUMAN RESOURCES~~**

~~Certificated Recruitment, Selection, Promotion & Evaluation~~

**TEACHER SUPPORT AND GUIDANCE/PEER ASSISTANCE AND REVIEW
PROGRAM**

PURPOSE: To provide for support and guidance to teachers and ~~This policy endorses District~~ participation in the Peer Assistance and Review Program.

~~The Board recognizes the link between teacher effectiveness and student learning and desires to provide structured, individualized support and guidance to teachers as necessary to enhance their performance and support teacher retention. The Superintendent or designee shall develop a program of intensive professional development and consultation to help interns and beginning teachers apply their academic preparation more effectively in the classroom and to assist other teachers who need additional development in subject matter knowledge, instructional methods, and/or classroom management.~~

~~It is the intent of the~~ The District ~~to establish~~es a Peer Assistance and Review (PAR) program to allow exemplary teachers to assist teachers in need of development in subject matter knowledge, teaching strategies, or both. The District believes that it is imperative that our teachers provide the highest possible quality of education. In order for students to succeed in learning, teachers must succeed in teaching. PAR teachers will provide support and guidance for pre-intern, intern, emergency teachers, fully certificated probationary and permanent teachers. PAR teachers will facilitate opportunities for professional growth and renewal. PAR teachers will be called upon to serve in leadership roles in the development and implementation of innovative programs and practices that are aligned to the California Standards for the Teaching Profession.

The PAR Program will serve as the umbrella organization for the District's entire peer coaching and teacher support services. This includes, but is not limited to, Pre-intern Program, ~~Teacher Induction Program Beginning Teacher Support and Assessment Program~~, Permanent Teacher Intervention Program and Permanent Teacher Peer Coaching Program. ~~The Superintendent or designee shall coordinate individualized teacher support and guidance activities developed pursuant to this policy with other District staff development programs and staff evaluation processes.~~

Support providers in the PAR Program shall be experienced certificated personnel who are knowledgeable about teacher development and needed competencies and have strong interpersonal and communication skills. Support may include, but is not limited to, classroom observations, regular meetings with the support provider, and an individualized plan for professional development or coursework that takes into consideration the teacher's assignment and prior preparation and experience. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all participants.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Teachers may volunteer to participate in a teacher support and guidance program within the PAR Program or may be referred to such services based on their performance evaluation.

As specified by law, a Joint Teacher-Administrator Peer Review Panel shall be organized for the purpose of program oversight. The Joint Teacher-Administrator Peer Review Panel shall be comprised of thirteen (13) members: Including seven (7) teachers, and six (6) administrators. Teacher members shall be designated to serve through an election process by all teachers of the District. The Superintendent shall designate administrative members. The performance of a participating teacher shall be monitored by the Joint Teacher-Administrator Peer Review Panel in order to determine whether the teacher has met program goals and to make recommendations for follow-up support or employment action, as appropriate.

The Superintendent or designee shall regularly evaluate the District's teacher support and guidance programs and shall report to the Board regarding program effectiveness in meeting District goals for teacher quality and retention. Evaluation reports may include, but are not limited to, data on program enrollment and completion, subsequent retention rates of participating teachers, and interviews or surveys of program participants.

Beginning Teacher Induction Program

The Superintendent or designee shall inform beginning teachers who possess a preliminary credential about induction programs or other options that are available to help them fulfill the requirements of the clear multiple subject, single subject, or education specialist credential pursuant to Education Code 44259.

The District's beginning teacher induction program shall meet program standards adopted by the ~~CTC~~ California Commission on Teacher Credentialing and shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession.

~~The beginning teacher's knowledge and classroom practice shall be regularly assessed using multiple measures and the results shall be used to monitor and revise individual induction plans. The Superintendent or designee shall maintain a complete record of each participating teacher's progress toward completion of clear credential requirements.~~

~~When the teacher has successfully completed the induction program, the Board shall recommend to the CTC that he/she be awarded a clear teaching credential.~~

~~The Board directs the Superintendent to establish an administrative regulation to carry out the specific requirements and statutory intent of legislation and regulations adopted by the State Board of Education.~~

Adopted: 01/11/1984

Amended: 01/28/1986, 05/01/1987, 09/11/1987, 05/13/1992, 03/08/2000, 02/22/2006,
____/____/____ (BP 6209 renumbered as BP 4131.1)

**CLOVIS UNIFIED
SCHOOL DISTRICT****EDUCATION CODE**

44259 Credential requirements

44259.5 Standards for professional preparation programs

44275.4 Credential requirements, induction, out-of-state teachers

44325-44328 District interns

44450-44468 University interns

44830.3 Interns, professional development and guidance

CODE OF REGULATIONS, TITLE 5

80021 Short-term staff permit

80021.1 Provisional internship permit

80026.5 Orientation, guidance, and assistance for emergency permit holders

80033 Intern teaching credential

80055 Intern credential

80413 Credential requirements

80413.3 Credential requirements; teachers with out-of-state credentials

UNITED STATES CODE, TITLE 20

6601-6692 Preparing, training and recruiting high quality teachers and principals

Doc# 42308-6 (09/2020, 08/2014)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL FINANCIAL SERVICES**

Certificated, Classified, Administrative and Supervisory Payroll

**EMPLOYEE COMPENSATION/PAYROLL AUTHORIZATION AND DEDUCTIONS/
TAX SHELTERED ANNUITIES**

PURPOSE: To establish procedures for the proper and timely payment of employees rendering services to the District and payroll deductions.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. (Education Code 45022, 45023, 45160, 45162, 45268.) Specific salary schedules are set forth in board policy and administrative regulation.

A. Payroll Authorization

The most substantial payment of public funds for the operation of the ~~School~~ District is that which is made to the employees of the ~~District Board~~ for services rendered. This policy is established to ensure that each person so compensated is validly employed by ~~theis~~ District and that the compensation remitted ~~fairly~~ represents the services rendered.-

Each motion of the Board to employ or re-employ on a contractual basis shall include the name of the individual, the position title, and whether the employee is temporary, permanent, or probationary.

Each motion of the Board to employ on a part-time or hourly basis shall include the name of the individual and the position title.

The Board shall take note in its minutes of all actions with regard to employee resignation, retirement, death, discharge, or the termination of employment. Each such action shall include the name of the employee and the date upon which salary or wages will terminate.

~~Authorization is hereby given~~ The Superintendent or designee is authorized to withhold salary or wages for unapproved time off in accordance with District policies and regulations. ~~Board Policy by action of the Superintendent or designee, Associate or Assistant Superintendents.~~

All regular staff members, time-sheeted employees, and extra-duty employees shall be paid once a month, on the last banking day of the month.

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)

**CLOVIS UNIFIED
SCHOOL DISTRICT****1. B. Payroll Deductions**

The ~~Governing~~ Board authorizes payroll deductions for ~~S~~state and ~~National~~~~federal~~-national dues for those members of recognized organizations who authorize deductions in writing.

2. C. Salary Reductions Due to Participation in Tax Sheltered Annuities/IRS Section 403(b) Programs.

The District shall offer to its employees the opportunity to defer amounts to a plan qualified under Section 403(b) of the Internal Revenue Code of 1986, as amended. The Superintendent, or ~~his/her~~ designee, shall establish ~~such~~ procedures as deemed necessary and appropriate to best serve the interests of the District and its employees. The District shall require that any vendor to which contributions are transmitted shall certify that it will comply with all requirements of law for a Section 403(b) plan under the Internal Revenue Code of 1986, as amended, including, but not limited to, the appropriateness of the funding vehicle and compliance with the distribution requirements of law. In the absence of such a certification, ~~such a~~ vendor shall not be permitted to serve as a recipient of contributions, unless otherwise permitted by the District.

Vendors who provide the District with a District approved ~~H~~hold ~~H~~harmless ~~A~~greement and an ~~I~~nformation ~~S~~sharing ~~A~~greement will be allowed to make 403(b) plans available to ~~Clovis Unified School~~ District employees through a payroll deduction plan.

~~Further, v~~Vendors shall not solicit employees during the workday, nor shall a vendor utilize ~~Vendors shall not use~~ District property without ~~completion and approval of~~ first complying with the District's board policy and administrative regulation regarding use of District facilities "~~Use of Facilities~~" form, and ~~compliance with the "Use of Facilities" regulation.~~

Adopted: 07/23/1975

Reviewed: 06/18/2007

Amended: 06/08/1992, 11/1995, 05/10/2006, 10/08/2008, 11/16/2011, __/__/____ (BP 4301 renumbered as BP 4151, 4251, 4351; all contents of BP 4302 moved to BP 4151, 4251, 4351)

EDUCATION CODE

35160-35161 Broad authority of school districts; powers and duties

41000-41003 Moneys received by school districts

44041 Employee requests for salary deductions

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45032 Board's power to increase salaries

45038-45039 Payment of salary

45041 Computation of salary

45128 Classified employee overtime

45131 Length of workday

**CLOVIS UNIFIED
SCHOOL DISTRICT**

45160-45169 Salaries for classified employees
45268 Salary schedule for classified service

LABOR CODE

226 Employee access to payroll records
232 Disclosure of wages
432.3 Salary information
510 Overtime compensation; length of work day and week; alternative schedules
515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime
213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions
516.5-516.6 Records
541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies

~~Education Code Sections 35160 et seq.,
41000 et seq., 44041, 45022 et seq., 45160 et seq.
Government Code Section 54957.1~~

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL ~~HUMAN RESOURCES~~**

~~Classified, Certificated, Administrative and Supervisory~~ **Salary Schedules & Guidelines**

**SUMMER SCHOOL, MISCELLANEOUS AND CO-CURRICULAR SALARY
SCHEDULES**

PURPOSE: To establish rules governing payment of salaries for employees in miscellaneous certificated and classified positions.

Summer School, Miscellaneous, and Co-Curricular Salary Schedules for certificated and classified employees are as set forth ~~in attached hereto as~~ in the exhibits accompanying this policy ~~and incorporated herein by reference~~. All such salary schedules are subject to ~~Governing Board~~ consideration and approval.

Reviewed: 08/10/2009, 06/01/2010

Amended: 11/06/1991, 07/01/1992, 07/01/1993, 07/01/1995, 07/01/1996, 07/01/1998, 09/01/1998, 07/01/1999 (5% inclusive), 08/09/2000 (effective summer school 2001), 09/13/2000 (10% inclusive), 10/25/2000, 07/01/2001, 09/05/2001, 11/01/2001 (effective summer school 2002), 05/08/2002, 06/26/2002, 03/26/2003, 07/01/2003, 10/22/2003, 01/07/2004, 09/22/2004 (2% inclusive), 12/15/2004 (removed salary schedules from board policy and incorporated as exhibits), 10/26/2005, 11/14/2007, ___/___/___ (BP 6403 renumbered as BP 4151.10, 4251.10, 4351.10)

EDUCATION CODE

45022-45061.5 Salaries, especially:
45023 Availability of salary schedule
45028 Salary schedule for certificated employees
45041 Computation of salary
45160-45169 Salaries for classified employees
45268 Salary schedule for classified employees

LABOR CODE

226 Employee access to payroll records
232 Disclosure of wages
432.3 Salary information
510 Overtime compensation; length of work day and week; alternative schedules
515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime

**CLOVIS UNIFIED
SCHOOL DISTRICT**

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

Doc# 42354-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated Salaries, Schedules & Guidelines~~**~~RULES GOVERNING PAYMENT OF CERTIFICATED EMPLOYEE SALARIES~~**

PURPOSE: To establish rules governing payment of ~~certificated~~ salaries for certificated ~~employees~~~~personnel~~ other than full-time ~~Administrators~~.

NOTE: As of July 1, 1997, teaching experience credit is ~~step~~**STEP** and qualifying units ~~is~~ **are** ~~range~~**RANGE**.

The ~~C~~ertificated ~~S~~salary ~~S~~schedule is based upon the following: (1) academic, professional, and practical preparation; (2) teaching experience; and (3) professional growth while in service with the ~~Clovis Unified School~~ District.

A. General Provisions

All probationary and permanent teachers shall be paid in ~~12~~**twelve** equal payments. Payments shall normally be made on the last banking day of each calendar month.

All requests for reevaluation of issues relating to salary contractual agreements shall be submitted in writing to the Associate Superintendent ~~of~~ Human Resources who shall convene the subcommittee of the Faculty Senate when questions requiring interpretation are involved. Any further appeal from the recommendation of the evaluation shall then be submitted to the Superintendent or designee.

A permanent certificated employee called into the military service, either by selective service or through a call-up of reservists during periods of national emergency, shall receive credit for one step on the salary schedule for each year of military service, in accordance with law. The employee must return to a position requiring certification in the District no later than the start of the next regular term after release from the military establishment.

Errors in salary schedule placement for certificated employees will be reported immediately to the Associate Superintendent ~~of~~ Human Resources or designee.

~~If an employee does not notify the Associate Superintendent of Human Resources or designee of such an error by September 1 and/or February 1 of each fiscal year, no change will be made in the salary status during that year. In the case of contracts issued on or after August 20, the employee must, within ten10 days, notify the Associate Superintendent of Human Resources or designee of errors, or the employee's pay status shall remain unchanged for the year.~~

B. Longevity

A longevity step of 20 or 25 years shall be awarded for combined credentialed experience inside and outside ~~of the District~~**Clovis Unified**.

**CLOVIS UNIFIED
SCHOOL DISTRICT****C. Substitutes and Replacements**

~~A salary schedule shall be adopted for substitutes hired to replace certificated personnel. The substitute salary schedule shall be reviewed annually by the Board.~~

~~Any substitute will be declared a long term substitute upon the completion of ten (10) consecutive teaching days in the same position for which a regular teacher is contracted. Beginning with the eleventh (11th) consecutive day in the same teaching assignment, the long term substitute shall be placed on a separate salary schedule which will provide compensation above that of the regular substitute's daily wage.~~

~~A substitute teacher hired to replace a regularly employed teacher who it is known will be out for more than ten (10) consecutive days may be classified a long term substitute from the first day of employment, unless contractual service is agreed upon.~~

~~Any substitute hired to replace a regularly employed teacher who is on intermittent medical or sick leave may be classified as a long term substitute from the first day of service, unless contractual service is agreed upon.~~

~~In accordance with the California Commission on Teacher Credentialing, any substitute serving in a long term position in the same classroom for the same teacher more than 30 days in a school year must hold an appropriate credential authorizing the substitute to teach in the subject area being assigned.~~

~~If the long term substitute holds a 30 day Substitute Permit, this will only authorize the holder to serve as a day to day substitute teacher. The holder may not serve as a substitute for more than 30 working days for any one teacher during the school year, except in a special education classroom, where the holder may serve no more than 20 working days for any one teacher during the school year. When the 30 working days have been exceeded (30 working days total, not consecutive) the substitute must then be appropriately credentialed in the assigned subject area.~~

~~Substitute teachers will be paid on the last working day of each calendar month.~~

Adopted: 07/23/1975

Reviewed: 06/01/2010

Amended: 06/30/1976, 12/12/1979, 05/25/1983, 12/1986, 07/1989, 07/08/1992, 07/10/1996,
06/18/1997, 10/08/1997, 08/12/1998, 06/14/2000, 01/10/2001, 03/22/2006,
05/10/2006, 10/11/2006, 10/08/2008, 07/08/2009, 09/11/2013, 07/18/2018,
//_/ (BP 6401 renumbered as BP 4151.20)

EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

**CLOVIS UNIFIED
SCHOOL DISTRICT**

45025 Part time and substitute employees
45028 Salary schedule for certificated employees
45030 Salary schedule for certificated substitutes
45032 Board's power to increase salaries
45041 Computation of salary

LABOR CODE

226 Employee access to payroll records
232 Disclosure of wages
432.3 Salary information
510 Overtime compensation; length of work day and week; alternative schedules
515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime
213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions
516.5-516.6 Records
541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies

Doc# 42319-7 (09/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated Salary Schedules & Guidelines~~**CERTIFICATED MANAGEMENT PAY AND RATIO FACTORS**

PURPOSE: To establish rules governing payment of salaries for employees in certificated management positions.

Certificated Management Pay and Ratio factors are ~~set forth in the accompanying attached hereto as exhibits and incorporated herein by reference~~. All such salary schedules are subject to ~~Governing~~ Board consideration and approval.

Adopted: 07/01/2000

Reviewed: 10/11/2006, 07/16/2009, 06/01/2010

Amended: 10/25/2001, 07/01/2001, 11/01/2001, 09/22/2004, 10/26/2005 (removed salary schedules from board policy and incorporated as exhibits), / / (BP 6402 renumbered as BP 4151.21)

EDUCATION CODE

45022-45061.5 Salaries, especially:
45023 Availability of salary schedule
45028 Salary schedule for certificated employees
45041 Computation of salary

LABOR CODE

226 Employee access to payroll records
232 Disclosure of wages
432.3 Salary information
510 Overtime compensation; length of work day and week; alternative schedules
515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime
213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions
516.5-516.6 Records

**CLOVIS UNIFIED
SCHOOL DISTRICT**

541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies

Doc# 42320-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated Salary Schedules & Guidelines~~**CERTIFICATED ADULT SCHOOL STAFF SALARIES**

PURPOSE: To establish rules governing payment of salaries for certificated adult school employees.

Certificated Adult School staff salaries are ~~set forth in the accompanying attached hereto as exhibits and incorporated herein by reference~~. All such salary schedules are subject to ~~Governing~~ Board consideration and approval.

Adopted: 05/23/1984

Reviewed: 08/29/2008, 06/01/2010

Amended: 09/26/1984, 09/25/1985, 11/05/1986, 09/23/1987, 10/26/1988, 11/06/1991,
09/08/1993, 08/17/1995, 09/1996, 02/12/1997, 06/1997, 11/01/2001, 09/22/2004,
10/26/2005 (removed salary schedules from Board Policy and incorporated as
exhibits), ~~___/___/___~~ (BP 6404 renumbered as BP 4151.22)

EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45041 Computation of salary

45048 Time of payment for adult school teachers

LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

432.3 Salary information

510 Overtime compensation; length of work day and week; alternative schedules

515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

**CLOVIS UNIFIED
SCHOOL DISTRICT**

541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies

Doc# 42321-4 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL ~~HUMAN RESOURCES~~
Certificated ~~Salary Schedules and Guidelines~~
SUBSTITUTE TEACHERS**

PURPOSE: To establish substitute teacher pay scales.

A. ~~Long Term Substitutes~~

~~Any substitute will be declared a long term substitute upon the completion of his or her tenth consecutive teaching day in the same position for which a regular teacher is under contract.~~

~~Beginning with the eleventh consecutive day in the same teaching assignment, the long term substitute shall be placed on a separate salary schedule which will provide compensation above that of the regular substitute's daily wage.~~

~~A substitute teacher hired to replace a regularly employed teacher who does not return during the school year, or it is known that the teacher will be out more than ten consecutive days, may be classified a long term substitute from the first day of employment, unless contractual service is agreed upon.~~

A salary schedule shall be adopted for substitutes hired to replace certificated personnel. The substitute salary schedule shall be reviewed annually by the Board.

Any substitute will be declared a long-term substitute upon the completion of 10 consecutive teaching days in the same position for which a regular teacher is contracted. Beginning with the 11th consecutive day in the same teaching assignment, the long-term substitute shall be placed on a separate salary schedule which will provide compensation above that of the regular substitute's daily wage.

A substitute teacher hired to replace a regularly employed teacher who ~~is on intermittent medical or sick leave~~ it is known will be out for more than 10 consecutive days may be classified a long-term substitute from the first day of employment, unless contractual service is agreed upon.

~~In accordance with the California Commission on Teacher Credentialing, any substitute serving in a long term position in the same classroom for the same teacher more than 30 days in a school year must hold an appropriate credential authorizing the substitute to teach in the subject area being assigned.~~

~~If the long term substitute holds a 30 day Substitute Permit, this will only authorize the holder to serve as a day to day substitute teacher. The holder may not serve as a substitute for more than 30 working days for any one teacher during the school year, except in a special education classroom, where the holder may serve no more than 20 working days for any one teacher during the school year. When the 30 working days have been exceeded (30 working days total, not consecutive) the substitute must then be appropriately credentialed in the assigned subject area.~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~Any substitute hired to replace a regularly employed teacher may be classified as a long term substitute from the first day of service, unless contractual service is agreed upon.~~

Substitute teachers will be paid on the last working day of each calendar month.

Adopted: 07/23/1975

Amended: 02/28/1979, 08/22/1979, 07/23/1980, 08/05/1981, 09/23/1987, 10/13/1982,
08/24/1983, 08/22/1984, 09/11/1985, 11/05/1986, 09/28/1988, 06/08/1992,
11/18/1992, 10/27/1999, 07/01/2003, 10/26/2005, 11/14/2007, __/__/____ (BP 6407
renumbered as BP 4151.23)

~~Education Code sections 44917, 44918, 45030~~

EDUCATION CODE

44917-44918 Substitute employees

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45025 Part time and substitute employees

45028 Salary schedule for certificated employees

45030 Salary schedule for certificated substitutes

45041 Computation of salary

LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

432.3 Salary information

510 Overtime compensation; length of work day and week; alternative schedules

515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

**CLOVIS UNIFIED
SCHOOL DISTRICT**

541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies

Doc# 42322-7 (09/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~

~~Certificated, Classified, Administrative and Supervisory Duties, Responsibilities, & Rights of Employees~~

DOCTORAL DEGREE STIPEND PROGRAM

PURPOSE: To encourage employees to acquire a ~~D~~doctoral degree through an accredited ~~D~~doctoral degree program.

The ~~Governing~~ Board authorizes the Superintendent or designee to develop ~~an~~ administrative regulations ~~and procedures~~ that ~~would~~ promotes and encourages employees to acquire an advanced ~~D~~doctoral degree. The ~~Governing~~ Board recognizes that the achievement of a ~~D~~doctoral degree represents the highest level of advanced academic study, and employees acquiring such an advanced degree greatly enhance the quality of the educational system in which they work.

The ~~Clovis Unified School~~ District supports the achievement of a ~~D~~doctoral degree through establishing a stipend program to ease the financial burden of ~~D~~doctoral study by providing financial assistance.

Adopted: 05/22/1996

Reviewed: 09/26/2007, 08/13/2009

Amended: 05/28/1997, 03/22/2006, / / (BP 6104 renumbered as BP 4151.30, 4251.30, 4351.30)

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school Districts

Doc# 42324-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Certificated, Classified, Administrative and Supervisory~~**Employee Benefits****HEALTH & WELFARE BENEFITS PLAN**

PURPOSE: To establish a health and welfare benefits plan for eligible employees, and retirees.

The District shall provide health and welfare benefits, including dental and vision, for eligible employees and the employee's eligible dependents ~~in accordance with state and federal law and subject to negotiated employee agreements~~, when the employee meets the criteria in Sections A and B and is enrolled in the District's Health and Welfare Benefits Plan. ~~Employees who are not in bargaining units shall receive health and welfare benefits as specified in Board policy and administrative regulation.~~ More information regarding employee health, dental and vision benefits is available on the District's web site at www.cusd.com "departments" and "benefits."

Eligible dependent is an individual meeting the eligibility requirements as defined by the District's Summary Plan Document which can be accessed on the District's web site at <https://www.cusd.com/HealthPlan.aspx>.

Employed is defined as the first day of work under a Board-approved temporary, probationary, or permanent employment agreement.

Benefits for retired employees and Governing Board Members can be found in Sections C and D of this policy.

A. CERTIFICATED EMPLOYEES

For purposes of this policy, the definition of "Certificated Employees" includes the employees listed in 1 through 4 of this section. Excluded employees are:

- Substitute employees
- Short-term employees
- Professional experts
- Certificated positions listed in Exhibit No. 4151.10, ~~4251.10, 4351.10~~403 (2) – ~~Miscellaneous Salary Schedule, Hourly Assignments~~

**CLOVIS UNIFIED
SCHOOL DISTRICT****1. Certificated Management**

Hire/Rehire Date*	Work Schedule	Benefit	Effective Date	End Date
Prior to July 1, 1992	At least 10 hours but less than 20 hours per week	Dental and Vision for employee and eligible dependents	1 st of the month following 3-month waiting period which begins on the 1 st day of assignment	Dental and Vision - Last day of the month following the date employment ends
July 1, 1992 through August 31, 2002	At least 10 hours but less than 20 hours per week	Dental and Vision for employee only Optional purchase of Dental and Vision for eligible dependents	1 st of the month following 3-month waiting period which begins on the 1 st day of assignment	Dental and Vision - Last day of the month following the date employment ends
Prior to September 1, 2002	At least 20 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$100,000 Life Insurance for employee	Medical and Life – 1st of the month following the 1st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month in which employment ends
September 1, 2002 through August 31, 2007	At least 30 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$100,000 Life Insurance for employee	Medical and Life – 1st of the month following 1st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month in which employment ends
September 1, 2007 through present date	At least 30 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$100,000 Life Insurance for employee	Medical and Life – 1st of the month following 1-month waiting period Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month in which employment ends

*39 month rehire provisions apply to eligible employees

**CLOVIS UNIFIED
SCHOOL DISTRICT****2. Certificated K-12**

Hire/Rehire Date*	Work Schedule	Benefit	Effective Date	End Date
Prior to July 1, 1992	At least 10 hours but less than 20 hours per week	Dental and Vision for employee and eligible dependents	1 st of the month following 3-month waiting period which begins on the 1 st day of assignment	Last day of the month in which employment ends or August 31 if employee works through the last day of school
July 1, 1992 through August 31, 2002	At least 10 hours but less than 20 hours per week	Dental and Vision for employee only Optional purchase of Dental and Vision for eligible dependents	1 st of the month following 3-month waiting period which begins on the 1 st day of assignment	Last day of the month in which employment ends or August 31 if employee works through the last day of school
Prior to September 1, 2002	At least 50% of the workday and work year	Medical, Dental and Vision for employee and eligible dependents \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following the 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends
September 1, 2002 through August 31, 2007	At least 75% of the workday and work year	Medical, Dental and Vision for employee and eligible dependents \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends
September 1, 2007 through present	At least 75% of the workday and work year	Medical Dental and Vision for employee and eligible dependents \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following 1-month waiting period Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends

*39 month rehire provisions apply to eligible employees

**CLOVIS UNIFIED
SCHOOL DISTRICT****3. Certificated Adult School**

Hire/Rehire Date*	Work Schedule	Benefit	Effective Date	End Date
Prior to September 1, 2002	At least 20 hours or more per week or contracted for more than 800 hours any given Adult School year	Optional Medical, Dental and Vision for employee and eligible dependents at an annual cost to the employee of at least \$600 with the Adult School Education Fund paying the balance \$50,000 Life Insurance for employee if employees elects to pay for health benefits	1 st of the month following 3- month waiting period which begins on the 1 st day of assignment	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends
September 1, 2002 through August 31, 2007	At least 30 hours or more per week or contracted for more than 1200 hours any given Adult School year	Optional Medical, Dental and Vision for employee and eligible dependents at an annual cost to the employee of at least \$600 with the Adult School Education Fund paying the balance. \$50,000 Life Insurance for employee if employee elects to purchase health benefits	Medical and Life – 1 st of the month following the 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends
September 1, 2007 through August 30, 2011	At least 75% of the workday and work year	Optional Medical, Dental and Vision for employee and eligible dependents at an annual cost to the employee of at least \$600 with the Adult School Education Fund paying the balance. \$50,000 Life Insurance for employee if employee elects to purchase health benefits	Medical and Life – 1 st of the month following 1- month waiting period after 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Hire/Rehire Date*	Work Schedule	Benefit	Effective Date	End Date
September 1, 2011 through present	At least 75% of the workday and work year	Medical Dental and Vision for employee and eligible dependents \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following 1-month waiting period Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends

*39 month rehire provisions apply to eligible employees

4. Certificated State Pre-School

Hire/Rehire Date*	Work Schedule	Benefit	Effective Date	End Date
Prior to July 1, 1992	At least 10 hours but less than 20 hours per week	Dental and Vision for employee and eligible dependents	1 st of the month following 3-month waiting period which begins on the 1 st day of assignment	Last day of the month following the date employment ends or August 31 if employee works through the last day of school
July 1, 1992 through August 31, 2002	At least 10 hours but less than 20 hours per week	Dental and Vision for employee Optional purchase of Dental and Vision for eligible dependents	1 st of the month following 3-month waiting period which begins on the 1 st day of assignment	Last day of the month following the date employment ends or August 31 if employee works through the last day of school
Prior to September 1, 2002	At least 20 hours or more per week	Medical, Dental and Vision for employee and eligible dependents. \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following the 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Hire/Rehire Date*	Work Schedule	Benefit	Effective Date	End Date
September 1, 2002 through August 31, 2007	At least 30 hours per week or more	Medical, Dental and Vision for employee and eligible dependents \$50,000 Life Insurance	Medical and Life – 1 st of the month following 1 st day of <u>assignment</u> Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends
September 1, 2007 through present	At least 30 hours or more per week	Medical Dental and Vision for employee and eligible dependents \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following <u>1-month waiting period</u> after 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Medical, Dental and Vision – Last day of the month in which employment ends or August 31 if employee works through the last day of school Life – Last day of the month in which employment ends

*39 month rehire provisions apply to eligible certificated state pre-school employees

B. CLASSIFIED EMPLOYEES

For purposes of this policy, the definition of “Classified Employees” includes the employees defined by Education Code sections 45100 et seq., and listed in 1 and 2 of this section. Excluded employees are:

- Substitute employees
- Short-term employees
- Apprentices
- Professional experts
- Part-time students in college work experience programs
- Naturalist Interns
- ~~Part-time playground positions, i.e., Campus Monitor I, Playgrounds Assistants~~
- Recreation Program employees, i.e., Aquatics, Dance, Gymnastics, etc.

1. Classified Management

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Hire/Rehire Date*	Work Schedule	Benefit	Effective Date	End Date
Prior to July 1, 1992	At least 10 hours but less than 20 hours per week	Dental and Vision for employee and eligible dependents	1 st of the month following 3-month waiting period which begins on the 1 st day of assignment	Last day of the month following the date employment ends
July 1, 1992 through August 31, 2002	At least 10 hours but less than 20 hours per week	Dental and Vision for employee Optional purchase of Dental and Vision for eligible dependents	1 st of the month following 3-month waiting period which begins on the 1 st day of assignment	Last day of the month following the date employment ends
Prior to September 1, 2002	At least 20 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$100,000 Life Insurance for employee	Medical and Life – 1 st of the month following the 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month following the date employment ends
September 1, 2002 through August 31, 2007	At least 30 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$100,000 Life Insurance for employee	Medical and Life – 1 st of the month following 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month following the date employment ends
September 1, 2002 through August 31, 2007	At least 30 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$100,000 Life Insurance for employee	Medical and Life – 1 st of the month following 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month following the date employment ends
September 1, 2007 through present	At least 30 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$100,000 Life Insurance for employee	Medical and Life – 1 st of the month following 1-month waiting period Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month following the date employment ends

*39 month rehire provisions apply to eligible employees

**CLOVIS UNIFIED
SCHOOL DISTRICT**

2. Regular Classified (Includes Business Support, Confidential/Non-presented Employees and Operations Support Units, but does not included excluded positions listed at the beginning of Section B)

Hire/Rehire Date*	Work Schedule	Benefit	Effective Date	End Date
Prior to July 1, 1992	At least 10 hours but less than 20 hours per week	Dental and Vision for employee and eligible dependents	1 st of the month following 3-month waiting period beginning 1 st day of assignment	Last day of the month following the date employment ends
July 1, 1992 through August 31, 2002	At least 10 hours but less than 20 hours per week	Dental and Vision for employee Optional purchase of Dental and Vision for eligible dependents	1 st of the month following 3-month waiting period beginning 1 st day of assignment	Last day of the month following the date employment ends
Prior to September 1, 2002	At least 20 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following the 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month following the date employment ends
September 1, 2002 through August 31, 2007	At least 30 hours or more per week	Medical, Dental and Vision for employees and eligible dependents \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following 1 st day of assignment Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month following the date employment ends
September 1, 2007 through present	At least 30 hours or more per week	Medical, Dental and Vision for employee and eligible dependents \$50,000 Life Insurance for employee	Medical and Life – 1 st of the month following 1-month waiting period Dental and Vision – 3 months after the effective date of the Medical plan	Last day of the month following the date employment ends

*39 month rehire provisions apply to eligible employees

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Disability insurance benefits are provided for all non-management Business Support employees, Confidential employees, School Resource Officers and Operations Support Unit employees working at least ~~ten~~(10) hours per week.

C. RETIRED EMPLOYEES

Employees who have officially retired under the requirements of their respective retirement system, State Teachers Retirement System (STRS) or Public Employees Retirement System (PERS), and were enrolled in the District's Health and Welfare Benefits Plan may continue in the District's benefit plan, at their option, at benefit levels provided other employees, provided the retiree meets the eligibility criteria defined in Sections A and B. A Retiree or eligible spouse may not have a lapse in coverage from the Retiree's plan. If a Retiree or spouse has a lapse in coverage from the Retiree's plan he/she is ineligible for re-enrollment into the plan. This benefit became effective July 1, 1974. Section D defines the eligibility criteria for retired members of the ~~Governing~~ Board.

If the health insurance claims paid for retirees and retiree dependents exceed ten percent (10%) of the total claims paid in any year, retirees will be required to reimburse the District a fee for the medical benefit as outlined in Section C-4.

Dental and vision benefits are provided to eligible retirees and their dependents at no cost for a maximum of five ~~(5)~~ years or until the retiree reaches the age of ~~sixty-five~~(65), whichever comes first. Dental and vision benefits are calculated on the retiree's age, not the age of eligible dependents.

All references to "Medicare" refer to the Federal Medicare Law as described in Title 18 of the Social Security Act of 1964. Eligible dependent is defined as meeting the eligibility requirements in the District's Summary Plan Document. This document can be accessed through the District's web site at www.cusd.com and clicking on "departments," "benefits" and "health plan."

A disabilitant, as so certified by STRS, PERS or Social Security, becomes eligible for this benefit immediately if such disabilitant has had ~~fifteen~~(15) years of service in the District. Board-approved health leave will be counted toward the service requirement for this benefit.

Qualifying age for continuation in the District's Health and Welfare Benefits Plan is defined as age ~~fifty-five~~(55) with 15 years of service for employees hired prior to September 1, 2007, or age ~~sixty-two~~(62) with 30 years of service for employees hired on or after September 1, 2007.

**CLOVIS UNIFIED
SCHOOL DISTRICT****1. Eligibility Criteria**

Hire/Rehire Date	Work Experience/Age	Benefit
Prior to March 1, 1985	<ul style="list-style-type: none"> Employed for 15 years in public education (inclusive of time served with CUSD) Proof of enrollment in the District's and/or previous employer's <u>Health Plan</u> for 15 years 55 years of age except in the case of disabilitants	Medical for retiree and eligible dependents Dental and Vision for retiree and eligible dependents for 5 years or until retiree reaches age 65, whichever comes first
March 1, 1985 through August 31, 2007	Employed for 15 years in CUSD Enrolled in the District's <u>Health Plan</u> for 15 years 55 years of age except in the case of disabilitants	Medical for retiree and eligible dependents Dental and Vision for retiree and eligible dependents for 5 years or until retiree reaches age 65, whichever comes first
March 1, 1985 through August 31, 2007	<ul style="list-style-type: none"> Employed for 15 years in CUSD Enrolled in the District's <u>Dental and Vision Plan</u> for 15 years 55 years of age except in the case of disabilitants	Dental and Vision for retiree and eligible dependents for 5 years or until retiree reaches age 65, whichever comes first
NOTE: If hired before September 1, 2007, eligibility is further determined by both the retiree and/or dependent(s) enrolling in Medicare Part "A" when first qualified for such coverage through Social Security eligibility. Additionally, it is required that all retirees and/or dependent(s) enroll in Medicare Part "B" upon becoming eligible. The cost of Medicare Part "B" shall be paid by the retiree and/or dependent(s). The retiree must provide the District with evidence of enrolling in both Medicare programs.		
September 1, 2007 through present	Employed for 30 years in CUSD Enrolled in the District's <u>Health Plan</u> for 30 years. 62 years except in the case of disabilitants	Medical for retiree and eligible dependents Dental and Vision for retiree and eligible dependents until retiree reaches age 65
September 1, 2007 through present	Employed for 30 years in CUSD Enrolled in the District's <u>Dental and Vision Plan</u> for 30 years 62 years except in the case of disabilitants	Dental and Vision for retiree and eligible dependents until retiree reaches age 65
NOTE: For employees hired on or after September 1, 2007, eligibility is further determined by both the retiree and/or dependent(s) enrolling in any Medicare program offered when first qualified for such coverage through Social Security eligibility. The cost of all Medicare programs shall be paid by the retiree and/or dependent(s). The retiree must provide the District with evidence of enrolling in all Medicare programs offered.		

**CLOVIS UNIFIED
SCHOOL DISTRICT****2. Eligibility Criteria-Operations Unit Employees only**

Hire/Rehire Date	Work Experience/Age	Benefit
July 1, 2013 through present	<ul style="list-style-type: none">• Employed for 30 years in CUSD• Enrolled in the District's <u>Health Plan</u> for 30 years.• 62 years except in the case of disabilitants	Medical for retiree and eligible dependents Dental and Vision for retiree and eligible dependents until retiree reaches age 65
July 1, 2013 through present	<ul style="list-style-type: none">• Employed for 30 years in CUSD• Enrolled in the District's <u>Dental and Vision Plan</u> for 30 years• 62 years except in the case of disabilitants	Dental and Vision for retiree and eligible dependents until retiree reaches age 65
NOTE: For employees hired on or after July 1, 2013, eligibility is further determined by both the retiree and/or dependent(s) enrolling in any Medicare program offered when first qualified for such coverage through Social Security eligibility. The cost of all Medicare programs shall be paid by the retiree and/or dependent(s). The retiree must provide the District with evidence of enrolling in all Medicare programs offered.		

Employees who do not meet the eligibility requirements defined in Sections A and B upon retirement may continue their medical benefit on a self-paid basis, agreeing to and paying the full cost of the medical benefit. This option is not available for the dental and vision benefit.

3. Continuation of Benefits for Eligible Dependent(s) of Retiree

If a retiree participating in the District Health and Welfare Benefits Plan should pre-decease an eligible dependent(s), the benefits will continue for said dependent(s) provided all applicable requirements of the provisions are met.

If an eligible retiree, as defined in Section C-1, or an active employee eligible for retirement under their respective plan (STRS or PERS on and after age ~~fifty~~ (50) and not as a disabilitant) is deceased prior to the age they would have been eligible for continuation in the District's Health and Welfare Benefit Plan, their dependent(s) may purchase the District's Health and Welfare Benefit Plan at full cost until the eligible retiree or active employee eligible for retirement would have reached the qualifying age, at which time the dependent(s) will be eligible for retiree benefits described in this section.

4. Continuation of Benefits for Employee Retiring Before the Qualifying Age

- a. Retirement after the age of 50 and before the age of 55 for ~~Employees-employees~~ **Hired** ~~hired Prior-prior~~ to September 1, 2007

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Employees hired prior to September 1, 2007, who retire after the age of ~~fifty (50)~~ but before the age of ~~fifty-five (55)~~ shall be eligible for continuation in the District's Health and Welfare Benefits Plan at age ~~fifty-five (55)~~ provided the employee meets the following provisions:

- 1) Has officially retired and receiving retirement benefits under the requirements of their respective retirement system, STRS or PERS, except in the case of disabilitants. A disabilitant, as so certified by STRS, PERS or Social Security, becomes eligible for this benefit immediately if such disabilitant has had ~~fifteen (15)~~ years of service in the District. Board-approved health leave will be counted toward the service requirement for this benefit.
 - 2) Has at least ~~fifteen (15)~~ years of service and enrolled in the District's Health and Welfare Benefit Plan for ~~fifteen (15)~~ years.
 - 3) Has maintained coverage under the District's Health and Welfare Benefits Plan at their own expense.
- b. Retirement after the age of 50 and before the age of 62 for ~~Employees-employees~~ **Hired** ~~hired On-on~~ or ~~After-after~~ September 1, 2007

Employees hired on or after September 1, 2007, who retire after the age of ~~fifty (50)~~ but before the age of ~~sixty-two (62)~~ shall be eligible for continuation in the District's Health and Welfare Benefits Plan at age ~~sixty-two (62)~~ provided the employee meets the following provisions:

- 1) Has officially retired and receiving retirement benefits under the requirements of their respective retirement system, STRS or PERS, except in the case of disabilitants. A disabilitant, as so certified by STRS, PERS or Social Security, becomes eligible for this benefit immediately if such disabilitant has had ~~thirty (30)~~ years of service in the District. Board-approved health leave will be counted toward the service requirement for this benefit.
- 2) Has at least ~~thirty (30)~~ years of employment in CUSD and enrolled in the District's Health and Welfare Benefit Plan for ~~thirty (30)~~ years.
- 3) Has maintained coverage under the District's Health and Welfare Benefits Plan at their own expense.

5. Rate Determination

If the health insurance claims paid for retirees and retiree dependents (certificated and classified) exceed ten percent (10%) of the total claims paid in any year (July through June), and the retiree desires to continue in the District's Health and Welfare Benefits Plan, the

**CLOVIS UNIFIED
SCHOOL DISTRICT**

District will assess retirees a monthly fee to be based on the amount exceeded by all retirees divided into ~~twelve (12)~~ equal payments September through August of the following year. To the extent permitted by law, the ~~Governing~~ Board further reserves the right to make any changes in the policy or in the coverage that it deems fit in its discretion. Nothing in this policy shall be construed as a waiver of any vested right that the retiree, the retiree's spouse or the retiree's dependents have, or may have in the future under applicable law.

D. MEMBERS OF THE GOVERNING BOARD

Board Bylaw No. 9250 – Board Member Remuneration, Reimbursement, and Other Benefits govern as to health and welfare benefits for current and former board members.

~~1. Active members of the Governing Board qualify for benefits identified in Section B-1 (Classified Management).~~

~~2. Retired Members of the Governing Board~~

~~A. Effective March 1, 1985, members of the Governing Board who have completed a minimum of twelve (12) years as a member of the Governing Board of the District, irrespective of age, are eligible for continuation in the District's Health and Welfare Benefit Plan offered to District retirees. Retired Members of the Governing Board will be subject to the rate determination as outlined in Section C-4.~~

~~These retirement benefits shall not be provided to any person first elected to a term of office that began on or after January 1, 1995, unless the recipient participates on a self-paid basis, agreeing to and paying the full cost of the medical benefit.~~

~~B. Members of the Governing Board who have completed one or more terms of office but less than twelve (12) years, may continue their medical benefit upon retirement from the Governing Board on a self-paid basis agreeing to and paying the full cost of the medical benefit.~~

E. Confidentiality

The Board recognizes the confidential nature of health information that is protected under both state and federal law, which includes protection under the Health Insurance Portability and Accountability Act ("HIPAA"); this protected information is also known as "protected health information" ("PHI"). The Superintendent or designee will ensure that privacy laws related to PHI are followed in the handling of such information. To that end, the Board authorizes the Superintendent or designee to develop District policies and procedures that ensure compliance with both state and federal privacy laws related to PHI.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Additionally, in compliance with the law, the Superintendent or designee shall not use or disclose any employee's medical information that the District possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law.

Adopted: 07/23/1975

Amended: 06/30/1976, 06/13/1977, 06/22/1977, 11/22/1978, 01/28/1983, 02/13/1985,
06/19/1985, 09/11/1985, 10/26/1988, 01/25/1989, 06/08/1992, 04/14/1993, 05/1996,
04/24/1996, 11/13/1996, 05/27/1998, 10/27/1999, 07/24/2002, 06/11/2003,
12/17/2003, 04/14/2004, 12/15/2004, 03/09/2005, 02/22/2006, 08/22/2007,
07/16/2008, 11/19/2008, 03/24/2010, 08/11/2010, 08/22/2012, 11/14/2018,
___/___/___ (BP 6503 renumbered as BP 4154, 4254, 4354)

~~Gov. Code sections 53201, 53205, 53205.1, 53028.2~~

~~Civil Code Section 56.21~~

~~Health Insurance Portability and Accountability Act~~

EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, state disability benefits

45136 Benefits for classified employees

CIVIL CODE

56.10-56.16 Disclosure of information by medical providers

56.20-56.245 Use and disclosure of medical information by employers

GOVERNMENT CODE

12940 Discrimination in employment

22750-22944 Public Employees' Medical and Hospital Care Act

53200-53210 Group insurance

HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1367.08 Disclosure of fees and commissions paid related to health care service plan

1373 Health services plan, coverage for dependent children who are full-time students

1373.621 Continuation coverage, age 60 or older after five years with District

1374.58 Coverage for registered domestic partners, health service plans and health insurers

**CLOVIS UNIFIED
SCHOOL DISTRICT****INSURANCE CODE**

10116.5 Continuation coverage, age 60 or older after five years with District
10128.50-10128.59 Cal-COBRA program, disability insurance
10277-10278 Group and individual health insurance, coverage for dependent children
10604.5 Annual disclosure of fees and commissions paid
12670-12692.5 Conversion coverage

LABOR CODE

2800.2 Notification of conversion and continuation coverage

UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual
4980B COBRA continuation coverage
4980H Penalty for noncompliance with employer-provided health care requirements
5000A Minimum essential coverage
6056 Report of health coverage provided to employees

UNITED STATES CODE, TITLE 29

1161-1169 COBRA continuation coverage

UNITED STATES CODE, TITLE 42

300gg-300gg95 Patient Protection and Affordable Care Act, especially:
300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals
1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage
54.4980H-1-54.4980H-6 Patient Protection and Affordable Care Act
1.105-11 Self-insured medical reimbursement plan

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Doc# 42325-6 (09/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**

Certificated, Classified, Administrative and Supervisory~~Commendation~~

AWARDS AND RECOGNITION

PURPOSE: To provide for awards and recognitions of District employees.

The Board values its instructional and noninstructional staff and desires to recognize their outstanding service ~~in order~~ to increase employee morale and encourage creative and innovative performance.

The Board encourages recognition of staff during days of significance.

The Board authorizes awards to individual employees who do any of the following: (Education Code 44015)

1. Propose procedures or ideas that result in eliminating or reducing District expenditures or improving District operations.
2. Perform special acts or services in the public interest.
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in District operations and excellence in programs.

As the District budget permits, the Superintendent or designee may recognize such employees by issuing service pins, certificates, plaques, and/or other mementos. In addition, the Superintendent or designee may recommend employees to the Board for recognition at a public Board meeting.

Monetary awards to employees shall not exceed \$200 unless expressly approved by the Board. (Education Code 44015)

Adopted: 11/13/2019, __/__/____ (BP 4156.2 renumbered as BP 4156.2, 4256.2, 4356.2)

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35161 Powers and duties generally

44015 Awards to employees

45460 Classified School Employee Week

Doc# 36455-6 (09/2020, 07/2010)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL ~~GENERAL SERVICES~~**

~~Certificated, Classified, Administrative and Supervisory Security, Safety & Emergency
Procedures~~

~~JO~~EMPLOYEE SAFETY

PURPOSE: To create a workplace free of employee accidents and injuries.

The personal safety and health of each employee of the ~~Clovis Unified School~~ District is of primary importance. The prevention of occupational injuries and illness is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will endeavor to maintain an active interest in safety. The ultimate goal is zero accidents and injuries.

The Superintendent or ~~designee~~ is directed to plan and implement a District injury and illness prevention program in ~~compliance~~ **accordance** with the California Labor Code and General Industry Safety Orders. It shall include a system for ensuring employee compliance with safety procedures, a communication system with employees, a system for identifying/evaluating hazards, injury/illness investigation procedures, a system for correcting unsafe work conditions, and training/instruction procedures for employees.

Adopted: 02/24/1993

Reviewed: 01/09/2008, 02/23/2009

Amended: 05/10/2006, __/__/____ (BP 8204 renumbered as BP 4157, 4257, 4357)

EDUCATION CODE

32001 Fire warning system; fire drills

32030-32034 Eye safety

32225-32226 Communications devices in classrooms

32280-32289 School safety plans

44984 Required rules for industrial accident and illness leave of absence

LABOR CODE

3300 Definitions

6305 Occupational safety and health standards; special order

6310 Retaliation for filing complaint prohibited

6400-6413.5 Responsibilities and duties of employers and employees, especially:

6401.7 Injury and illness prevention program

CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

3400 Medical services and first aid

5095-5100 Control of noise exposure

**CLOVIS UNIFIED
SCHOOL DISTRICT**

CODE OF FEDERAL REGULATIONS, TITLE 29
1910.95 Noise standards

~~Education Code Sections 32001 et seq.~~
~~Labor Code Sections 6305, 6400 et seq.~~
~~Cal. Code Reg., title 8, Section 3203 et seq.~~

Doc# 42318-5 (08/2020, 03/2010)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES SERVICES~~

~~Certificated, Classified, Administrative and Supervisory~~
~~Duties, Responsibilities & Rights of Employees~~

EMPLOYEE SECURITY~~INFORMATION FOR TEACHERS; COURT AND LAW-
ENFORCEMENT NOTIFICATIONS~~

PURPOSE: To establish procedures for employee security~~specify the right to notification concerning certain students.~~

The Board desires to provide a safe and orderly work environment for all employees. As part of the District's comprehensive safety plan, 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 employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace, including the pursuance of legal action where appropriate.

A. Information Regarding Students Who May Pose a Danger

~~It is the policy of the Board that teachers,~~ Teachers shall be informed, in accordance with law, of crimes and offenses, including those described Education Code section 48900 et seq., of students who may pose a danger in the classroom. ~~whenever a pupil has been engaged in, or reasonably suspected to have been engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Education Code section 48900 or in Sections 48900.2, 48900.3, 48900.4, or 48900.7.~~

To facilitate teacher notification and review, the Superintendent or designee shall create a system to establish a roster that designates pupils who have engaged in, or are reasonably suspected to have been engaged in, any of the acts described in any of the subdivisions, except subdivision (h) of Education Code section 48900, or in Education Code section 48900.2, 48900.3, 48900.4, or 48900.7, or who engaged in acts which resulted in the pupil's suspension from school or expulsion from a school district, ~~the acts designated above~~ based on records maintained by the District in the ordinary course of business, or received from a law enforcement agency, regarding such pupils. The roster shall be updated at the beginning of each semester and shall include information from the previous three school years. Teachers will be permitted to review, in their school site office, the roster of the pupils in their class only and shall not be permitted to review the rosters of all students at the school site or in the District. The site principal or designee~~ated administrator~~ shall advise teachers that any information received by a teacher pursuant to this ~~P~~policy shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

All appropriate information received by the Superintendent ~~or designee~~ from a court of competent jurisdiction regarding a student shall be expeditiously disseminated to appropriate staff members, including notification to the school site principal or designee for notices pursuant to Education Code, section 48267, and notification to the counselor directly supervising the student for notices pursuant to Welfare and Institutions Code, section 827, subdivision (b), thereby improving staff's ability to work with the pupil in an appropriate fashion, ~~and~~ to avoid staff being needlessly susceptible to injury, and ~~for to provide staff's~~ the ability to protect other persons from needless vulnerability. Such information shall be received by designated staff in confidence and not be further disseminated by staff, and any written notifications of such information from a court of competent jurisdiction shall be maintained and disposed of in accordance with law.

~~B. Pepper Spray~~ ~~Authorized Employees~~ Use of Pepper Spray

Pepper Spray is a non-lethal, defense weapon, which may be carried in a case on a belt, and is available for immediate use in an emergency situation. Immediate access to and use of pepper spray would provide the employee with the opportunity to take safe evasive actions pending arrival of assistance. Under existing state law, any person who is properly trained in the use of tear gas or a tear gas weapon, including one in which the active ingredient is oleoresin capsicum, commonly referred to as pepper spray, may use such gas or weapon for self-defense purposes.

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 applicable state law.

The ~~Governing~~ Board directs the Superintendent ~~or designee~~ to establish ~~Administrative~~ administrative ~~Regulations-regulations which will~~ to provide for the training of ~~certain designated positions such as custodians, or others who work in isolated areas during non-school hours, and other designated positions,~~ with the use of pepper spray and to furnish such employees with pepper spray for their protection. The employees ~~are to~~ should be instructed that the use of the pepper spray for ~~reasons~~ other than self-defense purposes is a felony.

~~Such regulations shall specify that~~ Only employees who have been issued a card verifying successful completion of a course certified by the Department of Justice in the use of tear gas and tear gas weapons will be authorized by their supervisor ~~or designee~~ to carry pepper spray ~~containers~~ during performance of ~~their~~ assigned District duties.

Adopted: 07/10/1991

Amended: 07/08/1992, 11/11/2004, 10/03/2008, 11/16/2011, 08/07/2013, / / (BP 6312 renumbered as BP 4158, 4258, 4358; all contents of BP 6316 moved)

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

**CLOVIS UNIFIED
SCHOOL DISTRICT**

35213 Reimbursement for loss, destruction or damage of school property
44014 Report of assault by pupil against school employee
44807 Duty concerning conduct of students
48201 Transfer of student records
48267 Disorderly students
48900-48926 Suspension or expulsion
49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion
49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

GOVERNMENT CODE

995-996.4 Defense of public employees
3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials
240-246.3 Assault and battery, especially;
241.3 Assault against school bus drivers
241.6 Assault on school employee including board member
243.3 Battery against school bus drivers
243.6 Battery against school employee including board member
245.5 Assault with deadly weapon against school employee including board member
290 Registration of sex offenders
601 Trespass by person making credible threat
626-626.11 School crimes
646.9 Stalking
22810 Purchase, possession, and use of tear gas

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality
828.1 District police or security department, disclosure of juvenile records

~~California Education Code, Sections 48267, 48902, 48918 (j), 49079~~
~~California Welfare and Institutions Code, Section 827 (b)~~

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL ~~HUMAN RESOURCES~~**

**Certificated, Classified, Administrative and Supervisory ~~Duties, Rights & Responsibilities of~~
Employees**

EMPLOYEE IDENTIFICATION BADGES

PURPOSE: To implement an ~~I~~identification ~~B~~badge system to enhance the safety and welfare of students, staff, and campus visitors.

The Board recognizes the need for instant visible identification of all adults who work or volunteer in or about the District. The photo ID badge serves many purposes, but the most important is personal safety for employees, students, and other authorized persons in and around the District facilities. Badges serve to identify people who should – or should not – be on District premises. Badges discourage unwanted visitors from going on or entering District property and help create a sense of community throughout the District.

To enhance the school safety environment and provide additional security, the Superintendent or ~~his~~ designee shall implement a ~~P~~photo ~~I~~identification ~~B~~badge system for all staff. Volunteers and visitors shall wear temporary ~~non-photo~~ ID badges ~~to~~ at all sites of the District. Such identification badges shall be produced by the District and shall remain the property of the District.

Adopted: 02/09/2000

Reviewed: 02/26/2007, 08/27/2008

Amended: 04/27/2005, __/__/____ (BP 6213 renumbered as BP 4158.10, 4258.10, 4358.10)

Doc# 42350-6 (09/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL~~HUMAN RESOURCES~~**

~~Certificated, Classified, Administrative and Supervisory Duties, Responsibilities & Rights of Employees~~

**EMPLOYEE ABSENCES AND LEAVES/ SUBSTITUTE, SHORT-TERM AND
TEMPORARY EMPLOYEES PAID SICK LEAVE**

PURPOSE: To define employee paid and unpaid absences and leaves in accordance with law, ~~B~~board ~~P~~policy, and collective bargaining agreements.

The ~~Governing~~ Board shall authorize paid and unpaid absences and leaves for those purposes mandated by law, Board Policy, and collective bargaining agreements. The authorized types of absences and leaves are listed below.

A. Absences

An employee may use personal illness/injury leave (sick leave) pursuant to the Education Code for the reasons enumerated in this section. Such leave shall be charged against the accumulated sick leave of the employee. Specific guidelines and the number of days that can be used are defined in ~~the accompanying~~ Administrative Regulation No. 4161, 4261, 43616504.

1. Employee Illness**2. Personal Necessity**

- a. Death of a member of employee's immediate family.
- b. Accident involving the employee, employee's property, or the person or property of immediate family member.
- c. Appearance in court as a litigant or as a witness under subpoena or any other order made with jurisdiction.
- d. A serious illness of a member of the immediate family of the employee.
- e. Attendance at the funeral of a very close personal friend.
- f. Placement of a child with the employee for foster care ~~or~~ adoption of a child pursuant to law.
- g. Attendance at a high school graduation, a college or university, or other related institution for the orientation, awards ceremony, ~~or~~ graduation of a son or daughter.
- h. Preparation and participation in a marriage ceremony for oneself or for a son or daughter.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

- i. Natural calamity or occurrences so severe that an employee cannot reasonably be expected to travel or is prevented from traveling to work either in personal or common carrier conveyance.
- j. Attendance at pre-approved school-related programs for members of the immediate family, including grandchildren.
- k. Military preparation with orders.
- l. Such other reasons as prescribed by the Board.

3. Personal Business

Personal business is leave without pay that can be taken when available vacation, compensatory time and personal necessity leave have been exhausted. Personal business must be pre-approved by the employee's supervisor. Reasons for personal business include:

- a. Spouse on leave from military deployment.
- b. Participation in school-related activities of K-12 child for employee who is parent/guardian or grandparent having custody.

4. Family Emergency Absence.**5. Jury Duty.****6. Bereavement.****7. School Business.****B. Leaves of Absence**

Following are the types of leaves authorized.

1. Military Leave with Orders.
2. Employee Illness.
3. Maternity.
4. Sabbatical.
5. Exchange Teacher.

**CLOVIS UNIFIED
SCHOOL DISTRICT****6. Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA).**

- a. Employee's own serious medical condition.
- b. To care for immediate family member with serious medical condition.
- c. Birth and care of a newborn child.
- d. Placement with employee of child for foster care or adoption.
- e. To care for a covered service member who has a serious injury or illness.
- f. To attend to an "exigency" arising out of the fact that a spouse, child, or parent is on active duty or call to active duty status in support of a contingency (applies only to family of National Guard, Reserves or certain retired military).

7. Such Other Reasons as may be prescribed by the Board.**C. Other****1. Employee Sick Leave Donation Program**

District employees, upon written notice to the Governing Board, may donate accrued sick leave credits to the requesting employee. Donations shall be made in hour increments. Donations cannot be made retroactively to cover employee's pay that was previously docked. Donations can be used for the purpose of the designated leave only. Instructions for donating sick leave are included in **the accompanying** Administrative Regulation No. **4161, 4261, 43616504**.

2. Reporting Absences

Employees shall report all absences from work, including, but not limited to, illness, school business, family emergency, personal necessity, on-the-job injury, personal business and vacation, online or by telephone in the automated system as outlined in **the accompanying** Administrative Regulation No. **4161, 4261, 43616504**. In addition to reporting absences online or by telephone in the automated system, employees shall also notify their immediate supervisor(s).

**CLOVIS UNIFIED
SCHOOL DISTRICT****D. Substitute, Short-Term and Temporary Employees Paid Sick Leave**

The purpose of this policy is to provide paid sick days to temporary, substitute, and/or short-term employees as required by the Healthy Workplaces, Healthy Families Act of 2014 (Assembly Bill 1522).

Any substitute, short-term or temporary employee not covered by ~~Distriet~~ Board Policy No. 4161, 4261, 4361 ~~6504~~ - Employee Absences and Leaves, is entitled to the right to sick leave as outlined by the Healthy Workplace Healthy Families Act of 2014.

Adopted: 07/23/1975

Amended: 10/08/1976, 11/23/1977, 12/12/1979, 06/15/1983, 12/1986, 11/30/1988, 07/12/1989, 11/06/1991, 11/22/1993, 02/09/1994, 02/22/1995, 01/13/1999, 05/24/2000, 09/05/2001, 09/24/2003, 03/24/2004, 02/13/2008, 04/29/2009, / / (BP 6504 renumbered as BP 4161, 4261, 4361; all contents of BP 6507 moved)

~~Education Code sections 44018, 44036-44037, 44043.5, 44800, 44962-44968.5, 44976-44978.1, 44985-44987, 45190-45198, 45207, 29 USC 2601, et. Seq. (FMLA) and Government Code section 12945.2~~

~~5 CCR 5601~~

~~Labor Code 230, 230.1, 230.2, 230.8, 233, 234~~

~~Military and Veterans Code sections 395-395.10~~ Education Code

EDUCATION CODE

44018 Compensation for employees on active military duty
44036-44037 Leaves of absence for judicial and official appearances
44043.5 Catastrophic leave
44800 Effect of active military service on status of employees
44842 Failure to provide notice or to report to work
44962-44988 Leaves of absence (certificated)
45190-45210 Leaves of absence (classified)

~~Government Code~~ **GOVERNMENT CODE**

12945.1-12945.2 California Family Rights Act

~~Labor Code~~ **LABOR CODE**

230-230.2 Leaves for victims of domestic violence, sexual assault or specified felonies
230.8 Leave to visit child's school
233 Illness of child, parent, spouse or domestic partner

~~Military and Veterans Code~~ **MILITARY AND VETERANS CODE**

395-395.10 Military Leave

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~United States Code~~ UNITED STATES CODE, ~~Title~~ TITLE 29
2601-2654 Family and Medical Leave Act of 1993

~~United States Code~~ UNITED STATES CODE, ~~Title~~ TITLE 38
4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994

Doc# 42331-5 (09/2020, 07/2008)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~Certificated, Classified, Administrative and Supervisory~~Employee Benefits~~**INDUSTRIAL ACCIDENT/ILLNESS LEAVE (WORKER'S COMPENSATION)**

PURPOSE: To comply with the California State Workers' Compensation regulations and comply with coordinated program between Workers' Compensation and accumulated sick days.

A. Injuries Arising Out of or in the Course of Employment**~~1.~~ General Provisions In Accordance With The Education Code**

- ~~1.1~~ 1. Allowable industrial accident or illness leave shall be for not less than ~~60~~sixty days for the same industrial accident or illness during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year.;
- ~~1.2~~ 2. Allowable industrial accident or illness leave shall not be accumulated from year to year.;
- ~~1.3~~ 3. Industrial accident or illness leave shall commence on the first day of absence.;
- ~~1.4~~ 4. When an employee is absent from duties on account of an industrial accident or illness, the employee shall be paid, in the case of a certificated employee, such portion of the salary due for any month in which the absence occurs as, when added to the employee's temporary disability indemnity under Division 4.5 of the Labor Code, will result in payment to the employee of not more than the employee's full salary. In the case of a classified and/or certificated employee, payment for wages lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this State, exceed the normal wage for the day.;
- ~~1.5~~ 5. Industrial accident, or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award or a compensation award under worker's compensation.;
- ~~1.6~~ 6. When an industrial accident, or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him for the same illness or injury.

B. Extension of Sixty-Day Record

1. Certificated Employees. Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in the Education Code, and for this purpose,

**CLOVIS UNIFIED
SCHOOL DISTRICT**

the employee's absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continued to receive temporary disability indemnity, will result in a payment to the employee of not more than the employee's full salary.

2. **Classified Employees.** The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under the Education Code. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used, but if an employee is receiving worker's compensation, the employee shall be entitled to use only so much of the employee's accumulated or available sick leave, accumulated compensation time, vacation, or other available leave which, when added to the worker's compensation award, provide for a full day's salary or wage.
3. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California, unless the **Superintendent or ~~or designee~~ Board** authorizes travel outside the State.

C. **Payment During Industrial Accident Or Illness Leave Of Absence**

1. During any paid industrial accident or illness leave of absence, the District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement leave shall be made only in accordance with this section.
2. Industrial accident or illness leave of absence benefits are available to any employee of the District after date of employment.
3. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California, unless the **Superintendent or designee**~~Board~~ authorizes travel outside the State.

D. **Absence for Personal Reasons**

- ~~1.~~ Any employee who applies for and is granted leave for personal reasons other than those covered in the foregoing sections or in sections of the Education Code dealing with annual leave, sick leave, or bereavement leave, shall not receive any salary from the District covering the period of such leave.

E. **Alternative "Light Duty" Job Assignments**

- ~~2.~~ The Board reserves the right to assign alternative "light duty" work to employees who are not able to complete their regular assignment due to a worker's compensation injury or illness. The alternate assignment may be at or below the responsibilities of the employee's current job

**CLOVIS UNIFIED
SCHOOL DISTRICT**

classification, however the employee will be paid the full salary of his current classification. All "light duty" shall be administered through the Superintendent or the Associate ~~Associate Superintendent of Administrative Services, and Assistant Superintendent of Human Resources and Employee Relations~~ or designee. "Light duty" assignments are temporary and intended to address short-term medical restrictions. Such assignments shall not be used as a means to establish new assignments or displace other employees.

E. Medical Treatment

† An employee suffering from an industrial accident or illness who is required to receive medical treatment is required, to the extent possible, to schedule an appointment with a medical provider outside of the employee's normal work-day. If an appointment cannot be scheduled outside of the employee's normal work-day, an employee's leave to receive medical treatment may be deducted from any sick leave or vacation balance.

Adopted: 07/23/1975

Reviewed: 01/30/2006, 05/25/2007

Amended: 06/08/1992, 02/10/1993, 01/1996, 03/24/2004, __/__/____ (BP 6502 renumbered as BP 4161.11, 4261.11, 4361.11)

EDUCATION CODE

44984 Required rules for industrial accident and illness leaves of absence

45192 Industrial accident and illness leaves for classified employees

~~Education Code 45192~~

Doc# 42355-5 (08/2020, None (AR only, 10/2015)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****Classified****ASSIGNMENT AND PROMOTION – CLASSIFIED EMPLOYEES**

PURPOSE: To grant authority for and specify conditions of assignment, and to require advertisement of promotional opportunities relating to classified employees.

A. Notices of Employment

Any person employed in a classified position will receive a notice of employment from the Human Resources Department at the time of employment.

B. Authorization to Start Work

Under no circumstances is a person empowered to begin work in any classified position until authorized to do so by the Superintendent, nor until a notice of employment has been authorized and until all necessary data such as application, loyalty oath, tax withholding form, tuberculosis report, fingerprinting report, etc., have been filed in the Human Resources Department.

C. Working Out of Classification

~~a.1.~~ In the event an employee is assigned more than five ~~(5)~~ working days within a ~~fifteen~~-(15) calendar day period in a higher classification, the salary shall be adjusted to the nearest step of the higher classification, which would result in at least a 5% salary increase. This increase shall be for the entire period the employee is required to work out of classification.

~~1.2.~~ Custodians assigned to summer maintenance helper positions shall not be decreased in pay. The position of Maintenance Helper is established at 5% above the custodian range.

D. Promotion

When recruiting for a promotional vacancy, the Human Resources Department shall make the vacancy known to all personnel in the District. Experience within and outside the District, training, certification, proven and potential ability shall be considered in making promotions.

Adopted: __/__/__

EDUCATION CODE

45110 Inconsistent duties for classified employees

Doc# 42826-4 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****Classified****TRANSFERS – CLASSIFIED EMPLOYEES**

PURPOSE: To set forth policy and procedures regarding transfers for classified employees.

The Superintendent or designee shall assign or reassign all personnel on the basis of staffing needs, qualifications, and recommendations of the administrators or supervisors involvedseniority.

~~Employees being transferred or reclassified to a position having a higher salary range shall be placed upon such step of the new range as to receive the next higher monthly salary than that formerly received. In the event of transfer or reclassification of a position having a lower salary range, the employee's salary will be adjusted according to the salary range assigned to the new position with no experience credit loss due to the reassignment.~~

Adopted: / / /

EDUCATION CODE

35035 Additional powers and duties of superintendent, transfer authority

45101 Definitions (including disciplinary action, cause)

45113 Rules for classified service in Districts not incorporating the merit system

GOVERNMENT CODE

3543.2 Scope of representation

Doc# 42832-4 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Classified Recruitment, Selection, Promotion & Evaluation~~**~~CLASSIFIED EMPLOYEE~~ EVALUATION/SUPERVISION OF CLASSIFIED
EMPLOYEES GUIDELINES**

PURPOSE: To establish evaluation guidelines for classified employees.

All classified employees are to be formally evaluated. Permanent employees shall be evaluated annually and other times as may be required. Any employee designated as a permanent employee shall be subject to suspension, demotion, or dismissal for cause only as determined by the Governing Board and the California Education Code. Probationary employees shall be evaluated at least two times a year. For Operational Unit employees hired on or after July 1, 1986, evaluations shall occur at the same ~~time~~ as ~~other~~ District employees except where differentiated by the California Schools Employees Association (CSEA) agreement.

Evaluations shall be used to recognize the exemplary skills and accomplishments of classified employees and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

A supervisor may give an employee an evaluation at any time if the employee is not performing at competent standards or for some exceptional work performance.

Adopted: 09/28/2005

Reviewed: 07/18/2007, 03/23/2011

Amended: __/__/__ (BP 6212 renumbered as BP 4215)

Doc# 42339-7 (09/2020, 03/2006)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Classified Duties, Responsibilities & Rights of Employees~~**DISMISSAL/SUSPENSION/DISCIPLINARY ACTIONS – CLASSIFIED EMPLOYEES**

PURPOSE: To set guidelines for disciplinary action for classified employees.

A. Discipline

The Board expects all employees to exhibit professional and appropriate conduct and serve as positive role models both at school and in the community. A classified employee may be disciplined in accordance with law, any applicable collective bargaining agreement, board policies, and administrative regulations.

For just cause, ~~classified~~ employees ~~are~~ shall be subject to disciplinary action including, but not limited to, verbal warning, written warning, reprimand, transfer, suspension, demotion and dismissal. The cause shall relate to the welfare of the schools/District and/or the pupils therein. ~~Where~~ applicable, the disciplinary action shall be according to procedures pursuant to provisions of ~~California~~ State law and the accompanying administrative regulation. (Education Code 45113)

B. Termination of Employment

~~The Superintendent or designee will develop administrative regulations/policies which will insure an orderly and legal procedure for termination of employment.~~

1. Resignation

~~Resignation of classified employees shall be handled in accordance with Board Policy No. 4117.2, 4217.2, 4317.2.~~

~~5 The Board authorizes the Superintendent or designee to accept the resignation of any employee. Acceptance of the resignation shall be effective at the time of receipt by the Superintendent or designee.~~

~~The date of acceptance shall be documented by the Superintendent or designee on the resignation submitted by the employee and shall be followed by a letter to the employee from the Superintendent or designee. The Board shall ratify employee resignations during the course of regularly scheduled meetings.~~

~~Employee resignations may not be rescinded. Individuals wishing to return to work for the District must reapply and participate in the interview process required. If an individual is recommended for reemployment by the District, the candidate must receive fingerprint clearance prior to resuming employment in the District.~~

**CLOVIS UNIFIED
SCHOOL DISTRICT****2. Retirement**

~~Employees planning to retire should notify the Human Resources Department at least six months prior to their intended retirement date, if possible.~~

1. Retirement Compensation

~~Classified employees shall become members of either the Public Employees' Retirement System (PERS) or a part-time employee retirement program as approved by Omnibus Budget Reconciliation Act of 1986 (OBRA) and of Social Security as provided in the law.~~

~~Upon initial employment, an employee automatically becomes a member of the PERS or OBRA approved program and the OASDI (Social Security). This is a provision of the State law. From that time on, the contributions will be made by payroll deduction. The amount of Social Security contributions is set by the Federal Government. The percentage deducted from individual employee's earnings may vary from year to year. The Board District also contributes a similar amount of money that goes toward providing benefits at the time of retirement.~~

~~Retirement is normal between the ages of sixty and sixty-five. An employee may be eligible to retire at age fifty, if the employee has had five years employment with the schools or some other governmental agency that belongs to the PERS. Part-time employees eligible for OBRA approved retirement may retire at any age and receive specified contributions. At age sixty-two an employee is eligible for Social Security benefits.~~

~~The actual amount of retirement income that an employee will receive will depend upon the employee's length of service and salary both in PERS or OBRA approved program and Social Security.~~

~~In the event of death before retirement, the employee's beneficiary(s) will receive all the contributions made to the employee's Retirement Fund. PERS covered employee's beneficiary(ies) will receive one month's salary for each year of current service as a member (maximum 6 months salary). If the PERS eligible employee's death occurs after retirement, the beneficiary(s) will receive a death benefit in addition to the regular retirement income or the will settlement that the employee authorized. The beneficiary(s) may also be entitled to Social Security benefits, as a survivor or dependent.~~

~~If the employee should sever employment with the schools before being eligible to receive retirement income, the employee will receive, on request, specified contributions, plus interest. Social Security contributions are not refundable, but will stay on deposit and will be added to social security earned in other fields.~~

**CLOVIS UNIFIED
SCHOOL DISTRICT****3. Lay Off**

~~The Board reserves the right to terminate the employment of any employee when lack of work, shortage of funds, or economy measures make it necessary to reduce the number of employees.~~

Adopted: 06/25/1980

Reviewed: 08/27/2007, 04/30/2008

Amended: 06/08/1992, 03/22/2006, __/__/____ (BP 6306 renumbered as BP 4218)

EDUCATION CODE

35161 Delegation of powers and duties

44009 Conviction of specified crimes

44010 Sex offense

44011 "Controlled substance offense" defined

44940 Leave of absence; employee charged with mandatory or optional leave of absence offense

44940.5 Compulsory leave of absence; procedures; extension; compensation; bond or security

44990-44994 Testimony of minor witnesses at dismissal or suspension hearings

45101 Definitions (including "disciplinary action," "cause")

45113 Rules and regulations for classified service in Districts not incorporating the merit system

45123 Employment after conviction of sex or narcotics offense

45124 Dismissal of sexual psychopath

45202 Transfer of accumulated sick leave and other benefits following dismissal

HEALTH AND SAFETY CODE

11054-11056 Schedules I, II, and III; substances included

11357-11361 Marijuana

11363 Peyote

11364 Opium

11370.1 Possession of controlled substances with a firearm

VEHICLE CODE

1808.8 School bus drivers; dismissal for safety-related cause

Doc# 42342-5 (08/2020, 10/2019)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****Classified****STAFF DEVELOPMENT – CLASSIFIED EMPLOYEES**

PURPOSE: To establish policy and procedures for staff development for classified employees.

The Board recognizes that a competent well-trained classified staff is essential to carrying out its goals. Besides providing opportunities for personal growth, staff development is viewed as a necessary, continuous, and systematic effort to improved ~~d~~District educational programs by involving all classified personnel in activities that improve their skills and broaden their perceptions.

The Superintendent or designee shall involve classified staff, site and District administrators, and others, as appropriate, in the development of the District's staff development program. He/she shall ensure that the District's staff development program is aligned with District goals, school improvement objectives, the local control and accountability plan, and other District and school plans.

Classified employees shall be provided opportunities to develop increased competence beyond that which may be attained through the performance of assigned duties, and to develop additional knowledge and skills as appropriate. Staff development opportunities may address general workplace skills and/or skills and knowledge specific to the duties of each classified position. In addition, training will focus on transmitting the District culture and its mission, tradition, and philosophy, and in promoting positive attitudes and behavior toward the District's culturally and ethnically diverse students and employees. Special emphasis shall be made to better prepare classified staff members to meet the needs of students from diverse cultural and ethnic backgrounds.

For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students.

Recognizing that certain expenditures will be incurred by classified employees in upgrading and updating skills, ~~the Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.~~ The Board authorizes the Superintendent or designee to establish an in-D~~e~~istrict staff development program for ~~its~~District classified employees and further authorizes the Superintendent or designee to approve classified employee requests for travel, meetings, and conferences within ~~the State of~~ California and within the financial limitations as set forth in the District's budget. Attendance by classified employees at any out-of-state conference or meeting shall be approved by the Board.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Board Policy and Administrative Regulation No. ~~33504203~~ shall be followed to reimburse classified employees for the use of personal vehicles and for expenses incurred by the attendance of conferences and meetings.

The District's staff evaluation process may be used to recommend additional individualized staff development for individual classified employees.

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both classified staff and students and shall ~~regularly~~ report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent or designee reports, the Board may revise the program as necessary to ensure that the staff development program supports the District's priorities for student achievement.

Adopted: / /

EDUCATION CODE

44277 Professional growth programs for individual teachers

44032 Travel expense payment

45380-45387 Retraining and study leave (classified employees)

45390-45392 Professional development for classified school employees

52060-52077 Local control and accountability plan

56240-56245 Staff development; service to persons with disabilities

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

Doc# 42625-5 (09/2020, 07/2015)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Classified, Administrative/Supervisory~~Professional Development**PROFESSIONAL GROWTH PROGRAM/CLASSIFIED TUITION REIMBURSEMENT
PROGRAM**

PURPOSE: To provide a professional growth program and tuition reimbursement program for classified and classified management employees.

A. Professional Growth Program

~~1. The Board recognizes that in today's rapidly changing society, with its tremendous accumulation of new knowledge, members of the classified service should be encouraged to engage in programs of professional and technical growth related to their job duties and responsibilities in the District. The purpose of the Professional Growth Program and Classified Tuition Reimbursement Program is to assist classified and classified management employees in meaningful study and related activities designed to retain and improve the employees' knowledge of skills in their respective career paths.~~

~~1. The Board authorizes the Superintendent to establish rules and regulations for the conduct and control of the Professional Growth Program and Classified Tuition Reimbursement Program for classified and classified management employees.~~

~~2. Effective July 1, 2006, the Classified Tuition Reimbursement Program replaced the Professional Growth Program established in 1980.~~

2. Elimination of Professional Growth Program Established in 1980

~~3. The Professional Growth Program for classified and classified management employees that was established in 1980 shall no longer be in effect as of July 1, 2006. All employees who received Professional Growth stipends in from the Professional Growth Program that was in effect prior to July 1, 2006, shall continue to receive earned stipends until they such employees are no longer employed or eligible.~~

~~Effective July 1, 2006, the Classified Tuition Reimbursement Program replaced the Professional Growth Program established in 1980. (See Board Policy and Administrative Regulation No. 6106, Classified Tuition Reimbursement Program below.)~~

3. Professional Growth Committee

~~4. The Superintendent or designee shall establish a Professional Growth Committee to purpose of the Professional Growth Committee is to evaluate the District's Professional Growth Program and Tuition Reimbursement Program for regular classified and classified management employees as needed. The Professional Growth Committee shall make its recommendations to the Superintendent or designee. The committee shall be comprised of~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

representatives from each of the following classifications: Business Support, Classified Management, Confidential, Food Services, Paraprofessional, Transportation, Warehouse, and Operations.

B. Classified Tuition Reimbursement Program**1. Classified and Classified Management Employees**

~~The Governing Board recognizes that in today's rapidly changing society, with its tremendous accumulation of new knowledge, members of the classified service should be encouraged to engage in programs of professional and technical growth related to their job duties and responsibilities in the District. The purpose of the Classified Tuition Reimbursement Program is to assist classified and classified management employees in meaningful study and related activities designed to retain and improve the employees' knowledge of skills in their respective career paths.~~

2. Monitoring the Program

5. The ~~Governing~~ Board authorizes the Superintendent or designee to monitor the any existing participants in the Classified former Professional Growth Program and the Tuition Reimbursement Program. The Human Resources Department, in collaboration with the Payroll Department, will annually audit the records of Program participants from each Program to ensure uniform application of Administrative Regulations ~~No. 4231.1 and, 4331.16106~~.

6. ~~As defined in Board Policy No. 6101, the~~ The Professional Growth Committee Associate Superintendent of Human Resources will review the Tuition Reimbursement Program and process appeals as necessary.

Adopted: 10/11/2006

Reviewed: 11/15/2006 (renumbered from 6106)

Amended: 12/09/2009, / / (BP 6102 renumbered as BP 4231.1, BP 4331.1; all contents of BP 6101 moved)

Doc# 42309-6 (09/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~~~Classified Duties, Responsibilities & Rights of Employees~~**PUBLIC NOTICE AND PRESENTATION OF NEGOTIATIONS PROPOSALS**

Because the Board has a responsibility to represent the public's interest in negotiations with employee organizations, the Board is committed to keeping the public informed about issues being negotiated, providing members of the public an opportunity to express their views, and disclosing the position of each Board member in accordance with law.

- A. All initial proposals of the exclusive representatives of any of the District's employees and of the District, which relate to matters within the scope of representation under the Educational Employment Relations Act, shall be presented at a public meeting of the ~~Governing~~ Board and thereafter shall be public records. Such matters shall be placed on the agenda for the meeting by the following designation:

Public Notification of Negotiations Proposal:

Notification of Public of the initial proposal of the _____ (District or CSEA Chapter 250) to _____ (CSEA Chapter 250 or District) regarding Classified Unit collective bargaining agreement _____ (Successor or Reopener) Negotiations – Articles _____ (list or designate "all").

- B. Copies of any initial proposals that have been presented at any public meeting of the ~~Governing~~ Board shall be made available to the public at that meeting of the governing Board or within a reasonable time thereafter if circumstances do not permit such availability at that meeting.
- C. At a public meeting of the ~~Governing~~ Board in which an initial proposal is presented pursuant to paragraphs B and C, the Board shall set a time and date in which the public shall be given the opportunity to express itself on the initial proposals presented. Unless circumstances do not permit, the time and ~~dsate~~ set for such public expression shall be that of the next regularly scheduled public meeting of the ~~Governing~~ Board. Such matters shall be placed on the agenda for the meeting by the following designation:

Public Hearing Regarding Negotiations Proposal:

Public Comment regarding the initial proposal of the _____ (District or CSEA Chapter 250) to _____ (CSEA Chapter 250 or District) regarding Classified Unit collective bargaining agreement _____ (Successor or Reopener) Negotiations – Articles _____ (list or designate "all").

- D. District proposals: After the public has been afforded an opportunity to express itself regarding the District's initial proposal at the public meeting of the ~~Governing~~ Board scheduled for such a purpose, the ~~Governing~~ Board may elect to adopt the District's initial proposal at that meeting

**CLOVIS UNIFIED
SCHOOL DISTRICT**

or defer such adoption to another date. Such matters shall be placed on the agenda for the meeting by the following designation:

Consideration and Adoption of District Negotiations Proposal:

Consideration and adoption by the Governing Board of the initial proposal of the _____
_____~~(District or CSEA Chapter 250)~~ to _____~~(CSEA Chapter 250 or~~
~~District)~~ regarding Classified Unit collective bargaining agreement
_____~~((Successor or Reopener) Negotiations – Articles~~ _____
_____~~(list or designate “all”).~~

- E. Meeting and negotiating shall not commence until the public has been afforded an opportunity to express itself regarding the initial proposal of the District and exclusive representative or the District's employees, if any, at the public meeting(s) of the ~~Governing~~ Board scheduled for such a purpose, and until after the ~~Governing~~ Board has adopted its initial proposal.
- F. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within 24 hours by posting at the same locations where agendas are posted. If a vote is taken on such new subjects by the ~~Governing~~ Board, the vote by each member voting shall also be made public within 24 hours either at a meeting of the ~~Governing~~ Board or by posting at the same location where agendas are posted.

Adopted: 10/27/1999

Reviewed: 01/07/2009

Amended: 04/27/2005, __/__/____ (BP 6317 renumbered as BP 4243.1)

~~Government Code~~ GOVERNMENT CODE

~~Government Code section~~ 3547 Proposals relating to representation; informing public
~~8-Cal. Code Regs. § 32900~~

Doc# 42344-7 (09/2020, 03/2007)

CLOVIS UNIFIED SCHOOL DISTRICT

PERSONNEL HUMAN RESOURCES

Classified Duties, Responsibilities & Rights of Employees

GRIEVANCE PROCEDURE FOR OPERATIONS UNIT EMPLOYEES

PURPOSE: To establish a grievance procedure for employees covered by the California School Employees Association (CSEA) Agreement.

Operations Unit Employee grievances shall be reviewed by the immediate supervisor of the employee and every effort should be made to bring about informal resolution. If informal resolution of the complaint is not achieved, a written grievance (Exhibit No. 4244.106307) should be submitted to the appropriate supervisor(s) for formal resolution according to the timelines outlined in the Agreement between the District and the California School Employees Association and its Clovis Chapter 250 (see flow chart below).

Any permanent employee who is suspended, demoted, or dismissed from service shall be given immediate notice of the cause therefore.

Upon dissatisfaction of all attempted resolutions presented by site and District administrators, the affected individual may request an appeal hearing with the Superintendent. In the event the employee wishes to appeal the Superintendent's decision, a hearing shall be conducted by the **Governing Board**. At the conclusion of the hearing, the decision to sustain or deny the appeal shall be made by the **Governing Board**.

COMPLAINT PROCESS FLOW CHART

LEVEL	PRESENT GRIEVANCE TO	PROCESS	TIMELINE	RESPONSE
Level 1 (Informal)	Immediate Supervisor, Manager, or Dept. Director, or CSEA representative	Discuss nature of grievance	Within five (5) days after occurrence	If discussion not feasible or successful, file written grievance at Level 2 within twenty (20) days of occurrence.
Level 2 (Formal)	Immediate Administrator/ Supervisor	Submit written grievance on District-provided form	After five (5) days, but within twenty (20) days after occurrence	Fifteen (15) days after written grievance receipt, decision is given. If no response is provided within the time limits, may appeal to the next level. If grievance resolved or decision not appealed, process stops here; OR appeal to Level 3.
Level 3 (Formal)	District Level Administrator	Submit written appeal of Level 2 decision	Within fifteen (15) days after Level 2 decision	Fifteen (15) days after written grievance receipt, decision is given. If grievance resolved or decision not appealed, process stops here; OR appeal to Level 4.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

LEVEL	PRESENT GRIEVANCE TO	PROCESS	TIMELINE	RESPONSE
Level 4 (Formal)	Superintendent/ Designee	Submit written appeal of Level 3 decision	Within fifteen (15) days after Level 3 decision	Fifteen (15) days after written grievance receipt, decision is given. If grievance resolved or decision not appealed, process stops here; OR appeal to Level 5.
Level 5 (Formal)	Governing Board	Submit written appeal of Level 4 decision	Within ten (1015) days after Level 3-4 decision	Decision given Board to render a decision within three (3) regularly scheduled meetings. Decision of Governing Board is F final

Adopted: 07/23/1975

Reviewed: 01/09/2008

Amended: 02/08/1984, 06/08/1992, 11/18/1992, 10/1992, 02/22/2006, 06/17/2009, __/__/____
(BP 6307 renumbered as BP 4244.10)

Doc# 42330-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL HUMAN RESOURCES****~~Classified Salary Schedules and Guidelines~~****CLASSIFIED COMPENSATION AND CONTRACTS**

PURPOSE: To establish rules governing payment of salaries for classified employees.

The Classified Schematic List of Classes and Salary Ranges and Classified Salary Schedules for Non-Operation and Operation Unit employees are ~~set forth in the accompanying attached hereto as exhibits and incorporated herein by reference~~. All such salary schedules are subject to **Governing** Board consideration and approval.

A. General Conditions

All positions have been classified through a process of analysis of the specific duties performed. This process results in a written position description which lists the duties required for each class of work. It also makes possible the assignment of a position title for the job and furnishes a basis for comparing the position with other jobs in the District. If the duties of the position change significantly, the job may be re-examined to determine whether it should be given another title or a different placement in the salary structure.

All employees shall be classified immediately upon employment; conditioned upon the employee performing work satisfactorily.

B. Longevity

~~Commencing with the 15th year of service, A~~ a longevity increment for years of service with ~~Clovis Unified School~~ the District shall be awarded for 15-19 years, 20-24 years, and 25+ years of experience.

Adopted: 07/23/1975

Reviewed: 08/12/1992, 06/21/2004, 08/12/2008, 08/10/2009, 06/01/2010,

Amended: 12/12/1979, 04/1980 (per 1979 legislation), 06/11/1980, 03/23/1983, 06/08/1992, 02/28/1996, 05/28/1997, 08/06/1997, 10/10/1997, 11/01/2001, 09/22/2004, 12/15/2004, 10/26/2005 (removed salary schedules from board policy and incorporated as exhibits), 08/15/2018, ~~___/___/___~~ (BP 6405 renumbered as BP 4251.10)

~~Education Code 45128, 45131, 45160, 45162, 45309~~

EDUCATION CODE

45128 Overtime

45131 Length of workday

45160-45169 Salaries for classified employees

45268 Salary schedule for classified employees

45309 Reinstatement of permanent classified employees after resignation

LABOR CODE

**CLOVIS UNIFIED
SCHOOL DISTRICT**

226 Employee access to payroll records

232 Disclosure of wages

432.3 Salary information

510 Overtime compensation; length of work day and week; alternative schedules

515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

Doc# 42323-7 (09/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**~~HUMAN RESOURCES~~**Classified, Administrative and Supervisory**~~Employee Benefits~~**VACATION ALLOWANCE – CLASSIFIED AND CLASSIFIED MANAGEMENT
EMPLOYEES**

PURPOSE: To delineate vacation allowance for classified and classified management employees.

A. Classified Employees**Vacation Allowance
MONTHLY EMPLOYEE**

Duration of Employment	12 Month Employee	11½ Month Employee	11 Month Employee	10½ Month Employee	10 Month Employee
1 through 5 years	10 days	9 days	9 days	8 days	8 days
6 through 10 years	15 days	14 days	14 days	13 days	13 days
11 th year and after	20 days	18 days	18 days	17 ½ days	17½ days

**Vacation Allowance
DUTY DAY EMPLOYEE**

Duration of Employment	223 Duty Day Employee	213 Duty Day Employee	203 Duty Day Employee	180-198 Duty Day Employee
1 through 5 years	9 days	9 days	8 days	8 days
6 through 10 years	14 days	14 days	13 days	12 days
11 th year and after	18 days	18 days	17½ days	17 days

For vacation computation, a month shall be construed as more than one-half of the normal working days of the regular classified employee's work month. Only classified employees who are members of the classified service as defined in the Education Code shall be entitled to vacation pay allowance.

Persons working less than eight hours per day shall be entitled to vacation allowance in the proportion that the number of hours per day the person is employed bears to eight.

Service greater than 50% of the designated work year is established for determination of a year's service toward longevity vacation benefit.

Employees must work a minimum of six ~~(6)~~ months for the District to begin earning vacation days. Vacation allowance for persons with less than one year's service shall be at the rate of 5/6 day per

**CLOVIS UNIFIED
SCHOOL DISTRICT**

month of service. Any classified employees terminating service with six months or less service shall receive no earned vacation pay.

No credit shall be allowed for prior service accumulated in any other school district.

Vacation requests shall be presented to the supervisor, department head or ~~building~~ principal 60 days prior to the scheduled date. However, individuals may take “mini” vacations (e.g., 1 or 2 days) without ~~prior notice upon the approval of by the employee's~~ supervisor, department head, or ~~building~~ principal.

Employees must take vacation days after they are earned. A maximum of five ~~(5)~~ days from the previous year may be carried over into the next fiscal year. Supervisors, department heads, or ~~building~~ principals shall be responsible for coordinating vacation schedules of employees entitled to vacation so that vacation is taken to assure that the five ~~(5)~~ day vacation carry over is not exceeded. If, because of scheduling or other difficulties, an employee accumulates more than five ~~(5)~~ vacation days (“excess vacation days”) or the employee cannot use the five ~~(5)~~ vacation days, the Superintendent or designee may allow the employee to accumulate all or a portion of said days for use in a subsequent year or the Board may compensate the employee at any time thereafter for all or a portion of the excess vacation days at a rate equal to the salary of the employee at the time the additional day or days were accumulated. Upon separation from service, the District shall compensate the employee for any unused vacation days.

Permanent employees may interrupt or terminate vacation leave in order to begin another type of paid leave without returning to active service. The employee shall notify the supervisor, department head, or principal, by the most expeditious means if it becomes necessary for an employee to change leave status. Supporting information regarding the basis for such interruption or termination shall be required.

B. Classified Management Employees

Classified Management Duty Day employees working 12 months receive vacation days the same year as they are earned. Days earned may be carried over into the following fiscal year and used by June 30 of that fiscal year.

12 MONTH/DUTY DAY CLASSIFIED MANAGEMENT EMPLOYEE

209 Duty Day Employee	219 Duty Day Employee	220 Duty Day Employee	229 Duty Day Employee	235 Duty Day Employee
41 non duty days	31 non duty days	30 non duty days	21 non duty days	15 non duty days

**CLOVIS UNIFIED
SCHOOL DISTRICT****DUTY DAY CLASSIFIED MANAGEMENT EMPLOYEE VACATION**

Duration of Employment	180-198 Duty Day Employee
1 through 5 years	8 days
6 through 10 years	12 days
11 th year and after	17 days

Adopted: 07/23/1975

Reviewed: 09/26/2007, 08/13/2009

Amended: 06/30/1976, 06/22/1977, 01/04/1978, 08/13/1980, 05/13/1992, 04/14/1993,
08/06/1997, 07/24/2002, 05/10/2006, / / (BP 6505 renumbered as BP
4261.10, 4361.10)

~~Education Code Sections 45200, 45197~~

EDUCATION CODE

45137 Calculation of vacation for part-time classified employees

45190 Leaves of absence and vacations

45197 Annual vacations

45200 Interruption or termination of vacation leave

Doc# 42333-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL HUMAN RESOURCE SERVICES****Classified, Administrative and Supervisory Employee Benefits****PAID HOLIDAYS – CLASSIFIED AND CLASSIFIED MANAGEMENT**

PURPOSE: To define paid holidays for classified and classified management employees.

The following shall be considered as paid holidays for employees a part of the classified service as defined in the Education Code, provided they are in a paid status during any portion of the workweek immediately preceding or succeeding the holiday:

1. "New Years Day" January 1
- 2. "King Day" 3rd Monday in January
- 3. "Lincoln Day" February 12 or as per adopted calendar
- 4. "Washington Day" 3rd Monday in February
- 5. "Memorial Day" 4th Monday in May
- 6. "Independence Day" July 4
- 7. "Labor Day" 1st Monday in September
- 8. "Veterans Day" November 11
- 9. "Thanksgiving" 4th Thursday and 4th Friday in November
- 10. "Christmas Day" December 25
- 11. A day either preceding or following Christmas Day which would result in a three-day weekend, to substitute for September 9, known as "Admissions Day"
- 12. A "floating day" during ~~W~~winter ~~R~~ecess to be used at the discretion of the classified employee upon approval of supervisor
- + 13. Any day declared a holiday under the Education Code in which the Board specifies it shall be a holiday for classified personnel
- 14. Every day appointed by the President or Governor of this State for public fast, thanksgiving or holiday

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Regular classified employees of the District who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for these two holidays, provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

When a holiday herein listed falls on a weekend, the compensating time off shall be observed according to the Board approved calendar. When any classified employee is required to work on any of said holidays, said employee shall be paid compensation, or given compensating time off for such work in addition to the regular pay received for the holiday, at the rate specified in the Education Code. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the employee.

The provisions of the Education Code shall not be construed to in any way limit the provisions of this section, nor shall anything in this section be construed to prohibit the Board from providing holiday pay for employees who have not been in paid status on the days specified herein.

Adopted: 07/23/1975

Reviewed: 08/27/2007

Amended: 06/02/1976, 01/24/1979, 1983 (per legislation), 04/22/1992, 11/19/2003, 12/09/2009,
____/____/____ (BP 6506 renumbered as BP 4261.20, 4361.20)

~~Education Code 45190, 45200, 45203, 45205, 45206, 45206.5~~

EDUCATION CODE

37220 School holidays

45190 Leaves of absence and vacations

45200 Interruption or termination of vacation leave

45203 Paid holidays

45205 Holiday in lieu of specified holiday

45206 Substitute holiday

45206.5 Admission day

Doc# 42334-5 (08/2020, None)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL**

Administrative and Supervisory

TRANSFERS – ADMINISTRATIVE AND SUPERVISORY

PURPOSE: To set forth policy and procedures regarding transfers for administrative and supervisory employees.

The Board recognizes the importance of placing employees in positions that best utilize their skills and talents, help improve student achievement, and provide the most benefit to the District.

The Superintendent or designee shall assign or reassign all personnel on the basis of staffing needs, qualifications, and seniority.

Upon the recommendation of the Superintendent or designee, the Board shall approve the transfer ~~or rotation~~ of administrative or supervisory personnel to the same position at another location for reasons including, but not limited to, the need to improve student achievement and operational efficiency, utilize the skills and talents of the employee more effectively, provide opportunities for professional growth, provide an opportunity for evaluating employees in different school settings or locations, and best accommodate the overall needs of the District.

~~Employees being transferred or reclassified to a position having a higher salary range shall be placed upon such step of the new range as to receive the next higher monthly salary than that formerly received. In the event of transfer or reclassification of a position having a lower salary range, the employee's salary will be adjusted according to the salary range assigned to the new position with no experience credit loss due to the reassignment~~

~~The Superintendent or designee shall establish procedures to enable administrative or supervisory personnel to request a transfer to a vacant position.~~

Adopted: / /

EDUCATION CODE

35031 Senior management employee in the classified service: nonreelection

35035 Additional powers and duties of superintendent

44850.1 No tenure in administrative or supervisory positions

44896 Transfer of administrator or supervisor to teaching position

44897 Classification of administrator or supervisor to a teaching position

44951 Continuation in position unless notified

45101 Definitions (including disciplinary action, cause)

45113 Rules for classified service in Districts not incorporating the merit system

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****Administrative and Supervisory****EVALUATION/SUPERVISION OF ADMINISTRATIVE AND SUPERVISORY
EMPLOYEES**

PURPOSE: To establish provisions regarding the supervision and evaluation of administrative and supervisory employees.

The Board believes that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the District's vision and goals and school improvement plans.

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

An employee shall be evaluated annually. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory management position.

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

EDUCATION CODE

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

44670-44671 Principal evaluation

45113 Rules and regulations for the classified service in Districts not incorporating the merit system

Adopted: __/__/__

Doc# 43905-4 (08/2020, 03/2007)

**CLOVIS UNIFIED
SCHOOL DISTRICT****PERSONNEL****Administrative and Supervisory****STAFF DEVELOPMENT – ADMINISTRATIVE AND SUPERVISORY**

PURPOSE: To establish policy and procedures for staff development for administrative and supervisory employees.

The Board recognizes that professional development enhances employee effectiveness and contributes to personal growth. Staff development for administrative and supervisory personnel shall be designed to guide institutional improvement, build leadership skills, and enhance overall management efficiency.

All ~~CUSD~~ District administrators will continue a course of professional development throughout the tenure of their administrative position. Through ~~the~~ Leadership meetings, ~~Area/area/Departmental~~ departmental meetings, conference attendance and other professional affiliations, ~~CUSD~~ District administrators will expand and refine their skills in leadership, management, personnel, teaching and learning, fiscal management and legal issues.

The Superintendent or designee shall develop a plan for administrator support and development activities ~~that is~~ based upon a systematic assessment of the needs of District students and staff and ~~is~~ aligned to the District's vision, goals, local control and accountability plan, and other comprehensive plans.

~~Employee training shall be conducted under the direction of the Clovis Unified School District (CUSD) Training Academies as it is described in Board Policy No. 4131.~~

The District's staff development program for District and school administrators may address general workplace skills and/or skills and knowledge specific to the duties of each administrative position, as set forth in Education Code section 44683, and including, but not limited to,;

- ~~p~~Personnel management and employee relations.
- ~~f~~Fiscal management and accountability practices.
- ~~a~~Academic standards and standards-aligned curriculum and instructional materials.
- ~~l~~Leadership training.
- ~~s~~Student assessment
- ~~u~~Use of technology to improve student performance and District operations
- ~~e~~Creation of safe and inclusive school environments.
- ~~e~~Community collaboration., ~~and~~
- ~~s~~School and District planning.

Administrative and supervisory employees shall be provided opportunities to develop increased

**CLOVIS UNIFIED
SCHOOL DISTRICT**

competence beyond that which may be attained through the performance of assigned duties, and to develop additional knowledge and skills as appropriate. In addition, training will focus on transmitting the District culture and its mission, tradition, and philosophy, and in promoting positive attitudes and behavior toward the District's culturally and ethnically diverse students and employees. Special emphasis shall be made to better prepare ~~classified~~ administrative and supervisory staff ~~members~~ to meet the needs of students from diverse cultural and ethnic backgrounds.

The District's staff evaluation process may be used to recommend additional staff development for individual administrative or supervisory employees.

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to administrative or supervisory staff and students and shall report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent or designee reports, the Board may revise the program as necessary to ensure that the staff development program supports the District's priorities for student achievement.

Adopted: __/__/__

EDUCATION CODE

44681-44689.2 Administrator training and evaluation

52060-52077 Local control and accountability plan

Doc# 42626-5 (09/2020, 12/2013)

Title: Repeal Board Policies No. 4302, 6101, 6201, 6205, 6303, 6316, 6501, 6507, 6602, and 7204

CONTACT PERSON: Maiya Yang

FOR INFORMATION: October 7, 2020

FOR ACTION: October 21, 2020

RECOMMENDATION:

Repeal Board Policies No. 4302, 6101, 6201, 6205, 6303, 6316, 6501, 6507, 6602, and 7204.

DISCUSSION:

The Board has conducted a study session to review and discuss the renumbering and updating of Board Policies in the 4000 – Personnel policy set. As a result of the renumbering and updating of such Board Policies, the above-referenced Board Policies are no longer necessary. This is because their contents have been moved to renumbered or new Board Policies as indicated on the attached table. Therefore, staff recommends that the Board repeal the above-referenced Board Policies. A copy of each policy that is recommended for repeal is attached.

FISCAL IMPACT/FUNDING SOURCE:

None

ATTACHMENTS:

Description	Upload Date	Type
Board Policies Recommended for Repeal	9/29/2020	Backup Material

REVISIONS:

None

BOARD POLICIES RECOMMENDED FOR REPEAL

Staff recommends that the Board repeal the following existing policies because their contents have been moved to a new or renumbered board policies and/or the policies are no longer needed because their subject matters are addressed in other policies.

Tab #	Existing Board Policy (BP)	New or Renumbered Board Policy to Which Contents Have Been Moved
1	BP 4302: Payroll Deductions/Tax Sheltered Annuities	Moved all contents to Board Policy No. 4151, 4251, 4351: Employee Compensation/Payroll Authorization and Deductions/Tax Sheltered Annuities.
2	BP 6101: Professional Growth Program	Moved all contents to Board Policy No. 4231.1: Professional Growth Program/Classified Tuition Reimbursement Program.
3	BP 6201: Creating, Reclassifying and Eliminating Positions	Moved all contents to Board Policy No. 4111, 4211, 4311: Recruitment and Selection/Equal Employment Opportunity.
4	BP 6205: Equal Employment Opportunity Program	Moved all contents to Board Policy No. 4111, 4211, 4311: Recruitment and Selection/Equal Employment Opportunity.
5	BP 6303: Staff Conduct – Narcotic and Drug Use	Moved all contents to Board Policy No. 4020: Drug and Alcohol-Free Workplace.
6	BP 6316: Pepper Spray – Authorized Employees	Moved all contents to Board Policy No. 4158, 4258, 4358: Employee Security.
7	BP 6501: Retirement and Part-Time Contracts	BP 6501 is no longer needed because its subject matters are addressed in Board Policy No. 4117.2, 4217.2, 4317.2 – Separations – Resignations, Retirement, and Layoff.
8	BP 6507: Substitute, Short-Term and Temporary Employees Paid Sick Leave	Moved all contents to Board Policy No. 4161, 4261, 4361: Employee Absences and Leaves/Substitute, Short-Term and Temporary Employees Paid Sick Leave.
9	BP 6602: Termination of Classified Employees	Moved all contents to Board Policy No. 4218: Dismissals/Suspension/ Disciplinary Actions - Classified Employees.
10	BP 7204: Software Support Services	Moved all contents to Board Policy No. 4040: Employee Use of Technology/ Software Support Services.

CLOVIS UNIFIED SCHOOL DISTRICT

FINANCIAL SERVICES

Payroll

PAYROLL DEDUCTIONS/TAX SHELTERED ANNUITIES

PURPOSE: To establish an authorization for payroll deductions and employee participation in tax sheltered annuity/403(b) plans.

1. Payroll Deductions

The Governing Board authorizes payroll deductions for State and National dues for those members of recognized organizations who authorize deductions in writing.

2. Salary Reductions Due to Participation in Tax Sheltered Annuities/IRS Section 403(b) Programs.

The District shall offer to its employees the opportunity to defer amounts to a plan qualified under Section 403(b) of the Internal Revenue Code of 1986, as amended. The Superintendent, or his/her designee, shall establish such procedures as deemed necessary and appropriate to best serve the interests of the District and its employees. The District shall require that any vendor to which contributions are transmitted shall certify that it will comply with all requirements of law for a Section 403(b) plan under the Internal Revenue Code of 1986, as amended, including, but not limited to, the appropriateness of the funding vehicle and compliance with the distribution requirements of law. In the absence of such a certification, such vendor shall not be permitted to serve as a recipient of contributions, unless otherwise permitted by the District.

Vendors who provide the District with a District approved Hold Harmless Agreement and an Information Sharing Agreement will be allowed to make 403(b) plans available to Clovis Unified School District employees through a payroll deduction plan.

Further, vendors shall not solicit employees during the workday. Vendors shall not use District property without completion and approval of the "Use of Facilities" form, and compliance with the "Use of Facilities" regulation.

*Adopted: 7/23/75
Amended: 6/8/92
Amended: 5/12/99
Amended: 3/9/05
Amended: 8/8/07
Amended: 10/8/08*

*Education Code sections 38131, 44041, 44042, 45060, 45061.5, 45168, 45168.5
Title 26 United States Code section 403*

CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Professional Development

PROFESSIONAL GROWTH PROGRAM

PURPOSE: To define and describe the Professional Growth Programs for classified and classified management employees.

- A. The Board authorizes the Superintendent to establish rules and regulations for the conduct and control of the Professional Growth Program for classified and classified management employees.
- B. Elimination of Professional Growth Program Established in 1980

The Professional Growth Program for classified and classified management employees that was established in 1980 shall no longer be in effect as of July 1, 2006. All employees who received Professional Growth stipends in the Professional Growth Program that was in effect prior to July 1, 2006 shall continue to receive earned stipends until they are no longer employed or eligible.

Effective July 1, 2006, the Classified Tuition Reimbursement Program replaced the Professional Growth Program established in 1980. *(See Board Policy and Administrative Regulation No. 6106, Classified Tuition Reimbursement Program.)*

- C. Professional Growth Committee

The purpose of the Professional Growth Committee is to evaluate the District's Professional Growth Program for regular classified and classified management employees as needed. The Professional Growth Committee shall make its recommendations to the Superintendent or designee. The committee shall be comprised of representatives from each of the following classifications: Business Support, Classified Management, Confidential, Food Services, Paraprofessional, Transportation, Warehouse, and Operations.

*Adopted: 6/11/80
Amended: 12/9/91
Amended: 9/22/93
Amended: 9/5/01
Amended: 6/25/03
Amended: 10/11/06
Reviewed: 10/10/07
Amended: 12/9/09*

CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Recruitment, Selection, Promotion & Evaluation

CREATING, RECLASSIFYING AND ELIMINATING POSITIONS

PURPOSE: To establish a basis for creating, reclassifying and eliminating District positions.

The Board recognizes the need to establish new positions and to redefine duties and responsibilities of existing positions based upon the needs of the District. Upon the recommendation of the Superintendent, the Board may create new positions, reclassify existing positions, and establish the salaries therefor. Requests for new positions, as well as requests for reclassification requiring salary/wage increases must include funding sources and budgetary impact assessments. All new and reclassification requests must be accompanied by the proposed job description.

All authorized positions are to have a current job description on file at the District Office in the office of the Associate Superintendent, Human Resources.

It is the responsibility of the Board to provide the necessary staff for the delivery of the educational program and the operations of the schools of the District, and to do so in an efficient manner consistent with the responsibility of the Board to its constituency for judicious allocation of resources.

The Board reserves the right, in accordance with statute, to eliminate any existing position, in whole or in part, and to reduce the number of permanent employees for reasons of a decline in the number of students enrolled, a lack of work or reduction or discontinuance of a particular service of the District.

The Superintendent shall recommend to the Board for its deliberation the elimination of existing positions.

Classified Employees

At the time of employment, all persons hired in classified positions shall be given a copy of their job description and shall be informed as to whom they are responsible and by whom they will be evaluated. At the time of employment, the supervisor/evaluator shall review the job description with the employee.

CLOVIS UNIFIED SCHOOL DISTRICT

Job descriptions shall be reviewed not less than annually by the employee and the supervisor/evaluator, and any recommendations for changes shall be submitted by the supervisor/evaluator in writing to the Associate Superintendent to whom the position is responsible.

The Associate Superintendent shall submit the requests for proposed changes to any job description to the Associate Superintendent, Human Resources who shall review the request and determine its merit.

<i>Adopted:</i>	07/23/75	<i>Revised:</i>	08/26/80	<i>Revised:</i>	07/13/88
<i>Revised:</i>	07/01/76	<i>Revised:</i>	09/10/80	<i>Revised:</i>	09/14/88
<i>Revised:</i>	09/01/76	<i>Revised:</i>	12/31/80	<i>Revised:</i>	10/26/88
<i>Revised:</i>	02/23/77	<i>Revised:</i>	03/11/81	<i>Revised:</i>	03/20/89
<i>Revised:</i>	04/27/77	<i>Revised:</i>	04/08/81	<i>Revised:</i>	07/26/89
<i>Revised:</i>	05/11/77	<i>Revised:</i>	08/05/81	<i>Revised:</i>	11/27/89
<i>Revised:</i>	06/08/77	<i>Revised:</i>	08/26/81	<i>Revised:</i>	01/24/90
<i>Revised:</i>	06/22/77	<i>Revised:</i>	11/18/81	<i>Revised:</i>	04/04/90
<i>Revised:</i>	07/13/77	<i>Revised:</i>	02/10/82	<i>Revised:</i>	06/06/90
<i>Revised:</i>	07/27/77	<i>Revised:</i>	05/25/83	<i>Revised:</i>	10/10/90
<i>Revised:</i>	12/14/77	<i>Revised:</i>	06/15/83	<i>Revised:</i>	12/09/91
<i>Revised:</i>	01/25/78	<i>Revised:</i>	08/14/85	<i>Revised:</i>	02/13/91
<i>Revised:</i>	05/10/78	<i>Revised:</i>	10/09/85	<i>Revised:</i>	06/08/92
<i>Revised:</i>	09/27/78	<i>Revised:</i>	03/12/86	<i>Revised:</i>	01/08/92
<i>Revised:</i>	02/28/79	<i>Revised:</i>	04/02/86	<i>Revised:</i>	11/22/93
<i>Revised:</i>	12/12/79			<i>Revised:</i>	01/14/15

CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Recruitment, Selection, Promotion & Evaluation

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Board declares it to be the policy of the District to guarantee to all persons equal access to all categories of employment in the District, regardless of actual or perceived characteristics identified in Government Code section 12940, or any other bases provided by law. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies or in any way participates in the District's complaint procedures instituted pursuant to this policy.

The Board directs the Associate Superintendent-Human Resources as Equal Employment Opportunity Officer to assume the responsibility of coordinating the recruitment, selection, promotion and evaluation of District employees.

It shall be the duty of the Superintendent or the Equal Employment Opportunity Officer to do the following:

A. Job Analysis

Study all existing job descriptions, required job qualifications, characteristics of employees filling said positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist.

B. Utilization Analysis

Analyze market availability of District required skills as a function or applicant characteristics and compare the results to the characteristics of the District's present staff.

C. Employment Analysis

Develop methods to search out sources of personnel and recommend methods that will encourage minority, female, and underrepresented applications. Review copy used in recruiting ads and application forms.

D. Promotional Analysis

Compare the promotion and discharge records of females, minorities and underrepresented employees in each employment category with that of the dominate group. Recommend programs to afford greater upward mobility to women, minorities, and underrepresented employees where so indicated.

The Equal Employment Opportunity Officer may be assisted in these duties by a committee comprised of classified and certificated staff members, parents and other residents.

The Equal Employment Opportunity Officer shall report to the Board on progress made in the equal employment opportunity program for employment/contract practices annually.

Complaints relating to the above policy should follow the procedures listed in Board Policy Nos. 9207 or 9208, depending upon the nature of the complaint.

Adopted: 07/23/75
Revised: 08/03/77
Revised: 12/12/79
Reviewed: 09/26/07
Revised: 07/08/92
Revised: 09/22/99
Revised: 02/22/06
Revised: 12/09/09
Revised: 01/15/14

*5 California Code of Regulations 30 et. seq.
Education Code 44100
Government Code 12940*

CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Duties, Responsibilities & Rights of Employees

STAFF CONDUCT - NARCOTIC AND DRUG USE

PURPOSE: To provide the District with a policy addressing staff conduct regarding narcotic and drug possession or use.

The Board considers it good cause for initiation of dismissal procedures and the Superintendent may initiate such procedures when it is established to the Superintendent's satisfaction that an employee, certificated or classified, has used, sold, or been in possession of narcotics or other hallucinogenic drugs or ingested any hazardous substance as defined in section 108125 (a) of the Health and Safety Code.

The Board considers it good cause for initiation of dismissal procedures and the Superintendent may initiate such procedures when it is established to the Superintendent's satisfaction that an employee, certificated or classified, has advocated any student to violate any law related to the possession or use of narcotics, or other hallucinogenic drugs or substances or advocated any student to inhale or breathe the fumes of, or ingest any hazardous substance as defined in section 108125 (a) of the Health and Safety Code.

The Board directs that all employees, certificated or classified, shall report immediately any student or other person who is suspected of violating any law relating to narcotics, hallucinogenic drugs or substances, or has inhaled or breathed the fumes of or ingested any hazardous substance as defined in section 108125 (a) of the Health and Safety Code on school premises. The employee shall report suspected violation to the chief administrative officer of that school site, who in turn shall bring the matter to the immediate attention of the Superintendent. In the event the chief administrative officer of a school site is not available, the employee concerned will report immediately and directly to the Superintendent.

Adopted: 7/23/75
Amended: 12/9/91
Amended: 4/27/05
Amended: 11/14/07

Education Code sections 44019, 44425, 44836, 44940, 45123, 45304
Government Code sections 8350-8357
Health and Safety Code section 108125(a)
United States Code, Title 20, section 7111-7117;
United States Code, Title 21, section 812
United States Code, Title 41, sections 701-707
Code of Federal Regulations, Title 21, sections 1308.01-1308.49

CLOVIS UNIFIED SCHOOL DISTRICT

DISTRICT ORGANIZATION & GOALS

Rights & Responsibilities

PEPPER SPRAY - AUTHORIZED EMPLOYEES

PURPOSE: To authorize specified employees to receive training and possess pepper spray during performance of their assigned District duties.

Under existing state law, any person who is properly trained in the use of tear gas or a tear gas weapon, including one in which the active ingredient is oleoresin capsicum, commonly referred to as pepper spray, may use such gas or weapon for self-defense purposes.

Pepper Spray is a non-lethal, defense weapon, which may be carried in a case on a belt, and is available for immediate use in an emergency situation. Immediate access to and use of pepper spray would provide the employee with the opportunity to take safe evasive actions pending arrival of assistance.

The Governing Board directs the Superintendent to establish Administrative Regulations which will provide for the training of custodians others who work in isolated areas during non-school hours, and other designated positions, with the use of pepper spray and to furnish such employees with pepper spray. The employees are to be instructed that the use of the pepper spray for other than self-defense purposes is a felony.

Such regulations shall specify that only employees who have been issued a card verifying successful completion of a course certified by the Department of Justice in the use of tear gas and tear gas weapons will be authorized by their supervisor to carry pepper spray containers during performance of their assigned District duties.

Adopted: 03/22/95
Revised: 12/15/04
Reviewed: 03/06/07
Reviewed: 10/03/08
Revised: 01/14/15

Penal Code sections.22810-22840, 241.2

CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Employee Benefits

RETIREMENT AND PART-TIME CONTRACTS

PURPOSE: To establish retirement provisions for employees.

Early Retirement

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in the District personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff. Two incentive plans for part-time employment shall be in effect, entry to either plan to be subject to agreement between the District and the individual employee. Conditions of employment for the two options shall be stipulated into the individual contracts for both plans attached to those provisions as Plan A (*Early Retirement*) and Plan B (*Reduced Work-Load*).

Plan A: Early Retirement Employment Contract

- a. The District will enter an annual contract with the teacher. The teacher may cancel such contract upon thirty (30) calendar days' written notice to the District.
- b. The contract will specify the calendar for services rendered. Total days of service to be provided by the teacher shall not exceed the number of days arrived at by dividing the daily rate from the step and class from which they retired into the agreed amount of the contract. Determination of the dollar amount is solely the prerogative of the District, but is not to exceed the current statutory retirement earnings limitation. Retirement contracts are temporary.
- c. Neither the District nor the teacher shall assign the individual employment contract, or monies or services due, without the other party's written consent.

Plan B: Reduced Work Load Employment Contract

- a. The District will enter into a written contract with individual teachers; such contract shall specify employment in accordance with the provisions contained in the California Education Code.
- b. The teachers shall continue to perform the same services as they would normally render as a full-time employee unless otherwise mutually stipulated.
- c. Teachers shall provide services in a period of time that is equal to at least one-half (50%) of the time service they would spend as full-time employees.
- d. The District shall pay teachers annually a sum computed by multiplying the salary amount listed on the appropriate step/column position in the adopted salary schedule, which the employee would have been on if the employee continued full-time service, by the percentage of service rendered.
- e. The teachers shall be provided with all other rights and benefits for which they or the District makes payment, including those provided through Government Code Section 53201, as if they were in full-time employment.

CLOVIS UNIFIED SCHOOL DISTRICT

- f. The District and the teacher shall submit contributions to the State Teachers' Retirement System based on the compensation that would be earned if the teachers had continued as full-time employees.
- g. The District shall provide full health and welfare benefits programs for all certificated employees in accordance with Board Policy No. 6503.

Teachers on a part-time contract will be renewed each year.

*Adopted: 7/23/75
Amended: 4/25/79
Amended: 4/80 (per 1979 Legislation)
Amended: 1/15/92
Amended: 11/96
Amended: 4/27/05
Reviewed: 6/11/07
Amended: 12/9/09*

*Government Code section 20815.53201
Education Code 45139*

**CLOVIS UNIFIED
SCHOOL DISTRICT****HUMAN RESOURCE SERVICES***Employee Benefits***SUBSTITUTE, SHORT-TERM AND
TEMPORARY EMPLOYEES PAID SICK LEAVE**

The purpose of this policy is to provide paid sick days to temporary, substitute, and/or short-term employees as required by the Healthy Workplaces, Healthy Families Act of 2014 (Assembly Bill 1522).

Any substitute, short-term or temporary employee not covered by District Board Policy No. 6504 Employee Absences and Leaves, is entitled to the right to sick leave as outlined by the Healthy Workplace Healthy Families Act of 2014.

Education Code Section 7200, 44845, 44916

44917, 44919, 44978, 45103, 45191

Government Code Section: 3540.1

Labor Code 220, 230, 230.1, 233, 234, 245-249

Healthy Workplaces, Healthy Families Act of 2014

Adopted: 12/9/15

CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Separations

TERMINATION OF CLASSIFIED EMPLOYEES

PURPOSE: To delineate procedures for termination of classified employment.

The Superintendent will develop policies which will insure an orderly and legal procedure for termination of employment.

A. RESIGNATION

The Board authorizes the Superintendent or designee to accept the resignation of any employee. Acceptance of the resignation shall be effective at the time of receipt by the Superintendent or designee.

The date of acceptance shall be documented by the Superintendent or designee on the resignation submitted by the employee and shall be followed by a letter to the employee from the Superintendent or designee. The Board shall ratify employee resignations during the course of regularly scheduled meetings.

Employee resignations may not be rescinded. Individuals wishing to return to work for the District must reapply and participate in the interview process required. If an individual is recommended for reemployment by the District, the candidate must receive fingerprint clearance prior to resuming employment in the District.

B. RETIREMENT

Employees planning to retire should notify the Human Resources Department six months prior to their intended retirement date, if possible.

1. Retirement Compensation

Classified employees shall become members of either the Public Employees' Retirement System (PERS) or a part-time employee retirement program as approved by Omnibus Budget Reconciliation Act of 1986 (OBRA) and of Social Security as provided in the law.

Upon initial employment, an employee automatically becomes a member of the PERS or OBRA approved program and the OASDI (Social Security). This is a provision of the State law. From that time on, the contributions will be made by payroll deduction. The amount of Social Security contributions is set by the Federal Government. The percentage deducted from individual employee's earnings may vary from year to year. The Board also contributes a similar amount of money that goes toward providing benefits at the time of retirement.

Retirement is normal between the ages of sixty and sixty-five. An employee may be eligible to retire at age fifty, if the employee has had five years employment with the schools or some other governmental agency that belongs to the PERS. Part-time employees eligible for OBRA approved retirement may retire at any age and receive specified contributions. At age sixty-two an employee is eligible for Social Security benefits.

CLOVIS UNIFIED SCHOOL DISTRICT

The actual amount of retirement income that an employee will receive will depend upon the employee's length of service and salary both in PERS or OBRA approved program and Social Security.

In the event of death before retirement, the employee's beneficiary(s) will receive all the contributions made to the employee's Retirement Fund. PERS covered employee's beneficiary(ies) will receive one month's salary for each year of current service as a member (maximum 6 months salary). If the PERS eligible employee's death occurs after retirement, the beneficiary(s) will receive a death benefit in addition to the regular retirement income or the will settlement that the employee authorized. The beneficiary(s) may also be entitled to Social Security benefits, as a survivor or dependent.

If the employee should sever employment with the schools before being eligible to receive retirement income, the employee will receive, on request, specified contributions, plus interest. Social Security contributions are not refundable, but will stay on deposit and will be added to social security earned in other fields.

C. LAY OFF

The Board reserves the right to terminate the employment of any employee when lack of work, shortage of funds, or economy measures make it necessary to reduce the number of employees.

*Adopted: 7/23/75
Amended: 12/12/79
Amended: 4/80 (per 1979 Legislation)
Amended: 5/28/80
Amended: 8/13/80
Amended: 11/12/80
Amended: 12/9/91
Amended: 1/27/99
Amended: 9/3/04
Amended: 3/22/06
Amended: 11/04/07(minor grammatical)
Revised: 9/22/10*

Education Code Sections 44930, 45113, 45114, 45298, 45308

CLOVIS UNIFIED SCHOOL DISTRICT

ACCOUNTABILITY, PLANNING & RESEARCH

Records Management

SOFTWARE SUPPORT SERVICES

PURPOSE: To define and delineate normal and excessive technology support levels as they relate to the need of providing repeated software support by District Information Technology Support Specialists.

Computer users often need assistance with software support issues to maintain the operation of their computers. Support may be reinstalling and/or diagnosing problematic situations for a computer. This type of support should be expected by and provided to all students in our laptop program as well as all staff. The District recognizes that reasonable software support should always be available; however, computer users who own their computers should be charged a reasonable fee in situations of excessive requests or misuse of equipment and software.

The terms “misuse” and “excessive” in this policy refer to repeated instances of technology support for the same user-induced software problems. Software “bugs” or hardware related issues are not considered misuse. Most commonly, misuse or excessive requests are caused by the owner installing software that is not supported by the District or by downloading files and/or applications from the Internet.

The intent of this policy is to discourage staff and students from repeatedly causing their computer to malfunction through improper use, thereby causing District Information Technology Support Specialists to provide repeated support for the same user-induced problems.

The District Administration shall maintain regulations specifying guidelines that delineate excessive requests or misuse of technical support by students and staff. Further, the District Administration shall develop, maintain, and implement a reasonable fee structure or other alternatives that are correlated with the unreasonable requests or misuse of the technical support staff.

Adopted: 1/12/00
Amended: 7/19/06
Reviewed: 6/18/08

CONTACT PERSON: Michael Johnston

FOR INFORMATION: October 7, 2020

FOR ACTION: October 21, 2020

RECOMMENDATION:

Recommendation for Bid No. 2831 – DO West Chiller Replacement will be brought to the Governing Board for Action at a future meeting.

DISCUSSION:

Bid #	Description	First Bid Advertisement Date	Bid Due Date and Time	Funding Source
2831	DO West Chiller Replacement	9/11/2020	9/29/2020 2:00 PM	Deferred Maintenance Funds

FISCAL IMPACT/FUNDING SOURCE:

As noted above.

REVISIONS: