



REGULAR MEETING OF THE BOARD OF DIRECTORS

Ventura County Schools Business Services Authority

5100 Adolfo Road

Camarillo, CA 93012

Ph: 805.383.1974

OFFICIAL AGENDA Thursday, July 30, 2026 VCSBSA Conference Room 9:00 AM

1. OFFICIAL OPENING OF MEETING

A. Call to Order

B. Roll Call

Board:

President: Dr. Raul Ramirez, Mesa Union School District

Vice President: Dr. Marlene Batista, Mupu Elementary School District

Clerk: Kari Skidmore, Santa Clara Elementary School District

Member: Dr. Carlos Dominguez, Briggs Elementary School District

Member: Dr. Jesus Vaca, Somis Union School District

Alternate: Lindsay Winegar, Briggs Elementary School District

Alternate: Kim Kuklenski, Mesa Union School District

Alternate: Nicole Misewitch, Mupu Elementary School District

Alternate: Deann Hobson, Santa Clara Elementary School District

Alternate: Robert Fulkerson, Somis Union School District

VCOE Staff: Misty Key, Deputy Superintendent, Fiscal and Administrative Services

VCSBSA Staff: Rudy: Chief Business Official, Leticia Olmos: Information and Logistics Coordinator

C. Welcome Guests

D. Emergency Additions to the Agenda

E. Approval of Agenda

Motion: _____ Second: _____ Y _____ N _____ A _____

F. Approval of Minutes – Pgs. 5-9

The Chief Business Official recommends that the Board of Directors approve the May 29, 2026, minutes as presented.

Motion: _____ Second: _____ Y _____ N _____ A _____

G. Request to Address the Board

Members of the Public that wish to address the Board must first complete a Speaker Form. Speaker Forms must be submitted no later than five (5) minutes prior to the opening of the meeting. Comments are limited to three (3) minutes. Members of the public may address the Board on any matter within the Board's jurisdiction; however, in accordance with Education Code 35145.5, the Board cannot enter a formal discussion or make a decision on any matter not on the agenda for this meeting. The Board President is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter.

2. Reports/Information/Discussion

A. Chief Business Official Report

The CBO will provide a report of current activities of the VCSBSA office.

- 1) **2026-27 State Enacted Budget Overview – Pg. 10**
- 2) **Fourteen Weeks of Paid Pregnancy Leave to Employees Starting January 1, 2027 – Pgs. 11-14**
- 3) **Update on SISC 2026-2027 Plan Year – Pgs. 15-16**
- 4) **2026 SISC Symposium: November 4th-6th, 2026, Hyatt Regency Huntington Beach Resort and Spa – Pgs. 17-18**
- 5) **Small School District Network – Pg. 19**

B. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

- 1) **Extracurricular Event or Activity Assumption of Risk Form – Pgs. 20-21**
- 2) **Extreme Weather Conditions and Student Physical Activity Protocols – Pgs. 22-40**
- 3) **Prevention and Intervention Services Agreement (Interface Children and Family Services) – Pgs. 41-47**
- 4) **Recommendations and Requirements Emergency Response Medications – Pgs. 48-57**
- 5) **Recommendations and Requirements for Video Surveillance Cameras – Pgs. 58-63**

C. VCOE Staff Report(s)

- 1) Misty Key, Deputy Superintendent will be present to provide an update from VCOE Fiscal and Administrative Services.
- 2) Joaquin Licea, Chief Technology Officer will be present to provide an update from VCOE Technology Services.

3. Action Items

A. Approval of Consent Agenda

Agenda items presented in this section compose the Consent Agenda and are routine of nature. Unless an item is moved to the Action section at the request of a board member, they will be approved by the board as a group as the first action on the agenda. Each item approved shall be deemed to have been read in full and adopted as recommended.

1) **Approval of Financial Statements – Pgs. 64-73**

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the May 1, 2026, through June 30, 2026, Financial Statements.

2) **Approval of Board Report of Commercial Checks – Pgs. 74-75**

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the May 1, 2026, through June 30, 2026, Board Report of Checks.

3) **Approval of Board Report of Purchase Orders – Pg. 76**

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the May 1, 2026, through June 30, 2026, Board Reports.

4) **Approval of 2026-2027 Salary Schedules – Pgs. 77-78**

The Chief Business Official recommends that the Board of Directors approve the 2026-27 Salary Schedules as presented.

5) **Approval of Classified Personnel Report – Pgs. 79-83**

The Chief Business Official recommends that the Board of Directors approve the Classified Personnel Actions as listed. Note: This report denotes action to be taken on Positions as well as Personnel changes.

Vote for items 3A. 1-5

Motion: _____ Second: _____ Y _____ N _____ A _____

B. New Business

1) Review, Discussion, and Ratification of Chief Business Official Contract – Pgs. 84-86

The Board will review, discuss, and consider to approve the ratification of Chief Business Official contract.

Motion:_____ Second:_____Y_____N_____A_____

2) Discussion of Chief Business Official Strategic Goals for the 2026-2027 Fiscal Year – Pgs. 87-90

The Board will discuss Chief Business Official strategic goals for the 2026-2027 fiscal year.

3) Review, Discussion, and Ratification of the 2026-2027 CA-ERP Financial & Payroll System Agreement with VCOE – Pg. 91

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2026-2027 CA-ERP Financial & Payroll System Agreement with VCOE.

Motion:_____ Second:_____Y_____N_____A_____

4) Review, Discussion, and Ratification of the 2026-2027 Document Tracking Services (DTS) Agreement – Pgs. 92-98

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2026-2027 Document Tracking Services (DTS) Agreement.

Motion:_____ Second:_____Y_____N_____A_____

5) Review, Discussion, and Ratification of COLBI Technologies, Inc. Invoices in the Total Amount of \$15,500.00 for Quality-Bidders Annual Software Service, Quality-Bidders CUPCCAA Review and Secure Bids Annual Software Service – Pgs. 99-109

The Chief Business Official recommends that the Board of Directors approve the ratification of COLBI Technologies, Inc. invoices in the amount of \$15,500.00 for quality-bidders annual software service, quality-bidders CUPCCAA review, and secure bids annual software service.

Motion:_____ Second:_____Y_____N_____A_____

6) Review, Discussion, and Approval of Resolution #26-27-01 Authorization to Increase U.S. Bank (CALCARD) Credit Card Limit for Chief Business Official – Pgs. 110-111

The Chief Business Official recommends that the Board of Directors approve resolution #26-27-01 authorization to increase U.S. Bank (CALCARD) credit card limit for Chief Business Official

Motion:_____ Second:_____Y_____N_____A_____

7) Review, Discussion, and Approval of Resolution #26-27-02 Authorization to Increase U.S. Bank (CALCARD) Credit Card Limit for Director of Maintenance, Operations, Transportation – Pgs. 112-113

The Chief Business Official recommends that the Board of Directors approve resolution #26-27-02 authorization to increase U.S. Bank (CALCARD) credit card limit for Director of Maintenance, Operations, Transportation.

Motion:_____ Second:_____Y_____N_____A_____

8) Review, Discussion, and Approval of the VCSBSA Employee Handbook Revisions – Pgs. 114-115

Review, discuss, and approve the revisions as presented to the longevity pay, holiday schedule, and replacing employee's property section of employee handbook.

Motion:_____ Second:_____Y_____N_____A_____

9) Discussion on Public Records Request

Discussion on public records request.

10) Discussion on District Benefits Committee – Pg. 116

Discussion on how to be proactive to educate staff by holding health education events at each site.

4. Closed Session

A. During this meeting the Board may adjourn to Executive Session to review and consider the topics below:

1) Personnel (Government Code Section 54957)

(a) Classified Personnel

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

August 28, 2026

September 25, 2026

October 23, 2026

December 11, 2026

February 26, 2027

April 30, 2027

May 28, 2027

6. Adjournment



DRAFT

OFFICIAL MINUTES
Friday, May 29, 2026
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:13 p.m.

B. Roll Call

Board:

President: Dr. Raul Ramirez, Mesa Union School District - **PRESENT**

Vice President: Dr. Marlene Batista, Mupu Elementary School District - **PRESENT**

Clerk: Kari Skidmore, Santa Clara Elementary School District - **PRESENT**

Member: Dr. Carlos Dominguez, Briggs Elementary School District - **PRESENT**

Member: Dr. Jesus Vaca, Somis Union School District - **ABSENT**

Alternate: Lindsay Winegar, Briggs Elementary School District

Alternate: Kim Kuklenski, Mesa Union School District

Alternate: Nicole Misewitch, Mupu Elementary School District

Alternate: Deann Hobson, Santa Clara Elementary School District

Alternate: Robert Fulkerson, Somis Union School District

VCSBSA Staff: Tami Peterson: Chief Business Official – **PRESENT**, Rudy Calasin: Director of School Business - **PRESENT**, Leticia Olmos - **PRESENT**

C. Welcome Guests

D. Emergency Additions to the Agenda: None

E. Approval of Agenda

Motion: Kari Skidmore **Second:** Dr. Marlene Batista Y 4 N 0 A 1

F. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the March 24, 2026, minutes as presented.

Motion: Dr. Carlos Dominguez **Second:** Kari Skidmore Y 4 N 0 A 1

G. Recognition of Tami Peterson

The Board acknowledged Tami Peterson for 11 years of service at VCSBSA by the Board President presenting Tami with a plaque. The Board President asked if any board member would like to say a few words to Tami.

Dr. Ramirez shared that Tami is a unique CBO based on her knowledge, very resourceful with all her strategic talent. He thanked Tami for the fantastic partnership from day 1. He wishes her the best as she goes into retirement.

Board Clerk Kari Skidmore agreed with Dr. Ramirez and added she was very appreciative of all the knowledge Tami brought with her.

Board Vice President Dr. Batista thanked Tami (Dr. No!) for all her support especially the first year and a half when she started at Mupu as a Superintendent. She wouldn't have done it without Tami's support. She appreciates Tami for the incredible stuff done at Mupu; it looks amazing from 4 years ago!

Board Member Dr. Dominguez agreed with all of the above. He appreciates all the wealth of knowledge Tami has and how she can bring people together and make it happen, by being creative (Dr. Yes!)

The Board wished Tami well as she goes into retirement. She will be greatly missed.

H. Request to Address the Board

Members of the Public that wish to address the Board must first complete a Speaker Form. Speaker Forms must be submitted no later than five (5) minutes prior to the opening of the meeting. Comments are limited to three (3) minutes. Members of the public may address the Board on any matter within the Board's jurisdiction; however, in accordance with Education Code 35145.5, the Board cannot enter a formal discussion or make a decision on any matter not on the agenda for this meeting. The Board President is in charge of the meeting and will maintain order, set time limits for the speakers and the subject matter.

I. Public Hearing

1.) 2026-27 Proposed Adopted Budget

Dr. Ramirez opened the hearing at 1:29 PM for public comments.

There were no public comments.

Dr. Ramirez closed the hearing at 1:30 PM.

J. Organizational

1.) Approval of the Certification of Signatures Effective July 1, 2026 as presented.

Dr. Ramirez made a motion to move item J. Organization at the conclusion under action items after Item. 9 under new business. Dr. Carlos Dominguez seconded motion. Vote carried 4-0-1.

2. Reports/Information/Discussion**A. Chief Business Official Report**

The CBO will provide a report on current activities of the VCSBSA office.

1.) FAQ's for Attendance Recovery**B. Ventura County School Self-Funding Authority Update**

The CBO will provide an update from VCSSFA.

CBO shared that property assessment is lower than previous years. General liability coverage is slightly higher, premiums will slightly increase.

C. VCOE Staff Report (s)

No VCOE staff in attendance.

Board Clerk, Kari Skidmore, asked if VCOE Service contracts, particularly technology services contract,

were increased significantly for all the small school districts. It was suggested by Board President to agendize for future board meeting to discuss the various VCOE contracts services the districts pay for and what services are included under each contract. It was also asked if Special Ed Excess cost be explained on how costs are calculated by district.

D. SPED Report

- 1.) Mary Samples will be present to provide updates on SPED.

Mary Samples asked if the small school districts were fully staffed for Special Ed in the 26-27 school year. All members present responded yes.

May Revision shows an increase to the special education base rate from the current-year rate of \$917 to a proposed rate of \$1,340 plus COLA per pupil for Special Ed.

Mary Samples is available if you need assistance with Special Ed. Please feel free to reach out to her.

3. Action Items

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The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the April 1, 2026, through April 30, 2026, Financial Statements.

2) Approval of Board Report of Commercial Checks

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the April 1, 2026, through April 30, 2026, Board Report of Commercial Checks.

3) Approval of Board Report of Purchase Orders

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the April 1, 2026, through April 30, 2026, Board Report of Purchase Orders.

4) Approval of Board Resolutions

The Chief Business Official recommends approval of the following resolutions:

A.) Resolution #25-26-03 – Appropriation Transfers Fiscal 2026-27

B.) Resolution #25-26-04 – Authority for the Board of Directors to Improve Compensation and Benefits for Certain Categories for Employees after July 1, 2026

C.) Resolution 25-26-05 – Authorization to Make Temporary Loans Between Authority Funds for Fiscal Year 2026-27

Vote for items 3A. 1-4

Motion: Dr. Carlos Dominguez **Second:** Dr. Marlene Batista **Y** 4 **N** 0 **A** 1

B. New Business

1) Review, Discussion, and Approval of the 2026-2027 VCSBSA Proposed Budget

Education Code Section 42103 requires the governing board of each agency to hold a public hearing on the proposed budget. The hearing must be held any day on or before July 1, but not less than three working days following availability of the proposed budget for public inspection. The budget has been available for public display and is submitted for board approval at this time.

Motion: Dr. Marlene Batista **Second:** Dr. Carlos Dominguez Y 4 N 0 A 1

2) Review, Discussion, and Approval of the 2022-23 Salary Schedule to Ensure Compliance with the California Public Employees' Retirement Law (PERL)

The Board will consider approval of the revised salary schedule for all applicable employee classifications effective July 1, 2022 in order to maintain compliance with the requirements of the California Public Employees Retirement Law (PERL) and applicable California Public Employees' Retirement System regulations regarding publicly available pay schedules.

Motion: Dr. Carlos Dominguez **Second:** Dr. Marlene Batista Y 4 N 0 A 1

3) Review, Discussion, and Approval of the 2023-24 Salary Schedule to Ensure Compliance with the California Public Employees' Retirement Law (PERL)

The Board will consider approval of the revised salary schedule for all applicable employee classifications effective July 1, 2023 in order to maintain compliance with the requirements of the California Public Employees Retirement Law (PERL) and applicable California Public Employees' Retirement System regulations regarding publicly available pay schedules.

Motion: Dr. Carlos Dominguez **Second:** Dr. Marlene Batista Y 4 N 0 A 1

4) Review, Discussion, and Approval of the 2024-25 Salary Schedule to Ensure Compliance with the California Public Employees' Retirement Law (PERL)

The Board will consider approval of the revised salary schedule for all applicable employee classifications effective July 1, 2024 in order to maintain compliance with the requirements of the California Public Employees Retirement Law (PERL) and applicable California Public Employees' Retirement System regulations regarding publicly available pay schedules.

Motion: Dr. Carlos Dominguez **Second:** Dr. Marlene Batista Y 4 N 0 A 1

5) Review, Discussion, and Approval of the 2025-26 Salary Schedule to Ensure Compliance with the California Public Employees' Retirement Law (PERL)

The Board will consider approval of the revised salary schedule for all applicable employee classifications effective July 1, 2025 in order to maintain compliance with the requirements of the California Public Employees Retirement Law (PERL) and applicable California Public Employees' Retirement System regulations regarding publicly available pay schedules.

Motion: Dr. Carlos Dominguez **Second:** Dr. Marlene Batista Y 4 N 0 A 1

6) Review, Discussion, and Approval of Chief Business Official Job Description

The Chief Business Official recommends that the Board of Directors approve Chief Business Official job description.

Motion: Dr. Marlene Batista **Second:** Dr. Carlos Dominguez Y 4 N 0 A 1

7) Review, Discussion, and Approval of the Interim Chief Business Official

The Board will review, discuss, and consider approval of the Interim Chief Business Official.

Board President Dr. Ramirez proposed that Rudy Calasin be named Interim Chief Business Official.

Motion: Dr. Carlos Dominguez Second: Dr. Marlene Batista Y 4 N 0 A 1

8) Review, Discussion, and Approval of the VCSBSA Board Meeting Schedule for the 2026-27 Year

The Chief Business Official recommends approval of the VCSBSA Board Meeting for the 2026-27 year.

VCSBSA Board Meeting for the 2026-27 year was approved with a small modification to add meeting place of VCSBSA to the September 25th meeting.

Motion: Kari Skidmore Second: Dr. Carlos Dominguez Y 4 N 0 A 1

9) Review, Discussion, and Approval of California IT in Education (CITE) Invoice in the Amount of \$3,450.00

The Chief Business Official recommends that the Board of Directors approve California IT in Education (CITE) invoice in the amount of \$3,450.00.

Motion: Dr. Carlos Dominguez Second: Dr. Marlene Batista Y 4 N 0 A 1

10) Approval of the Certification of Signatures Effective July 1, 2026

Item moved from 1.J to 3. Action Items, B. New Business, Item 10.

Board President Dr. Ramirez made a motion that Certification of Signatures include Interim Chief Business Official and list Rudy Calasin name.

Motion: Kari Skidmore Second: Dr. Carlos Dominguez Y 4 N 0 A 1

4. Closed Session

A. During this meeting the Board may adjourn to the Executive Session to review and consider the topics below:

1) Personnel (Government Code Section 54957)

(a) Classified Personnel

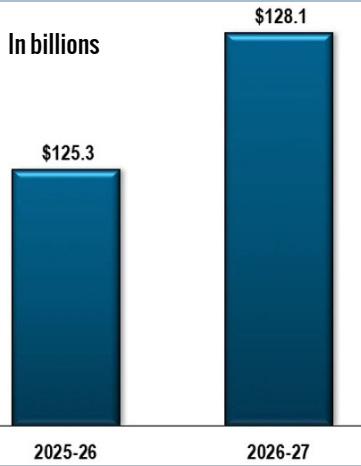
The Board of Directors went into closed session at 2:30 PM and returned from closed session at 2:40 PM.

No action to report from closed session.

5. Future Agenda Items**A. Suggested Agenda Items**

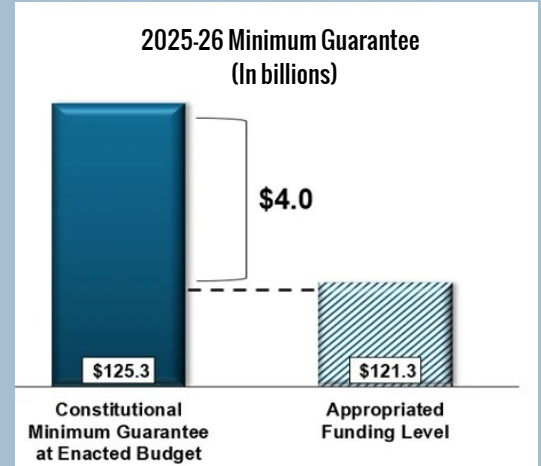
None

B. Future Board Meetings**6. Adjournment: 2:43 PM**



PROPOSITION 98

The Governor maintains his “settle-up” proposal to underfund the Proposition 98 minimum guarantee in the 2025-26 fiscal year by nearly **\$4.0 billion**



COST-OF-LIVING ADJUSTMENT (COLA)

The statutory COLA for 2026-27 is set at **2.87%** and applies to the following programs: Local Control Funding Formula (LCFF) Equity Multiplier, Child Nutrition, Youth in Foster Care, Mandate Block Grant, Adults in Correctional Facilities Program,¹ Charter School Facility Grant Program, American Indian Education Centers, and the American Indian Early Childhood Education Program

The California State Preschool Program and other childcare and development programs receive a lower COLA of 2.01%

The LCFF base grants receive an additional investment equal to 1.44% that is intended to help local educational agencies (LEAs) manage rising costs, offset declining enrollment impacts, and absorb the costs of a new requirement to provide employees with up to 14 weeks of paid pregnancy disability leave

¹ Receives 2025-26 statutory COLA



LCFF

Grade Span

2025-26 Base Grant per ADA¹
Statutory COLA—2.87%

Additional LCFF Investment—1.44%

2026-27 Base Grant per ADA

Grade Span Adjustment

2026-27 Adjusted Base Grant per ADA

20% Supplemental Grant per ADA

65% Concentration Grant per ADA

	TK-3	4-6	7-8	9-12
2025-26 Base Grant per ADA ¹	\$10,256	\$10,411	\$10,719	\$12,423
Statutory COLA—2.87%	\$294	\$299	\$308	\$357
Additional LCFF Investment—1.44%	\$148	\$150	\$154	\$179
2026-27 Base Grant per ADA	\$10,698	\$10,860	\$11,181	\$12,959
Grade Span Adjustment	\$1,113	-	-	\$337
2026-27 Adjusted Base Grant per ADA	\$11,811	\$10,860	\$11,181	\$13,296
20% Supplemental Grant per ADA	\$2,362	\$2,172	\$2,236	\$2,659
65% Concentration Grant per ADA	\$3,455	\$3,177	\$3,270	\$3,889

¹ Average daily attendance

PAID PREGNANCY DISABILITY LEAVE

Starting January 1, 2027, TK-14 employers to provide a pregnancy disability leave of absence with full pay for a maximum of 14 weeks for certificated and classified employees. Leave would be available to an employee experiencing pregnancy, miscarriage, childbirth, termination of pregnancy, or recovery from those conditions.

SPECIAL EDUCATION



The Enacted Budget provides an historic **43%** increase to the special education base rate from the current-year rate of \$917 to a rate of **\$1,340** per funded ADA

PROPOSITION 98 RESERVE

The Public School System Stabilization Account is expected to have a balance of **\$9.2 billion** at the end of the 2025-26 fiscal year, which triggers the local reserve cap



DISCRETIONARY BLOCK GRANT

The Enacted Budget provides funding for the Student Support and Professional Development Discretionary Block Grant in the amount of **\$5.0 billion**. We estimate LEAs will receive **\$930** per ADA.

OTHER NOTABLE INVESTMENTS



- \$1 billion ongoing for new and existing community schools
- For the Expanded Learning Opportunities Program, ensure that Rate 2 LEAs receive no less than \$1,800 per eligible unit
- One-time \$757.3 million to restore the Learning Recovery Emergency Block Grant
- One-time increase of \$350 million to extend the Literacy Coaches and Reading Specialists Grant Program
- \$500 million in one-time funding for an additional round of kitchen infrastructure and training

Alerts & Articles

With Approval of 2026–2027 Budget, All Public Education Agencies Now Required to Provide Fourteen Weeks of Paid Pregnancy Leave to Employees Starting January 1, 2027; K-12 Trailer Bill Passed While Higher Education Trailer Bill Remains Pending

07.13.2026

Following Governor Newsom's approval of the budget agreement for the 2026–2027 fiscal year, which took effect on July 1, 2026, and allocated funding for new paid pregnancy leave entitlement for employees of California K-12 school districts and community college districts ("CCDs"), the education omnibus budget trailer bills for K-12 school districts and CCDs remained subject to the Governor's approval. On July 9, 2026, Governor Newsom approved the trailer bill for K-12 school districts, effectuating changes to the Education Code providing a new paid pregnancy leave entitlement for employees of K-12 school district. The CCD trailer bill reflects the same paid pregnancy leave entitlement for CCD employees, amending parallel provisions of the Education Code; however, the CCD trailer bill remains subject to approval by the State Legislature and Governor Newsom.

Under the new K-12 trailer bill, beginning January 1, 2027, public education employees will be entitled to up to fourteen weeks of paid leave when absent from duty because of pregnancy, miscarriage, childbirth, termination of pregnancy, or recovery from any of these conditions. Employees may use the paid leave when they are actually disabled by one or more of these conditions as determined by the employee and the employee's medical provider. The bill expressly authorizes employees to begin taking leave before childbirth and continue the leave after childbirth, provided the employee is actually

ATTORNEYS



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With Approval of 2026–2027 Budget, All Public Education Agencies Now Required to Provide Fourteen Weeks of Paid Pregnancy Leave to Employees Starting January 1, 2027; K-12 Trailer Bill Passed While Higher Education Trailer Bill Remains Pending

disabled by one or more of the qualifying conditions during the entire leave period. Employers must maintain group health coverage for the duration of the leave at the same level and under the same conditions as if the employee had not taken leave.

The K-12 budget trailer bill revises Education Code sections 44965 and 45193 to require school district employers to provide this new benefit. Under prior law, these sections authorized the governing board of a school district to provide for a paid or unpaid leave of absence to an employee absent from duty because of pregnancy, miscarriage, childbirth, or recovery therefrom. The trailer bill not only requires a school district employer to provide paid leave, but expands the scope of conditions covered by this entitlement to include termination of pregnancy and recovery therefrom.

Under the K-12 trailer bill, all certificated and classified employees of public school districts, as well as charter school and county office of education employees, are eligible to receive up to fourteen weeks of paid leave under this section. There are no eligibility requirements such as minimum hours worked or length of service. Part-time employees are also entitled to paid leave under the trailer bill's provisions, which specify the amount of compensation a part-time employee is entitled to depending on the amount regularly worked.

Significantly, the leave provided under the trailer bill does not run concurrently with any other leave provided by statute. Thus, other leaves to which an employee may be entitled, including, but not limited to, leave under the Family and Medical Leave Act ("FMLA"), California Family Rights Act ("CFRA"), Pregnancy Disability Leave Act ("PDLA"), accrued sick leave, or extended illness leave, do not run during the employee's paid pregnancy disability leave under the trailer bill. Applicable statutory leaves will not begin to run until after the employee is no longer "disabled" under the trailer bill as determined by the employee's medical provider or the employee has exhausted the



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With Approval of 2026–2027 Budget, All Public Education Agencies Now Required to Provide Fourteen Weeks of Paid Pregnancy Leave to Employees Starting January 1, 2027; K-12 Trailer Bill Passed While Higher Education Trailer Bill Remains Pending

fourteen weeks of paid leave.

The state budget provides an additional cost-of-living adjustment, referred to as a “discretionary cost-of-living adjustment,” to reimburse school district employers for costs associated with providing paid leave under this new entitlement.

The trailer bill’s provisions are a direct reflection of the pregnancy leave entitlement proposed in 2024 by Assembly Bill (“AB”) 65, which was approved by the State Assembly in 2025, but did not progress to a vote in the State Senate. In June of 2026, while budget negotiations were pending, AB 65 was revived in the State Senate, where it remains pending.

In sum, the approval of the K-12 budget trailer bill significantly expands California public education employees’ rights to paid leave for pregnancy and related conditions. K-12 school districts will be required to update their leave policies and practices to account for the new entitlement, which is in effect as of January 1, 2027. Districts should also be prepared to bargain impacts and effects of the budget trailer bill.

AALRR attorneys will continue to monitor the status of the separate bill proposing to provide this same entitlement to employees of community college districts, which is pending in the State Legislature.

If you have questions about this new requirement, or its impact on existing leave policies, please contact the authors of this Alert or your usual AALRR counsel.

AALRR is hosting a three-part webinar series designed to help K-12 districts and CCDs understand and navigate their obligations when it comes to supporting pregnant employees. For more information, or to register for the series, please visit: <https://www.aalrr.com/newsroom-events-4686> or contact Keesha Clark.



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RELATED PRACTICE AREAS

Business Services

RELATED INDUSTRIES

Public Educational Agencies & Institutions

With Approval of 2026–2027 Budget, All Public Education Agencies Now Required to Provide Fourteen Weeks of Paid Pregnancy Leave to Employees Starting January 1, 2027; K–12 Trailer Bill Passed While Higher Education Trailer Bill Remains Pending

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SISC Health Benefits FAQ (2026-27 Plan Year)

Why are health care costs increasing?

Health care costs are rising due to medical inflation, increased use of services, specialty medications, new therapies, and delayed care that has become more complex and expensive to treat.

What is SISC doing to control costs?

SISC focuses on preventive care, early intervention, pharmacy oversight, data-driven decision making, and encouraging treatment in high-quality, lower-cost settings when appropriate.

What are Proactive Care Plans?

These plans emphasize primary care, preventive services, and early treatment to help members stay healthier and avoid more serious health issues. Many services have reduced or no-cost member cost sharing.

What is a Proactive Care Advocate?

Advocates help members find providers, understand treatment options, navigate the health care system, and connect with available resources.

Why is preventive care important?

Regular checkups, screenings, and early treatment can improve health outcomes, help manage chronic conditions, and reduce future medical costs.

What added-value benefits are available to SISC members?

SISC offers several no-cost programs, including:

- **Employee Assistance Program (EAP):** Counseling and support for emotional, financial, legal, and family concerns.
- **Teladoc Medical Experts:** Expert medical opinions and second opinions.
- **MDLive:** 24/7 virtual urgent care and mental health services.
- **Vida Health:** Health coaching, therapy, and chronic condition support.
- **WellTheory:** Autoimmune condition coaching and support.
- **Costco Pharmacy Program:** Most generic prescriptions at no cost.
- **Centivo Care:** Virtual primary care services.

- **Hinge Health:** Support for joint, muscle, pelvic health, and migraines.
- **Lantern Cancer Care:** Oncology nurse guidance and care planning.
- **Maven:** Maternity and postpartum support.
- **Midi Health:** Virtual menopause care.

What is the key message from SISC?

SISC's strategy is to improve member health through prevention, early intervention, and enhanced support programs while maintaining the long-term sustainability of the health benefits program.



Turning the Tides:
STRENGTH THROUGH PARTNERSHIP

Ride the wave with California's school district benefit leaders. Connect with fellow districts, explore the latest offerings from SISC Health Benefits and discover additional SISC services. Let's build strong partnerships and turn the tides together.

**SISC
SYMPOSIUM**

YOU'RE INVITED:
November 4–6, 2026 • Huntington Beach, CA



SISC
Self-Insured Schools of California
Schools Helping Schools





Who Should Attend?

In an era of budgetary restrictions and staff shortages, SISC recognizes the challenges faced by school districts. The Symposium provides an excellent opportunity to showcase the many ways SISC Health Benefits can support your district as we navigate today's evolving healthcare landscape together.

The symposium is designed to provide value for:

- Business Leadership
- HR Leadership
- Benefit Staff
- District Labor Reps



Why Attend?

Join us at the 2026 SISC Symposium and ride the wave with California's school district benefit leaders. Attendees will be able to connect with fellow districts, explore the latest offerings from SISC Health Benefits, and discover additional SISC services. Let's build strong partnerships and turn the tides together. We will bring together industry experts and leaders to share knowledge and participate in interactive sessions.

The SISC Account Managers are also hosting preconference workshops aimed at providing opportunities to network with SISC staff, partners, and school district benefit leaders from all over California. We hope you will join us!

To register for the Symposium or view the FAQs, please click the register now button.

(A registration fee is required for non-school employees.)

CISC Meetings All meetings (except virtual) at SCOE Conference Center, 3661 Whitehead St., Ste. 100, Mather, CA	Assistant Superintendent Network 2026-2027	Small Schools Superintendent/Designee Network
Sep. 17 and 18, 2026	Fri. 9/25/26 ASC, Simi Room	
Nov. 19 and 20, 2026	Thu. 12/3/26 CESC, Camarillo Room	
Virtual Meeting Jan 21 and 22, 2027	Fri. 1/29/27 ASC, Simi Room	
March 18 and 19, 2027	Thu. 3/25/27 ASC, Simi Room	
May 20 and 21, 2027	Fri. 5/28/27 ASC, Simi Room	

Extracurricular Event or Activity Assumption of Risk Form

Student name (Please print)

Birth date

Parent or legal guardian (Please print)

Student address

School/Local Educational Agency (LEA)

Event or Activity Advisor (Staff)

Voluntary Extracurricular Event or Activity

- ☐ school-related athletics
- ☐ school-related club activities
- ☐ school-related cultural activities
- ☐ school-related performing arts activities
- ☐ school-related social activities
- ☐ School-related community activities
- ☐ Other: _____

Activity Duration:

All school year: _____

Activity or Sport

Fall Activity or Sport

Winter Activity or Sport

Spring Activity or Sport

One-time event or activity: _____

Activity or Sport

Date

Location

Regarding administration of medication: All medications must be prescribed, including over-the-counter medications. Is your son/daughter required to take medication during the course of this extracurricular event or activity?

☐ No ☐ Yes Parent/Guardian must contact the school office to obtain form SFA-5030, "Authorization for Medications Taken During School Hours, School Activities and Field Trips" (which must be signed by parent/guardian and son/daughter's physician).

Health insurance information:

Health Insurance Company

Policy Number

Group Number

Student Accident Insurance: ☐ Yes ☐ No

Please list additional emergency contacts, should the parent/guardian be unavailable:

Emergency Contact

Telephone

Emergency Contact

Telephone

I give permission for my son/daughter, named above, to participate in the indicated voluntary extracurricular event(s) or activity(ies).

I understand and acknowledge that participation in voluntary extracurricular events or activities is a privilege and completely elective and voluntary and is not required by the LEA/School for completion of promotion or graduation requirements. I also understand that, if I do not consent to my son's/daughter's participation in the voluntary extracurricular event or activity, he/she may be offered an alternative event or activity and possible credit for promotion or graduation may or may not be offered.

I understand that all participants are to abide by and accept all rules and requirements governing conduct and safety in the voluntary extracurricular event or activity. To the extent permitted by the Education Code or other applicable statutes, regulations, policies and procedures, any participant determined to be in violation of safety requirements, behavior standards or other prohibited conduct may be removed from this voluntary extracurricular event or activity.

I understand and acknowledge that participation in this voluntary extracurricular event or activity, by its very nature, involves risks, known and unknown, foreseeable and unforeseeable, risk of a participant being seriously injured at any time, before, during, and/or after the activity or event. Injuries may result from, but are not limited to, transportation, whether or not provided by the LEA, as well as from the use or misuse of equipment, facility or environmental conditions, or the actions or negligence of the participant or others. Such injuries may range from minor to more serious injuries such as sprains, fractures, head injuries, or other significant bodily injury or illness, including death.

If an annual preparticipation physical evaluation is not required to participate, I hereby certify that my son/daughter is in good physical health and capable of participating in strenuous physical activities. I acknowledge that I understand the physical demands of participation in voluntary activities or events at school and confirm that my son/daughter is able to safely engage in such activities or events without risk to his/her health.

Waiver of Claims for Liability: I understand that California Education Code, Section 35330 provides:

“All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.”

I understand and acknowledge that in order to participate in these activities, I and my son/daughter agree to assume liability and responsibility for any and all risks that may be associated with participation in voluntary extracurricular events or activities.

I agree to, and do hereby release, waive, discharge, and hold harmless the LEA/School and its governing board, officers, administrators, managers, agents, employees and/or volunteers for any and all claims; demands; causes of action; liability; damages; expenses; or loss of any sort, including bodily injury or death; whether caused by negligence, acts, or omissions arising out of or related to the voluntary extracurricular event or activity, including programs or procedures of the LEA/School for students and participation in such events or activities.

In the event of illness or injury experienced by the participant, I hereby consent to general first aid treatment and whatever emergency transportation, emergency treatment, x-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician as deemed necessary for the safety and welfare of my son/daughter. It is understood that the resulting expenses will be the responsibility of the son/daughter's parent(s)/guardian(s).

I acknowledge that I have carefully read this “Extracurricular Event or Activity, Assumption of Risk Form” and that I fully understand its contents and agree to its terms.

Signature (Student)

Date

Signature (Parent or legal guardian)

Date

Primary telephone

Alternate telephone



Extreme Weather Conditions and Student Physical Activity [sample] Protocols

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1. Purpose and Scope

- a. This document is intended to protect students from extreme weather conditions including hazardous heat, precipitation, floods, and air quality during physical activities as defined below that take place outdoors.
- b. This document complies with California Education Code section 33355.
- c. For employee requirements refer to:

- 1) California Code of Regulations (CCR), Title 8, section 3395, Heat Illness Prevention in Outdoor Places of Employment and section 3396, Heat Illness Prevention in Indoor Places of Employment.
 - 2) CCR, Title 8, section 5141.1, Protection from Wildfire Smoke.
2. Definitions
- a. Extreme weather – occurrences of unusually severe weather conditions, including, but not limited to, periods of extreme heat, excessive precipitation, and floods, that may pose significant harm to students. (Education Code section 33355)
 - b. Hazardous Heat
 - 1) The Wet Bulb Globe Temperature (WBGT) exceeds 84.2
 - 2) The Heat Index exceeds 100.
 - 3) Heat Risk Level of red or magenta.
 - c. Excessive Precipitation: rainfall that shows the probability that the forecasted rainfall will exceed flash flood guidance.
 - d. Hazardous Floods
 - 1) River flood occurs when water levels rise over the top of riverbanks due to excessive rain over the same area for extended periods of time, combined rainfall and snow melt.
 - 2) Coastal flood, or inundation of land areas along the coast, is caused by higher-than-average high tide and worsened by heavy rainfall and onshore winds.
 - 3) Inland flooding occurs when moderate precipitation accumulates over several days or intense precipitation falls over a short period or a dam or levee fails.
 - 4) Flash Flood
 - a) Characterized by raging torrents after heavy rains that rip through river beds, urban streets, or mountain canyons.
 - b) Caused by heavy or excessive rainfall in a short period of time.
 - e. Hazardous Air Quality: the Air Quality Index (AQI) exceeds 150.
 - f. Physical activity
 - 1) Physical education classes, sports, and athletic practices and games sponsored by a local educational agency, except for those relating to an interscholastic athletic program administered by the California Interscholastic Federation. (Education Code section 33355)
 - 2) Outdoor activity during recess, nutrition break, lunch period.

- 3) Other extracurricular activities that take place outdoors that include body movement and energy expenditure.
 - g. Acclimatization – the process of enhancing activity heat tolerance and the ability to function safely and effectively in warm to hot conditions.
 - h. Heat Index – A measurement that combines the air temperature and relative humidity to establish a human-perceived equivalent temperature,
 - 1) “How hot it Feels” or “Feels Like”
 - 2) Is calculated for shady areas.
 - i. Heat Risk Level – a value symbolized by a color and number that places forecast heat for a specific location into an appropriate level of heat concern, along with identifying groups potentially most at risk at that level.
 - j. Heat Illness – a medical condition resulting from the body’s inability to cope with a particular heat load or exposure to sunlight.
 - k. Wet Bulb Globe Temperature (WBGT) – The measure of the heat stress in direct sunlight, which takes into account temperature, humidity, wind speed, solar radiation (sun angle and cloud cover).
 - 1) WBGT devices contain three (3) different thermometers:
 - a) A dry bulb thermometer to measure the ambient air temperature
 - b) A natural wet bulb thermometer to measure the potential for evaporative cooling.
 - c) A black globe thermometer to measure radiant heat
 - 2) The WBGT is the most accurate measure of environmental heat stress.
 - l. PM 2.5 – Solid particles or liquid droplets suspended in air, known as particulate matter, with an aerodynamic diameter of 2.5 micrometers or smaller.
3. Hazards
- a. Heat
 - 1) Dehydration, losing more fluid than taking in.
 - 2) Heat Rash, clusters of small red blisters that look like pimples on the skin
 - 3) Sun Burn, Painful, red, and warm skin, skin may blister.
 - 4) Heat Cramps, a heat illness including painful cramping, or spasms in muscles
 - 5) Heat Syncope, a heat illness where fainting occurs,
 - 6) Heat Exhaustion, a heat illness where victims may exhibit heavy sweating, pale clammy skin, tiredness and weakness, headache nausea or vomiting.

- 7) Heat Stroke, a heat illness where victims may exhibit very high temperature 103 or higher, may lose consciousness, have hot, red and dry skin, headache dizziness, confusion.
- b. Excessive Precipitation
 - 1) Flash floods
 - 2) Severe flooding
 - 3) Slips and falls
 - 4) Water-borne diseases
 - 5) Respiratory tract infections
 - 6) Lightning can accompany precipitation
- c. Floods
 - 1) Drowning
 - 2) Water-borne diseases
 - 3) Respiratory tract infections
- d. Air Quality
 - 1) Ozone can trigger a variety of health issues such as lung irritation and inflammation, asthma attacks, wheezing, coughing, and increased susceptibility to respiratory illnesses.
 - a) The United States Environmental Protection Agency (EPA) uses ozone to determine part of the Air Quality Index.
 - 2) Particulate pollution can cause chronic bronchitis, asthma attacks, decreased lung function, coughing, painful breathing, cardiac problems and heart attacks.
 - a) The EPA uses PM 2.5 to determine the particulate pollution Air Quality Index (AQI).
4. Assessment and Monitoring of Weather Conditions
 - a. Heat
 - 1) WBGT
 - a) California Education Code section 35179.8 requires the use of a WBGT device to accurately measure environmental heat stress at the site(s) of athletic activity(ies).
 - b) WBGT devices should be calibrated, set up and used following the manufacturer's instructions.
 - c) The WBGT device should be located as close as possible to, or even in the middle of, the activity.

- d) If the activity is in direct sunlight, the WBGT device should also be in direct sunlight.
- e) To determine activity levels, compare the WBGT device reading to the charts contained in Attachment 1, Guidelines for Outdoor Physical Activity – Heat

2) Heat Index

- a) Temperature and Humidity.
 - (1) Determine the outdoor temperature and the outdoor humidity percentage.
 - (2) Calculate the heat index comparing the temperature and humidity using a heat index chart. <https://www.weather.gov/media/unr/heatindex.pdf>
 - (3) Weather.com gives a “Feels Like” temperature, which is comparable to heat risk index.
 - (4) To determine activity levels, compare the calculated heat index to the charts contained in Attachment 1, Guidelines for Outdoor Physical Activity – Heat

- b) National Weather Service Heatrisk

- (1) Go to <https://www.wrh.noaa.gov/wrh/heatrisk/>
 - (2) Type in address in the search feature
 - (3) Compare the color on the map to the adjacent color chart and the charts contained in Attachment 1, Guidelines for Outdoor Physical Activity – Heat

- c) NIOSH/OSHA Heat APP

- (1) Open the App
 - (2) Select Heat Index
 - (3) Compare the “Feels Like” temperature to the charts contained in Attachment 1, Guidelines for Outdoor Physical Activity – Heat

- d) Perry Weather

- (1) Provides WBGT data
 - (2) Automated alerts

b. Excessive Precipitation

1) National Weather Service

- a) <https://www.weather.gov/forecastmaps/>

2) Weather.com

- a) <https://weather.com/weather/today>

3) Perry Weather

- a) Provides precipitation and lightning data

- b) Automated alerts
 - c. Floods
 - 1) National Weather Service
 - 2) Ventura County Public Works Department Hydrology
 - a) Flood warning system (?)
 - d. Air Quality
 - 1) Air Now AQI
 - a) Go to www.airnow.gov
 - b) If necessary, type the zip code in the location feature.
 - c) To determine activity levels, compare the number or color to Attachment 2, Guidelines for Outdoor Physical Activity – Air Quality
 - 2) Purple Air
 - a) Go to www.purpleair.com
 - b) Select the map tab
 - c) Ensure US EPA PM2.5 mode
 - d) To determine activity levels, compare the number or color closest to the activity location to Attachment 2, Guidelines for Outdoor Physical Activity – Air Quality
- 5. Decision-Making Responsibilities and Timelines
 - a. Athletic Competitions
 - 1) Host school athletic director monitors forecasts and field conditions and consults with the site administrator or designee to determine if outdoor activities are safe or should be delayed, suspended, or rescheduled.
 - 2) Once an athletic competition begins, game officials and referees have the authority to call a delay, suspend play, or cancel.
 - 3) To reschedule a CIF game, the Athletic Directors from both schools must mutually agree upon the new date, time, and location.
 - 4) Once confirmed, the Athletic Directors must report the change to the CIF Section office and the officials' assigning center.
 - b. Other activities: School administrators monitor forecasts and school site conditions to determine if outdoor activities are safe or should be delayed, cancelled, or moved indoors.
- 6. Communication
 - a. Staff

- 1) Notices will be sent by e-mail, text, or [insert school-to-parent communication system]
 - b. Students
 - 1) Notices will be sent by [insert method]
 - c. Parents/guardians
 - 1) Notices will be sent by [insert school-to-parent communication system]
 - d. Coordination with local agencies
 - 1) Emergency Services: 911
 - 2) Local Law Enforcement: [enter telephone number]
 - 3) Local Fire Department: [enter telephone number]
 - 4) Local Emergency Management Office: [enter telephone number]
7. Injury and Illness Prevention and Mitigation
- a. Criteria for Modifying or Canceling Outdoor Activities
 - 1) At WBGT values above 86.2, outdoor activities will be canceled or delayed until temperatures cool.
 - a) CIF sports are mandated to be canceled or delayed until it is cooler. (Extreme Heat and Air Quality Policy)
 - b) WBGT value of 84.2 – 86.0, CIF allows contests with additional hydration breaks. (Extreme Heat and Air Quality Policy)
 - c) To determine activity levels in connection to heat illness prevention, refer to Attachment 1, Guidelines for Outdoor Physical Activity – Heat.
 - 2) Excessive Rain
 - a) Athletic contests: if the play surface becomes so severely waterlogged that a ball can no longer bounce, or the surface presents a severe risk of player injury due to deep, standing water, school administrators or officials may pause or postpone the athletic contest.
 - b) Other outdoor activities will be delayed, cancelled, or moved indoors when it is actively raining.
 - c) Upon seeing lightning or hearing thunder, all students and staff will immediately move indoors.
 - 3) Flood
 - a) Monitor local weather forecasts, television, or radio for updates.
 - b) Schools will be evacuated, if ordered to evacuate.
 - c) To determine activity levels in connection with flood, refer to Attachment 2, Guidelines for Outdoor Physical Activity – Flood

- 4) At AQI values above 150, serious consideration will be given to rescheduling or delaying the outdoor activity(ies).
 - a) CIF prohibits outdoor practice and/or competition when the Air Quality Index is 151 or higher. (Rule 503.K.)
 - b) Prolonged exposure and heavy exertion should be avoided.
 - c) The Preparticipation physical evaluation for Sport should be used as a tool to identify students at risk of questionable air quality exposure such as asthma, cardiac disease, and respiratory disease.
 - d) To determine activity levels in connection with air quality, refer to Attachment 3, Guidelines for Outdoor Physical Activity – Air Quality.
- b. Indoor and Alternative Activity Plans
 - 1) High school athletics
 - a) Postponed or cancelled athletic competitions – none.
 - b) Practices will be moved to available gymnasiums, multi-purpose rooms, or weight rooms.
 - 2) Other activities
 - a) Activities will be moved to available gymnasiums, multi-purpose rooms, or remain in classrooms.
 - b) Activities may include, but not limited to:
 - (1) Active and physical stations
 - (2) Quiet and creative stations
 - (3) Whole-class and circle games
- c. Heat Illness Prevention
 - 1) Acclimatization
 - a) For all outdoor CIF fall sports
 - (1) Preseason practice shall begin with a five-day acclimatization period for the fall outdoor student-athletes.
 - (2) All fall outdoor student-athletes, including those who arrive at the preseason practice after the first day of practice, are required to undergo a five-day acclimation period.
 - (3) The five-day acclimatization period shall be conducted as follows:
 - (a) Participants shall not engage in more than one on-field practice per day during the five-day acclimation period.
 - (b) On-field practices shall last no longer than two hours.
 - b) CIF football must comply with:

- (1) During the first three days of practice or testing activity, helmets shall be the only protective equipment student-athletes may wear.
 - (2) During the next two days of practice or testing activity, helmets and shoulder pads shall be the only protective equipment student-athletes may wear.
 - (3) Student-athletes may practice in full pads on the sixth day of practice or testing activity.
- c) Generally, intensity and duration of activity should be gradually increased over a period of 7-14 days to give participants time to build fitness levels and become accustomed to practicing in the heat.
 - d) Heavy uniforms and protective equipment should be introduced in phases.

2) Hydration

- a) Students should drink plenty of fluids to prevent dehydration and other heat illnesses.
- b) Participants should arrive at practices, games, competitions or outdoor performances and in-between practices well-hydrated to reduce the risk of dehydration.
- c) Water should be available during physical education classes, recess, nutrition break, and lunch period.
- d) Water should be freely accessible and water breaks should be given periodically in the shade if available and should be long enough to allow athletes to ingest adequate volumes of fluid. Unnecessary equipment should be removed during breaks.

3) Shade

- a) Schools should provide areas of blocked direct sunlight that allow students to cool.
- b) Shade should be located as close as practicable to the areas where students are participating in their outdoor activities.
- c) An indicator that shade blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight.

4) Rest breaks

- a) Schools should ensure and encourage students to take appropriate rest breaks to cool down and hydrate.

d. Excessive Precipitation

1) Precipitation

- a) Move indoors

- b) Where possible, wear sturdy shoes with traction, use handrails, and take slow, small steps on slick surfaces
 - c) See below for floods
- 2) Lightning
 - a) Upon seeing lightning or hearing thunder, all students and staff should immediately move indoors.
 - (1) Do not wait for the rain to begin falling.
 - (2) Do not go under covered walkways or covered picnic areas, as they offer no protection.
 - (3) Do not go under trees.
 - (4) If necessary, shelter can be provided by a vehicle with a metal roof, such as a school bus.
 - b) While indoors, stay away from windows and doors; refrain from using telephones, electrical appliances, computers, or plumbing fixtures
 - c) Remain indoors for at least 30 minutes after the last lightning is observed or the last thunder is heard.
 - d) See also Recommendations and Requirements for Thunderstorms
 - (1) <https://www.vcssfa.org/Risk-Management/Recommendation-and-Requirements-Documents/Miscellaneous>
- e. Floods
 - 1) Assess flood risk
 - a) Monitor local weather forecasts, television, or radio for updates.
 - b) Federal Emergency Management Agency Flood Map Service Center
 - (1) <https://msc.fema.gov/portal/home>
 - 2) Evacuate immediately, if ordered to evacuate.
 - 3) During a flood, move to higher ground.
 - 4) Do not walk, drive, or ride in a vehicle through flood waters.
 - 5) Avoid contact with flood water, which can contain chemicals, sewage, water-borne diseases, and dangerous debris.
 - 6) Stay off bridges over fast-moving water and in flooded areas.
- f. Air Quality
 - 1) consider shortening or canceling outdoor athletic events (practices or competitions) in accordance with AQI recommendations.

- 2) The Preparticipation Physical Examination for Sport will be used as a tool to identify students at risk for smoke inhalation exposure such as asthma, cardiac disease, and respiratory disease.
- 3) Emphasize to student-athletes that the wearing of masks, such as for protection against COVID-19 does not protect against exposure to hazardous air quality.
 - a) Wearing masks will not allow competition or practices when AQI is at hazardous levels.
- 4) Also refer to Recommendations and Requirements for Wildfires: Preparation and Response.
 - a) <https://www.vcssfa.org/Risk-Management/Best-Practices/Miscellaneous>
- g. Guidelines for Physical Activity – Heat
 - 1) To determine activity levels in connection to heat illness prevention, refer to Attachment 1, Guidelines for Outdoor Physical Activity – Heat
- h. Guidelines for Physical Activity – Air Quality
 - 1) To determine activity levels in connection with air quality, refer to Attachment 2, Guidelines for Outdoor Physical Activity – Air Quality
8. California Interscholastic Federation (CIF) Heat Illness and Air Quality Requirements.
 - a. A student-athlete who exhibits signs of heat illness while participating in, or immediately following, an athletic activity must be removed immediately from participating in a practice or game for the remainder of the day.
 - b. A student-athlete who has been removed from play after displaying signs and symptoms associated with heat illness may not return to play until the athlete is evaluated by a licensed health care provider and receives written clearance to return to play from that health care provider.
 - 1) Evaluation is limited to a medical doctor (MD) or doctor of osteopathy (DO)
 - 2) A nurse practitioner (NP) or physicians assistant (PA) working under the direct supervision of a medical doctor (MD) or doctor of osteopathy (DO) may provide written clearance for return to play.
 - c. Exception: If muscle cramps are not associated with any other signs and symptoms of heat illness and resolved promptly, then the athlete could return to practice or competition and would not require clearance from a licensed healthcare provider.
 - 1) If any signs and symptoms of heat illness exist alongside muscle cramps, the student athlete would need to be cleared by a physician before returning to play.
 - 2) Recurrent muscle cramps also require evaluation.
 - d. All CIF member schools must refrain from outdoor practice and/or competition when the AQI is 151 or higher.
 - e. CIF Rule 503.K.

9. Staff Training

a. High school athletics

- 1) certification in CPR, use of an automated external defibrillator (AED), and first aid that includes, but is not limited to, training in recognizing the signs and symptoms of, and responding to, concussions, heat illness, and cardiac arrest.
 - a) Certification in CPR and use of an AED shall be consistent with national evidence-based emergency cardiovascular care guidelines.
 - b) Concussion, heat illness, and cardiac arrest training may be provided by entities offering free, online, or other types of training courses.

2) Education Code section 35179.1

b. Recognizing signs of weather-related stress in students

- 1) Heat Illness
- 2) Hypothermia due to cold, wet conditions
- 3) Respiratory distress including coughing, wheezing, difficulty breathing, and/or chest tightness.

c. Appropriate response methods

- 1) Refer to Attachment 4, First Aid – Heat Advisory and Air Quality

10. First Aid

- a. Refer to Attachment [4](#), First Aid – Heat Advisory and Air Quality
- b. Each school shall have a method to institute whole-body cooling to treat a student athlete with exertional heat illness, especially heat stroke, that is easily accessible at all practice and contest venues.

11. Annual Review and Update

- a. An annual review will be conducted to:
 - 1) Verify the Procedures/Protocols are implemented and are operating.
 - 2) Correct shortcomings and identify opportunities for improvement.
- b. The review and updates will be documented

12. Resources

- a. California Education Code, sections 35179 – 35179.8
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=3.&title=2.&part=21.&chapter=2.&article=4.5.
- b. California Education Code, sections 33355
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=33355.

- c. California Department of Education, Disaster and Emergency Resources
<https://www.cde.ca.gov/ls/ep/schoolemergencyres.asp>
- d. National Weather Service Heatrisk <https://www.wrh.noaa.gov/wrh/heatrisk/>
- e. CIF Heat Illness Protocol
https://www.cifstate.org/governance/constitution/500_Series.pdf
- f. CIF Heat Illness https://www.cifstate.org/sports-medicine/heat_illness/index
- g. CIF Wet Bulb Globe Temperature <https://www.cifstate.org/sports-medicine/WBGT>
- h. Air Now <https://www.airnow.gov/?city=Camarillo&state=CA&country=USA>
- i. Purple Air <https://map.purpleair.com>
- j. School Air Quality Activity Recommendations:
<https://www.cde.ca.gov/ls/ep/documents/airqualityguidance.pdf>
- k. Air Quality and Outdoor Activity Guidance for Schools:
<https://www.airnow.gov/sites/default/files/2018-09/air-quality-and-outdoor-activity-guidance-2014.pdf>

Attachment 1
Guidelines for Outdoor Physical Activity – Heat

WBGT or Heat Index	Outdoor Activity Guidance
1) Level 0 2) Little to no risk 3) WBGT Index: under 76.1 4) Heat Index: under 80	1) Normal Activities 2) Provide at least three separate rest breaks each hour of athletic practice with a minimum duration of three minutes each during the workout.
1) Level 1 2) Low risk for sensitive groups 3) WBGT Index: 76.3 to 81.0 4) Heat Index: 80 to 89.9	1) Light to moderate activity / Recess/Lunch activity/PE Class. a) Encourage increased hydration, b) Encourage activities in shade when the sun is strongest. 2) Use discretion for intense or prolonged exercise 3) Provide at least three separate rest breaks each hour with a minimum duration of four minutes each.
1) Level 2 2) Moderate risk 3) WBGT Index: 81.1 to 84.0 4) Heat Index: 90 to 99.9	1) Light to moderate activity / Recess/Lunch activity/PE Class a) Encourage increased hydration, b) Reduce time in sun between 10:00 a.m. and 4:00 p.m., if feasible, c) Check playground equipment for hot surfaces. 2) All Athletic Activities a) Maximum outdoor practice time is two hours. b) Provide at least four separate rest breaks each hour with a minimum duration of four minutes. 3) Football and Field Hockey a) Players are restricted to helmet, shoulder pads, and shorts during practice. (1) Exception: If the Heat Index rises to this level during practice, football players may continue to work out wearing football pants without changing to shorts. b) Note: Football players have additional restrictions pursuant to California Education Code section 35179.5.
1) Level 3 2) High risk 3) WBGT Index: 84.2 to 86.0 4) Heat Index: 100 to 109.9	1) Light to moderate activity / Recess/Lunch activity/PE Class. a) Encourage increased hydration b) Avoid time in sun between 10:00 a.m. and 4:00 p.m., c) Discourage running, jumping and other high energy activities, d) Check playground equipment for hot surfaces. 2) Athletic contests are permitted with additional hydration breaks. a) Maximum practice time is 1 hour. b) There should be 20 minutes of rest/water breaks distributed throughout the hour of practice c) No protective equipment may be worn during practice. d) There may be no conditioning activities.

WBGT or Heat Index	Outdoor Activity Guidance
1) Level 4 2) Very high risk 3) WBGT Index: over 86.2 4) Heat Index: over 110	1) Light to moderate activity / Recess/Lunch activity/PE Class. a) Stop all outside activity. b) Move activities indoors, if feasible. 2) No Outdoor workouts/contests. 3) Delay practice/competitions until a cooler WBGT is reached. 4) Alternative indoor activities a) Practice indoors if air conditioning is available. b) Other indoor activities: (1) Walk-through: (a) Reviewing positional strategy and rehearsing plays or choreography (b) Involves only walking. (2) Weight training in an indoor air-conditioned location, (3) Film study, (4) Other meetings. c) Stop indoor activity if air conditioning is not available.

Attachment 2
Guidelines for Outdoor Physical Activity – Flood

Type of Warning	Outdoor Activity Guidance
Flash Flood Warning Take Action!	A Flash Flood Warning is issued when a flash flood is imminent or occurring. If you are in a flood prone area move immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain. 1. Move immediately to the highest level of a building or higher ground. 2. Evacuate if ordered. 3. Stay away from flood-prone locations
Flood Warning Take Action!	A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring. 1. Move immediately to the highest level of a building or higher ground. 2. Evacuate if ordered. 3. Stay away from flood-prone locations
Flood Advisory Be Aware	A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property. 1. Monitor local weather forecasts, television, or radio for updates. 2. Stay away from flood-prone locations 3. Move vehicles, outdoor equipment, and valuable items to higher ground 4. Prepare to evacuate.
Flood Watch Be Prepared	A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible. 1. This is the time to start thinking about the plan of action and where to go if the water begins to rise.

Attachment 3
Guidelines for Outdoor Physical Activity – Air Quality

Air Quality Index	Outdoor Activity Guidance
1) Good 2) AQI or Purple Air: 1 to 50	1) Great day to be active outside! 2) No restrictions.
1) Moderate 2) AQI or Purple Air: 51 to 100  	1) Good day to be active outside. 2) Students who are unusually sensitive to air pollution could have symptoms. a) Air pollution can make asthma symptoms worse and trigger asthma attacks. 3) Ensure sensitive students are medically managing their condition.
1) Unhealthy for sensitive groups 2) AQI or Purple air: 101 to 150	1) Acceptable to be active outside, especially for short activities such as recess and physical education class a) Students who are sensitive to air pollution should exercise indoors or avoid vigorous activities. 2) For longer activities , such as athletic practice or extracurricular activities, take more breaks and do less intense activities. a) Athletic Practice/Extracurricular Activities: reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. b) Scheduled Athletic Events: increase rest breaks and substitutions consistent with CIF guidelines for extreme heat. 3) Students with asthma should have and follow their asthma action plans and keep their quick-relief medicine available. 4) Ensure other sensitive students are medically managing their condition.
1) Red 2) Unhealthy 3) AQI or Purple Air: 151 to 200	1) For all outdoor activities , take more breaks and do less intense activities. a) Sensitive students should remain indoors. 2) Consider moving longer or more intense activities indoors or rescheduling them to another day or time. a) Recess and PE: exercise indoors, avoid vigorous outdoor activities, or limit vigorous outdoor activities to a maximum of 15 minutes. b) All CIF member schools must refrain from outdoor practice and/or competition when the Air Quality Index is 151 or higher. 3) Watch for symptoms and act as needed. 4) Students with asthma should have and follow their asthma action plans and keep their quick-relief medicine available. 5) Ensure other sensitive students are medically managing their condition.
1) Purple 2) Very Unhealthy 3) AQI or Purple Air: over 200	1) Move all activities inside or reschedule activities to another day. 2) Scheduled Athletic Events should be rescheduled or relocated.

Attachment 4
First Aid – Heat Advisory and Air Quality

What to Look For	What to Do
Dehydration	
1) Extreme thirst, less frequent urination, dark-colored urine, fatigue, dizziness, confusion	1) Replace lost fluids and electrolytes. - Cool water is best, - Sports drinks containing electrolytes and a carbohydrate solution may also be helpful, 2) Seek medical attention for severely dehydrated students.
Heat Rash	
1) Red clusters of pimples or small blisters	1) Move to a cooler, less humid environment, if possible. 2) Keep rash area dry. 3) Provide or apply powder to increase comfort. Do not use ointments or creams.
Sunburn	
1) Red, warm, and tender skin; swelling, blistering; headache; fever; nausea; fatigue. The pain from sunburn is worse 6-48 hours after sun exposure. Skin peeling usually begins 3-8 days after exposure.	1) General - Drinking plenty of water helps to replace fluid loss, - Gentle application of cool wet cloths on the burned area, - Application of a topical moisturizing cream, aloe, or 1% hydrocortisone cream, 2) If blistering occurs: - Lightly bandage or cover the area with gauze to prevent infection, - Blisters should not be broken, as this will slow the healing process and increase the risk of infection, - When the blisters break and the skin peels, dried fragments may be removed, and an antiseptic ointment or hydrocortisone cream may be applied. 3) Seek medical attention if any of the following occur: - Severe sunburns covering more than 15% of the body, - Severe dehydration, - High fever, >101°F, - Extreme pain that persists longer than 48 hours.
Heat/Muscle Cramps	
1) Cramps, pain, or spasms in the abdomen, arms, or legs. 2) Refer to CIF Rule 503 K.	1) Drink water and have a snack or a drink that replaces carbohydrates and electrolytes, such as a sports drink, every 15 to 20 minutes. 2) Avoid salt tablets. 3) Seek medical attention if any of the following occur: - Cramps that do not subside within 1 hour, - Frequently recurrent cramps, - Any other signs and symptoms of heat illness exist alongside muscle cramps.
Heat Syncope (Fainting)	
1) Fainting, dizziness, light headedness while standing or suddenly rising from a sitting or lying position. 2) Refer to California Education Code 33479.5 and CIF Rule 503 J.	1) Sit or lie down in a cool place. 2) If conscious, slowly drink water, clear juice, or a sports drink. 3) Remove student from participation for the remainder of the day. 4) Seek medical attention: Medical clearance is required to return to play.

What to Look For	What to Do
Heat Exhaustion	
1) Headache, nausea, dizziness, weakness, irritability, thirst, heavy sweating, elevated body temperature, decreased urine output. 2) Refer to Education Code section 35179.8 3) Refer to CIF Rule 503 K.	1) Remove the student from the hot area and give liquids to drink. a) Encourage frequent sips. 2) Remove proactive gear, shoes, and socks. 3) Cool the student with cold compresses or have the student wash their head, face, and neck with cold water. 4) Institute whole-body cooling to treat a student-athlete with exertional heat illness that is easily accessible at all practice and contest venues 5) Seek medical attention: a) If parents are immediately available, parents can take student to a clinic or emergency room, b) Call 911 if parents are not immediately available, c) Stay with the student until help arrives. d) Medical clearance is required to return to play. (1) Exception: muscle cramps
Heat Stroke	
1) Hot, dry skin; very high body temperature, confusion, altered mental status, slurred speech; seizures, loss of consciousness 2) Fatal if treatment is delayed. 3) Refer to Education Code section 35179.8 4) Refer to CIF Rule 503 K.	1) Move the student to a shaded, cool area. 2) Remove proactive gear, shoes, and socks. 3) Cool quickly using the following methods: a) Institute whole-body cooling to treat a student-athlete with exertional heat illness that is easily accessible at all practice and contest venues, b) Place the student-athlete in cold water or ice bath, c) Wet the skin or place cold wet cloths on the skin, d) Soak clothing with cool water, e) Circulate air around the student to speed cooling. 4) Seek medical attention: a) Always call 911 for emergency care, b) Stay with the student until emergency medical services arrives. c) Medical clearance is required to return to play. (1) Exception: muscle cramps
Air Contaminants	
1) Coughing, wheezing, difficulty breathing. 2) Students with asthma may also experience chest tightness.	1) Take a break from activity, change to a less intense activity, stop all activity, go indoors. 2) For students with asthma, use quick-relief medicine as prescribed. 3) Seek medical attention if symptoms do not improve. 4) Call 9-1-1 (Emergency Medical Services) if: a) Rapid worsening of shortness of breath or very loud wheezing, b) Difficulty speaking in full sentences, c) No improvement even after using a quick-relief inhaler, d) Lips, tongue, or nail beds turning blue, e) Decreased level of consciousness.

[Insert LEA Name]

Prevention and Intervention Services Agreement

This Prevention and Intervention Services Agreement (the “Agreement”) is made and entered into [insert date] by and [insert LEA name] (hereinafter referred to as “Local Educational Agency” or “LEA”) and Interface Children & Family Services, (hereinafter referred to as “Provider.”). LEA and Provider may be referred to herein individually as a “Party” and collectively as the “Parties.”

Purpose: The purpose of the Agreement is to establish and maintain a provision of service relationship between the two Parties. Provider will provide trained staff to work in conjunction with school administrators and staff to coordinate and facilitate comprehensive prevention and intervention programming for students and their families through Provider’s Family Violence, Mental Health & Trauma Treatment, Youth Crisis & Homeless Services, Human Trafficking Prevention and Justice Services programs at identified schools within the LEA.

The Parties agree as follows:

Conditions. Provider will have no obligation to provide services until LEA returns a signed copy of this Agreement.

Services

Provider shall provide LEA with the services (the “Service”), which are described on Exhibit A, “Statement of Services” attached hereto and incorporated herein by this reference.

To facilitate the Service, LEA will support Provider as described on Exhibit B, “Local Educational Agency Responsibilities” attached hereto and incorporated herein by this reference.

Provider, at Provider’s sole cost and expense, shall furnish all tools, equipment, apparatus, transportation, labor, and material necessary to meet its obligations under this Agreement.

Additional Services

A written amendment to this Agreement shall be prepared by either party and executed by all of the Parties before any performance of additional Services or the LEA shall not be required to pay for the increased cost incurred for the changes in the scope of Services.

Any such amendment to the Agreement shall not render ineffective or invalidate unaffected portions of this Agreement.

Term. The term of this Agreement shall commence on July 1, 2026, and terminate on June 30, 2027. The Parties may agree to annual extensions after expiration of the initial term

Termination or Amendment. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement and may be terminated by either party for any reason by giving the other party 30 days advance written notice. In the event of cancellation prior to completion of the specified services, all finished or unfinished projects, documents, data, studies, and reports prepared by the Provider under this agreement shall, at the option of the LEA, become LEA property. The Provider shall be entitled to receive just and equitable compensation for any satisfactory Services completed on such items prior to termination of the Agreement.

Nature of Relationship.

The parties agree the relationship created by this Agreement is that of independent contractor. In performing all of the Services, Provider shall be, and at all times is, acting and performing as an independent contractor with LEA, and not as a partner, coventurer, agent, or employee of LEA, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Provider is not granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of LEA or to bind the LEA in any manner.

Provider understands and agrees that the Provider, agents, employees, or subcontractors of Provider are not entitled to any benefits normally offered or conveyed to LEA employees, including coverage under the California Workers’ Compensation Insurance laws. Provider will be responsible for payment of all Provider employee wages, payroll taxes, employee benefits, and any amounts due for federal and state income taxes and Social Security taxes. These taxes will not be withheld from payments under this agreement.

Assignment and Subcontractors.

Provider shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the prior written consent of the LEA, which may be withheld by the LEA in its sole and absolute discretion for any reason. Any attempted assignment, sublease, or transfer in violation of this Agreement shall be null and void, and of no force and effect. Any attempted assignment, sublet, or transfer in violation of this Agreement shall be grounds for the LEA, in its sole discretion, to terminate the Agreement.

Nothing contained herein shall prevent Provider from employing independent associates, subcontractors, and sub-consultants as Provider may deem appropriate to assist in the performance of services herein, subject to the prior written approval of the LEA.

Warranty. Provider hereby warrants to LEA that the Service shall be performed in a professional and workmanlike manner consistent with the highest industry standards.

Binding Effect. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

Qualifications. Provider shall possess and in signing this Agreement warrants and represents that Provider has special skills, proficiency and expertise to render the Services described in this Agreement. Provider shall at all times keep all licenses current, be in good standing and notify LEA of any change in licensure or professional status, including disciplinary or licensure proceedings of any kind.

Compliance with Laws. Provider hereby agrees that Provider, officers, agents, employees, and subcontractors of Provider shall obey all local, state, and federal laws and regulations and adhere to professional and licensing standards of practice in the performance of this Agreement.

Non-Discrimination and Equal Employment Opportunity. Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

Confidentiality. Provider agrees to maintain the confidentiality of all LEA and LEA-related data, information, and records including but not limited to student identifiable information and employee personnel information pursuant to all California and Federal statutory laws relating to privacy, confidentiality, and information security including but not limited to California Education Code sections 49060 – 49085, Pupil Records, and the Family Educational Rights and Privacy Act (FERPA), that currently exist or exist at any time during the term of this Agreement. All such records and information shall be considered confidential and kept confidential by Provider and Provider's officers, agents, employees, participants, vendors, or customers. Provider shall not disclose such data, information and records except to the LEA or in strict compliance with the provisions of all California and Federal statutory laws and upon prior written notice to the LEA.

Fingerprinting. Provider shall ensure that Provider and any employee who interacts with students, outside of the immediate supervision and control of the student's parent or guardian or a school employee, has a current valid criminal records summary as described in California *Education Code* section 44237. When Provider performs the criminal background check, it shall immediately prevent any person representing the Provider who has been convicted of a violent or serious felony from accessing an LEA school or office site.

Governing Law and Venues. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California, or other location as mutually agreed by both parties.

Dispute Resolution. Any dispute arising under or resulting from this Agreement that is not resolved within 60 days of time by authorized representatives of Provider and LEA shall be brought to the attention of LEA contact and Provider's authorized agent (or designee) listed below for resolution. If this informal dispute resolution process is unsuccessful, the Parties may pursue all remedies not inconsistent with this Agreement.

Indemnification. To the fullest extent permitted by law, Provider shall hold harmless, defend at its own expense, and indemnify LEA its governing board, officers, administrators, managers, agents, employees, successors, assigns, and/or volunteers, against any and all liability, claims, demands, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of Provider or its officers, agents, or employees in rendering services under this Agreement or its failure to comply with any of its obligations contained in the Agreement; excluding, however, such liability, claims, losses, damages, or expenses arising from LEA's sole negligence or willful acts. LEA assumes no responsibility whatsoever for any property placed on LEA premises by Provider or its officers, agents, or employees.

This Indemnification shall survive termination of this Agreement, for any reason whatsoever, and binds each party's legal representatives, successors, and assigns.

Insurance. Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

- a. Commercial General Liability Insurance. Provider shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial General Liability insurance shall include products/completed operations, property damage, and personal and advertising injury coverage.

- b. Automobile Liability. Provider shall procure and maintain, during the full term of this Agreement following Automobile Liability Insurance including non-owned and leased automobiles, as applicable with the following coverage limits:

Business vehicles: \$1,000,000.00 per accident for bodily injury and property damage

- c. Workers' Compensation Insurance. Provider shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in Services related to the performance of this Agreement. Provider shall procure and maintain Employers' Liability insurance coverage of \$1,000,000.
- d. Professional Liability Insurance. Provider shall procure and maintain, during the term of this Agreement, Professional Liability (Errors and Omissions) insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate
- e. Other Coverage as Dictated by the LEA. If any employee interacts with students, outside of the immediate supervision and control of the student's parent or guardian or a certificated school employee, Provider shall procure and maintain, during the term of this Agreement, Abuse and Molestation coverage in the amounts of \$2,000,000 per occurrence and \$4,000,000 aggregate.
- f. Primary, Non-Contributory and Waiver of Subrogation. Provider's insurance is primary and will not seek contribution from any other insurance available to the LEA. Any insurance or self-insurance maintained by LEA shall be excess of the Provider's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies. Provider further hereby waives any and all rights of subrogation that it may have against the LEA. Required endorsements are listed below.
- g. Certificates of Insurance. Provider shall provide certificates of insurance to the LEA as evidence of the insurance coverage required herein, not less than 15 days prior to commencing the proposed activity, and at any other time upon the request of the LEA. Certificates of insurance will be deemed invalid if proper endorsements are not attached. Certificates of such insurance shall be filed with the LEA on or before commencement of the services under this Agreement.
- h. Endorsements. Provider's Commercial General Liability insurance and Commercial Automobile Liability coverage and Abuse and Molestation coverage shall name the LEA, its governing board, officers, agents, employees, and/or volunteers as additional insureds. All endorsements specifying additional insureds for any of the Insurance Policies shall be as indicated below or an equivalent endorsement reasonably acceptable to the LEA.

- 1) General Liability: CG 20 26 10 01

- 2) Waiver of Subrogation: CG 24 04 05 09
 - 3) Primary, Non-Contributory: CG 20 01 01 13
 - 4) Commercial Automobile Liability (if necessary): CA 20 48 10 13
- i. Claims Made Policies. If any of the required policies provide coverage on a “claims made” basis:
 - 1) The Retroactive Date must be shown and must be before the date of the contract or the beginning of the Service.
 - 2) Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the Service.
 - 3) If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Provider must purchase “extended reporting” coverage for a minimum of three (3) years after completion of the Service.
 - j. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the LEA.
 - k. Failure to Procure Insurance. Failure on the part of Provider, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the LEA may immediately terminate this Agreement

Notice. Any notices required or permitted to be given under this Agreement shall be deemed fulfilled by written notice, demand or request personally served on (with proof of service endorsed thereon, or mailed to, or hereinafter provided) the party entitled thereto or on its successors and assigns, and may be given by:

- a. Personal delivery;
- b. Overnight commercial courier;
- c. Certified or registered prepaid U.S. mail, return receipt requested; or
- d. Electronic mail or electronic facsimile transmission; provided that if given electronically, an additional copy shall also be delivered by a, b, or c, above.

If mailed, such notice, demand, or request shall be mailed certified or registered mail, return receipt requested, and deposited in the United States mail addressed to such party at its address set forth below or to such address as either party hereto shall direct by like written notice and shall be deemed to have been made on the third (3rd) day following posting; or if sent by a nationally recognized overnight express carrier, prepaid, such notice shall be deemed to have been made on the next business day following deposit with such carrier. For the purposes herein, notices shall be sent to the LEA and the Provider as follows:

_____	Interface Children & Family Services
Local Educational Agency	Provider
Attn: _____	Attn: <u>Connie Ramirez</u>
_____	4001 Mission Oaks Blvd., Suite 1
Street	Street
_____	Camarillo, CA 93012
City, State, Zip Code	City, State, Zip Code

Nature of Agreement. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

Waiver. No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless such waiver is in writing.

Severability. It is intended that each paragraph of this Agreement shall be treated as separate and divisible, and in the event that any paragraphs are deemed unenforceable, the remainder shall continue to be in full force and effect so long as the primary purpose of this Agreement is unaffected

Counterpart Execution/Electronic Delivery. This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an “ink-signed” original.

Signature Authority. Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

By:	Local Educational Agency	Interface Children & Family Services	Provider
	Signature	Signature	
	Name	Erik Sternad	Name
	Title	Executive Director	Title
	Street Address	4001 Mission Oaks Blvd., Suite 1	Street Address
	City, State, Zip Code	Camarillo, CA 93012	City, State, Zip Code
	E-Mail Address		E-Mail Address
	Telephone	805-485-6114	Telephone

Exhibit A
Statement of Services

1. Coordinate programming upon the scheduling preference of the Wellness Center Staff and/or School Administrators.
2. Provide trained staff to deliver youth crisis and homeless prevention and intervention services for runaway and unhoused youth.
3. Provide CA BBS registered Associates and/or Licensed mental health professionals to provide individual, group and family counseling to eligible students and families.
4. Provide trained staff to deliver age-appropriate presentations and workshops for students and parents on topics related to teen dating violence, family violence, and child abuse prevention.
5. Provide promising and evidence-based services that support chronic absenteeism reduction, student engagement, and positive behavior interventions to help divert students from disciplinary actions and keep them connected to school. Implement Interactive Journaling®, an evidence-based, structured writing practice that motivates students toward positive behavioral changes, and facilitate Circle Keeping, a restorative justice conflict resolution approach to build relationships, address conflicts, and prevent exclusionary discipline. Services are provided through Provider's LIFT program available for students aged 12-18.
6. Follow LEA and Provider procedures concerning client confidentiality.
7. Provide representation at meetings convened by LEA to review the programs and services.
8. Provide linkage to additional resources as needed.

Exhibit B
Local Educational Agency Responsibilities

1. Serve as lead Administrative Agent of all schools within LEA.
2. Provide adequate facilities to accommodate Provider staff.
3. Provide referrals through Administrative, Faculty, Counseling, and Support Staff.
4. Provide a contact person such as Administrative or Counseling Staff or school to whom the Provider staff will coordinate program implementation at the school site(s).



Recommendations and Requirements
Emergency Response Medications
Albuterol, Epinephrine, Opioid Antagonist, Anti-Seizure, Glucagon

Contents

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1. Scope

- a. These Recommendations and Requirements are specifically for emergency response medications noted in the California Education Code for use in schools and administered by individuals at an educational site or school-related activities.
- b. Guidance on first aid kits or first aid supplies can be found in the Local Educational Agency's (LEA's) Emergency Operation Plan, school nurses, the local Fire Department, Emergency Medical Services, or from the LEA's consulting physician, as required by California Code of Regulations, Title 8 Section 3400.
- c. Guidance on Emergency Response Equipment can be found here [Recs and Reqs for Emergency Response Equipment 2025-09-05.docx](#)

2. Medication Requirements

- a. Albuterol
 - 1) Standing Order EDC §49414.7 (2024).

- 2) An LEA may determine (is not required) to make emergency stock albuterol and trained personnel available at K-12 schools, does not include childcare. EDC 49414.7 (2024).
 - 3) A qualified supervisor of health (or administrator) for the LEA shall obtain a prescription for each school for stock albuterol inhalers and shall be responsible for stocking and restocking inhalers through the Albuterol Standing Order. [Albuterol Standing Order](#)
 - 4) Schools must report administration of Albuterol within three days of use. [Administration Reporting within 3 days](#)
 - 5) Schools are recommended to have a minimum of two school employees trained in minimum standards including:
 - a) Techniques for recognizing symptoms of respiratory distress.
 - b) Standards and procedures for the storage, restocking, and emergency use of stock albuterol inhalers.
 - c) Emergency follow up procedures, including calling the emergency 911 telephone number and contacting, if possible, the pupil's parent or guardian and physician.
 - d) Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
 - e) Written materials covering the information required under this subdivision EDC §49414(e)(2).
 - f) California Schools Nurses Organization Specialized Physical Health-Care Services Asthma & Stock Albuterol Guidelines module (Optional)
 - 6) Training for volunteers shall be provided to a volunteer during the volunteers' regular working hours and at no cost to the volunteer.
 - 7) The LEA shall distribute a notice at least once per school year to all staff which includes the volunteer request describing the voluntary duties for administering stock albuterol and the training a volunteer will receive.
 - 8) A public school may accept gifts, grants and donations from any source for the support of the stocking albuterol inhalers for emergency aid.
 - 9) Other Considerations
 - a) Albuterol – Training materials shall be retained indefinitely for reference.
 - b) Board Policy and Administrative Regulation 5141.23 addresses Asthma Management including the potential use of Albuterol.
- b. Epinephrine
- 1) LEAs shall provide emergency epinephrine delivery systems, to be stored in an accessible location at each school site including childcare programs operated by or

under contract with the LEA Epinephrine may be used by school nurses or trained volunteers. EDC §49414 (2026)

- 2) Board Policy and Administrative Regulation 5141.21 and/or 5141.23 Asthma Management must reflect LEAs intent to house undesignated stock of Epinephrine for emergency use and must be updated to the generalized language of “deliver systems” which includes “Neffy” instead of autoinjectors.
 - 3) Standing Orders for Undesignated Stock Epinephrine are renewed through CDPH. A medical Authorization is required to accompany standing orders. [First Time Applying for CDPH Standing Order](#)
 - 4) Medical Authorization is needed to obtain emergency stock albuterol inhalers.
 - 5) Each LEA shall designate one or more volunteers to receive initial and annual refresher training. Training shall consist of:
 - a) Techniques for recognizing symptoms of anaphylaxis.
 - b) Standards and procedures for the storage, restocking, and emergency use of epinephrine delivery systems.
 - c) Emergency follow up procedures, including calling the emergency 911 telephone number and contacting, if possible, the pupil’s parent and physician.
 - d) Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
 - e) Instruction on how to determine which epinephrine delivery system to use, which shall include consideration of the age of the person suffering, or reasonably believed to be suffering, from an anaphylactic reaction as a guideline of equivalency for the person’s weight determination.
 - f) Written materials covering the information required under this subdivision.
 - 6) Training developed shall be consistent with the most recent voluntary guideline for managing food allergies in Schools and Early Care and Education Programs published by the CDC. Every 5 years policy including minimum standard training must be reviewed by the LEA.
 - 7) Written materials prepared for this training will be retained indefinitely. A copy of the materials shall be made accessible such as publicly posting the location of the delivery systems.
- c. Opioid Antagonist
- 1) LEAs may provide emergency opioid antagonist to their school sites (1/1/2017) EDC 49414.3
 - 2) Each LEA making opioid antagonists available shall distribute a notice at least once per school year to all staff that contains the following information:
 - a) A description of the volunteer request stating that the request is for volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist

to a person if the person is suffering, or reasonably believed to be suffering, from an opioid overdose.

- b) A description of the training that the volunteer will receive including storage and use of opioid antagonist.
 - c) Employee training will be at no cost to the employee and offered during regular working hours.
 - d) A statement that no benefit will be granted to or withheld from any individual based on his or her offer to volunteer and that there will be no retaliation against any individual for rescinding his or her offer to volunteer, including after receiving training.
- 3) Any LEA electing to utilize an opioid antagonist for emergency aid shall obtain a prescription for each school from an authorizing physician. A qualified supervisor of health at an LEA shall be responsible for stocking and restocking, if used, the opioid antagonist.
- 4) A school nurse or a volunteer may administer naloxone hydrochloride or another opioid antagonist to a person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity when a physician is not immediately available.
- 5) If the opioid antagonist is used it shall be restocked as soon as reasonably possible, but no later than two weeks after it is used.
- 6) The opioid antagonist shall be restocked before its expiration date.
- 7) LEA shall not prohibit a student 12 years of age or older while on a school site or participating in school activities from carrying or administering an opioid antagonist for the purposes of providing emergency treatment. Pupils 12 years of age or older shall not be liable in civil action or criminal prosecution for their acts or omissions in administering an opioid antagonist unless the acts or omissions constitute gross negligence or willful misconduct. EDC§49414.35, 49414.6 (1/1/2025)
- 8) The superintendent shall establish minimum standards of training for the administration of Opioid antagonists that include but are not limited to:
- a) Techniques for recognizing symptoms of an opioid overdose.
 - b) Standards and procedures for the storage, restocking, and emergency use of naloxone hydrochloride or another opioid antagonist.
 - c) Basic emergency follow up procedures, including, but not limited to, a requirement for the school or charter school administrator or, if the administrator is not available, another school staff member to call the emergency 911 telephone number and to contact the pupil's parent or guardian.
 - d) Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.

- e) Written materials covering the information required under this subdivision.
- 9) Training established pursuant to this subdivision shall be consistent with the most recent guidelines for medication administration issued by the department.
- 10) Any person who administers an opioid antagonist, in good faith and not for compensation, to a person who is experiencing or is suspected of experiencing an overdose is not liable for civil damages resulting from any act or omission relating to such administration, other than an act or omission constituting gross negligence or willful or wanton misconduct. HSC 17799.102

d. Anti-Seizure Medication

- 1) If a student is diagnosed with seizures, a seizure disorder or epilepsy has been prescribed and emergency anti-seizure medication by the student's health care provider, the students LEA upon receipt of a request from the student's parent or guardian, may designate one or more volunteers at the school to receive training to administer emergency use anti-seizure medication. EDC 49468 (2023)
- 2) Minimum standards for training should include the following:
 - a) Recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to those symptoms.
 - b) Administration, or assisting with the self-administration of, an emergency anti-seizure medication, or a medication or therapy prescribed to treat the symptoms of seizures, seizure disorders, or epilepsy, including manual vagus nerve stimulation, approved by the United States Food and Drug Administration, or any successor agency.
 - c) Basic emergency follow up procedures.
 - d) Written materials covering the information required under this subdivision.
- 3) Upon receipt of a parent or guardian's request, an LEA shall distribute a volunteer request notice at least once but no more than two times per school year to all staff including the following:
 - a) A description of the volunteer request stating that the request is for volunteers to be trained to recognize and respond to seizures, including training to administer emergency anti-seizure medication to a pupil diagnosed with seizures, a seizure disorder, or epilepsy if the pupil is suffering from a seizure.
 - b) A description of the training that the volunteer will receive pursuant to the established minimum standards for training as established by the LEA (example below).
 - c) The right of an employee to rescind their offer to volunteer pursuant to this article.
 - d) A statement that there will be no retaliation against any individual for rescinding the individual's offer to volunteer, including after receiving training.

- 4) Prior to administering Anti-seizure medication or therapy prescribed to a student an LEA shall obtain from the parent or guardian a seizure action plan that includes the following:
 - a) Authorization in writing for the medication to be administered to the student and school which shall be effective for the school year in which it is granted and shall be renewed each school year unless needed sooner.
 - b) A copy of a statement in writing from the student's health care provider that includes:
 - (1) The student's name
 - (2) Name and purpose of the medication
 - (3) Prescribed dosage
 - (4) Method of administration
 - (5) Frequency with which the medication may be administered
 - (6) Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of an emergency anti-seizure medication becomes necessary
 - (7) Circumstances under which the medication may be administered
 - (8) Any potential adverse responses by the pupil and recommended mitigation actions, including when to call emergency services, including the emergency 911 telephone number
 - (9) A protocol for observing the pupil after a seizure, including, but not limited to, whether the pupil should rest in the school office, whether the pupil may return to class, and the length of time the pupil should be under direct observation
 - c) How and where the emergency Anti-Seizure medication will be stored at school
 - d) A signed notice verifying the parent/guardian was given information about Section 504
 - e) A signed notice verifying that a student's seizure may be responded to including the administration of emergency anti-seizure medication by a non-medical professional.
- 5) Emergency anti-seizure medication or medication prescribed to a student to treat the student's seizures; a seizure disorder or epilepsy symptoms shall be provided to the school with the label affixed by the dispensing pharmacy intact.
- 6) Upon request by parent/guardian

e. Glucagon

- 1) LEAs may provide school personnel with voluntary emergency medical training to provide emergency medical assistance to pupils with diabetes in the absence of a credentialed school nurse or other licensed nurse onsite. EDC 49414.5 (2026)
- 2) Training by a physician, credentialed school nurse, registered nurse, or certificated public health nurse according to the performance standards established by the American Diabetes Association and approved by the State Department of Health Services shall be deemed adequate. Training shall include:
 - a) Recognition and treatment of hypoglycemia.
 - b) Administration of glucagon.
 - c) Basic emergency follow-up procedures, including, but not limited to, calling the emergency 911 telephone number and contacting, if possible, the pupil's parent or guardian and licensed health care provider.
- 3) A school employee shall notify the credentialed school nurse assigned to the school district if he or she administers glucagon pursuant to this section.
 - a) If a credentialed school nurse is not assigned to the school district, the school employee shall notify the superintendent of the school district, or his or her designee, if he or she administers glucagon pursuant to this section.
- 4) All materials necessary to administer the glucagon shall be provided by the parent or guardian of the student.
- 5) In the case of a pupil who is able to self-test and monitor his or her blood glucose level, upon written request of the parent or guardian, and with authorization of the licensed health care provider of the pupil, a pupil with diabetes shall be permitted to test his or her blood glucose level and to otherwise provide diabetes self-care in the classroom, in any area of the school or school grounds, during any school-related activity, and, upon specific request by a parent or guardian, in a private location.

3. Requirements for Storage Locations of Medications

- a. In general, most medications should be kept in locked cabinets.
- b. Albuterol
 - 1) There is no recommended placement for Albuterol inhalers.
- c. Anti-Seizure Medication
 - 1) As determined in the seizure action plan created for the student.
- d. Epinephrine
 - 1) Placement should be in an accessible location for trained staff.

- e. Glucagon
 - 1) There is no recommended placement for Glucagon.
 - f. Opioid Antagonist
 - 1) Placement should be in an accessible location for trained staff.
4. Local Educational Agency Immunity
- a. Albuterol - An LEA electing to utilize stock albuterol inhalers for emergency aid shall not be liable for any civil damages resulting from any act or omission, other than an act or omission constituting gross negligence or willful and wanton misconduct, in the emergency administration of an albuterol inhaler by any of its school nurses or trained volunteers.
 - b. Anti-Seizure – LEAs are not granted specific immunity within the Code.
 - c. Epinephrine - LEAs are not granted specific immunity within the Code.
 - d. Glucagon - LEAs are not granted specific immunity within the Code.
 - e. Opioid Antagonist - notwithstanding any other law or regulation, an LEA or an employee of an LEA, shall not be liable in a civil action, or subject to criminal prosecution for a pupil's acts or omissions in administering an opioid antagonist, unless an act or omission of the LEA, or the employee of the LEA, constitutes gross negligence or willful and wanton misconduct connected to the administration of the opioid antagonist.
5. Individual Immunity
- a. General Good Samaritan Law HSC §1799.102 No person who in good faith, and not for compensation, renders emergency medical or nonmedical care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission.
 - b. Albuterol - an employee who volunteers to provide albuterol for emergency aid shall be provided defense and indemnification by the LEA for any and all civil liability. This information shall be reduced to writing, provided to the volunteer, and retained in the volunteer's personnel file.
 - c. Epinephrine - A local educational agency shall ensure that each employee who volunteers under this section will be provided with defense and indemnification by the local educational agency for any and all civil liability.
 - d. Opioid Antagonist - A person trained as required who administers an opioid antagonist, in good faith and not for compensation, to a person who appears to be experiencing an opioid overdose shall not be liable in a civil action, or be subject to criminal prosecution for his or her acts or omissions in administering the opioid antagonist. Any public employee who volunteers to administer an opioid antagonist is not providing emergency medical care "for compensation," notwithstanding the fact that he or she is a paid public employee.

- e. Opioid Antagonist - notwithstanding any other law or regulation, an LEA or an employee of an LEA, shall not be liable in a civil action, or subject to criminal prosecution for a pupil's acts or omissions in administering an opioid antagonist, unless an act or omission of the LEA, or the employee of the LEA, constitutes gross negligence or willful and wanton misconduct connected to the administration of the opioid antagonist.
- f. Anti-Seizure emergency medication – A person not otherwise licensed to administer anti-seizure rescue medication, but who administers anti-seizure rescue medication at the scene of an emergency, in good faith and not for compensation, to a person who is experiencing, or is suspected of experiencing, a seizure shall not be subject to professional review, be liable in a civil action, or be subject to criminal prosecution for this administration so long as the person's conduct is not grossly negligent and does not constitute willful or wanton misconduct.

Any local educational agency that designates volunteers to provide emergency antiseizure medication shall ensure that each employee who volunteers will be provided defense and indemnification by the local educational agency for any and all civil liability.

- g. Glucagon – Individual volunteers are not granted specific immunity within the Code.

6. Other Considerations

- a. If medication is given incorrectly, a report of personal accident form should be completed to address concerns with appropriate description of events.

7. Legal References

- a. *CA Ed Code 49414.7 (2024) Emergency stock albuterol inhalers for LEAs.*
- b. *CA Ed Code 49468-49468.5 (2022) Seizure Safe Schools Act*
- c. *CA Ed Code 49414 (2026) Emergency epinephrine delivery systems.*
- d. 49414.3
- e. *CA Business and Professionals Code 4119.2 (2026)*
- f. *CA Health and Safety Code 1596.7985 (7/1/2027) Establishing an anaphylactic policy for child day care facilities / staff training.*
- g. *CA Health and Safety Code 11999, 11999.1()*
- h. *CA Health and Safety Code 1799.102 (2009) Limitation of liability for good faith emergency assistance.*
- i. *CA Civil Code 1714.22, 1797.197, 11372.7, 11834.01, 11834.026, 11834.26, ()*
- j. *CA Civil Code 1714.27 (2025) Emergency services: liability*
- k. *CA Civil Code 1714.2 (2006) Grants Good Samaritan protection for Trained persons rendering care CPR.*

- l. *CA Civil Code* 1714.21 (2016) Grants Good Samaritan protection use of AED and CPR
- m. *CA Government Code* 810-998.3 (1963) Liability of Public Entities and Public Employees.



Recommendations and Requirements for Video Surveillance Cameras

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1. Scope

- a. This document establishes recommended and required practices for the installation, operation, and management of surveillance camera systems in school environments.

2. Definitions

a. Education Record

- 1) “Education records” are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. (34 Code of Federal Regulations, section 99.2)
 - a) These records include but are not limited to grades, transcripts, class lists, student course schedules, health records (at the K-12 level), student financial information (at the postsecondary level), and student discipline files.
 - b) The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail.
 - c) A video recording will be deemed an “education record” if the recording is “directly related to an identifiable student” and is “maintained” by an LEA.
- 2) “Pupil record” or “student record” means any item of information directly related to an identifiable student, other than directory information, that is maintained by a school district or required to be maintained by an employee in the performance of his or her duties whether recorded by handwriting, print, tapes, film, microfilm, or other means. (California Education Code section 49061)

b. Public Record

- 1) "Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. (California Government Code, section 7920.530)
 - a) "Writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (California Government Code, section 7920.545)
- b) Exemptions:
 - a. An agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this division, or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. (California Government Code, section 7922.000)
 - b. A local agency is to redact social security numbers from a record before disclosing the record to the public. (California Government Code, section 7922.200)
 - c. Employee personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (California Government Code, section 7927.700)

c. Student Privacy Laws

- 1) Family Educational Rights and Privacy Act (FERPA)
 - a) 20 U.S.C. § 1232g; 34 CFR Part 99
 - b) 1974 federal law protecting the privacy of student education records. It applies to all educational institutions receiving funds from the U.S. Department of Education, granting parents, or eligible students (18+), rights to inspect records, request corrections, and control disclosure of personally identifiable information (PII).
- 2) California Education Code sections 49060 to 49085
 - a) California law that grants parents/guardians access to student records and requires consent to release, similar to FERPA, but with specific California requirements.
- 3) Federal and State Constitutions
 - a) U.S. Constitution: The Fourth Amendment of the United States Constitution prohibits the government, including schools, from conducting unreasonable searches and seizures.

- b) California Constitution: A legally protected privacy interest generally exists where one would expect to conduct personal activities without observation, intrusion, or interference, as determined by established social norms.
- c) The United States Supreme Court and District Courts in California have affirmed privacy rights of students and employees.

3. Camera Locations

- a. Local educational agencies (LEAs) are permitted to install surveillance cameras in public spaces of LEA property.
- b. Video surveillance of public places does not intrude on any reasonable expectation of privacy.
- c. Restrooms, locker rooms, and other locations where individuals have a reasonable expectation of privacy are not acceptable locations for surveillance cameras.

4. Signage and Notices

- a. Signs may be posted at conspicuous and targeted locations around school buildings and grounds.
 - 1) There is no California law requiring signs notifying that video cameras are operating.
 - 2) Board policy indicates that signs will be posted, unless the policy is edited. (California School Boards Association sample Policy 3515: Campus Security)
- b. Signs should state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. (California School Boards Association sample Policy 3515: Campus Security)
- c. LEAs should provide prior written notice to staff, students, and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the video footage may be used in disciplinary proceedings. (California School Boards Association sample Policy 3515: Campus Security)
- d. Signs and written notification may prevent a person from raising the defense of some general expectation of privacy on school sites.

5. Privacy Rights

- a. Student Records
 - 1) LEAs must take steps to prevent the video footage preserved as a student record from being accessible to the general public.
 - a) An LEA must not permit access to student records to a person without written parental consent or under judicial order.
 - 2) Student record for multiple students
 - a) When a video is an education record of multiple students, in general, FERPA requires the educational agency or institution to allow, upon request, an individual

parent of a student (or the student if the student is an eligible student) to whom the video directly relates to inspect and review, or “be informed of” the content of the video.

- b) If the educational agency or institution can reasonably redact or segregate out the portions of the video directly related to other students, without destroying the meaning of the record, then the educational agency or institution would be required to do so prior to providing the parent or eligible student with access.
- c) If redaction or segregation of the video cannot reasonably be accomplished, or if doing so would destroy the meaning of the record, then the parents of each student to whom the video directly relates (or the students themselves if they are eligible students) would have a right under FERPA to inspect and review or “be informed of” the entire record even though it also directly relates to other students.
- d) (FAQs on Photos and Videos under FERPA,
<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa#:~:text=As%20noted%20above%2C%20if%20an%20educational%20agency,to%20inspect%20and%20review%20such%20education%20records.>)

3) FERPA’s health or safety emergency exception

- a) In some situations, school administrators may determine that it is necessary to disclose personally identifiable information from a student’s education records to appropriate parties in order to address a health or safety emergency.
- b) FERPA’s health or safety emergency provision permits such disclosures when the disclosure is necessary to protect the health or safety of the student or other individuals.
- c) An educational agency or institution must make the determination for this exception on a case-by-case basis, taking into account the totality of the circumstances pertaining to a threat to the health or safety of a student or others.
- d) If the school determines that there is an articulable and significant threat to the health or safety of a student or other individuals and that a third party needs personally identifiable information from education records to protect the health or safety of the student or other individuals, it may disclose that information to appropriate parties without consent.
- e) This exception to FERPA’s general consent requirement is limited to the period of the emergency and generally does not allow for a blanket release of PII from a student’s education records.

b. Personnel Records

- 1) Video footage becomes a personnel record when used for warning, discipline, and/or termination.
- 2) Personnel records, medical records, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy are protected and excluded from disclosure.

- 3) Where complaints of a high-ranking public employee's misconduct and resulting disciplinary investigation reveal allegations of a substantial nature, and there is reasonable cause to believe the complaint is well-founded, public employee privacy must give way to the public's right to know.
 - c. Surveillance cameras with audio recording capability should have the audio function disabled.
 - 1) A person [or organization] who, intentionally and without the consent of all parties to a confidential communication, uses an electronic amplifying or recording device to eavesdrop upon or record the confidential communication, whether the communication is carried on among the parties in the presence of one another or by means of a telegraph, telephone, or other device, except a radio, violates California Penal Code section 632.
6. Disclosure of Video Footage
- a. Parents and legal guardians may view video footage of their child(ren) retained as student records.
 - 1) Other students must be redacted, unless doing so would destroy the meaning of the video footage.
 - b. Before disclosing a student's records to third parties, LEAs are required to obtain written consent from the student's parent, except in limited circumstances.
 - c. Third parties may request video footage pursuant to the California Public Records Act.
 - 1) FERPA student privacy protections apply to student records.
 - a) Personally identifiable information must be redacted.
 - 2) An LEA must not permit access to student records to a person without written parental consent or under judicial order.
 - d. Third parties may request records or information from a local educational agency through a lawfully obtained subpoena (criminal or civil).
 - 1) Law enforcement
 - 2) Insurance companies
7. Video Retention and Maintenance
- a. An LEA is required to retain, for at least one year, all video footage depicting events which could reasonably lead to litigation.
 - 1) Reasonable efforts should be made to retain information related to:
 - a) A known incident which involves injury to students, staff or members of the public or property.
 - b) A known incident which involves any potential violation of the law or LEA policies, procedures, or rules of conduct.

- 2) *Valley Union High School District* (2023) 91 Cal.App.5th 1121 (“*Victor Valley*”)
 - a) The court concluded that the school district had a duty to preserve video surveillance footage because litigation was reasonably foreseeable at the time the video was erased.
 - b) In this case, a student alleged that he was sexually assaulted in the boys’ restroom.
 - c) The school’s assistant principal reviewed video footage and took notes of the video that showed the students entering the restroom but did not save the video footage.
 - d) The footage was automatically erased 14 days after the alleged assault.
 - e) The student brought suit against the school district, for negligence and other causes of action for its failure to preserve the video footage.
 - f) In its analysis, the court found that a school district’s “heightened duty” toward its students is a circumstance that weighs heavily in favor of finding litigation is reasonably foreseeable following the report of an alleged sexual assault of a student by another student.
 - g) Because of the facts and circumstances of the case, the court held that the school district would reasonably know that the video surveillance reviewed by the Assistant Principal might be relevant to a lawsuit, to a criminal or juvenile court proceeding, or to expulsion of the alleged perpetrator(s), and thus, should be preserved for litigation.
- b. Permanent records, including but not limited to:
 - 1) Video footage depicting an identifiable student being injured.
 - 2) Video footage used for student disciplinary action.
 - 3) Video footage used for employee disciplinary action.
 - 4) Follow Board Policy 3580 for records retention.
- c. There is no requirement for an LEA to retain other video footage for a set period.
 - 1) Thirty-day record over is acceptable, unless video footage depicts events which could reasonably lead to litigation.

Fund 010 - General Fund

Fiscal Year 2025/26 Through May 2026

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	75,000.00	75,000.00	40,048.70	34,951.30	53.40
8677	Interagency Services Between L	1,712,648.00	1,754,564.00	1,041,458.87	713,105.13	59.36
8699	All Other Local Revenue	2,000.00	500.00	1,497.18	997.18-	299.44
Total Other Local Revenue		1,789,648.00	1,830,064.00	1,083,004.75	747,059.25	59.18
Total Year To Date Revenues		1,789,648.00	1,830,064.00	1,083,004.75	747,059.25	59.18

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2300	Class Supervisors & Administra	971,199.00	873,235.00		821,943.80	51,291.20	94.13
2310	Substitute - Mgmt	20,000.00	25,000.00		17,504.88	7,495.12	70.02
2400	Clerical and Office Salaries	508,740.00	551,465.00		516,270.88	35,194.12	93.62
2450	Clerical and Office OverTime	10,000.00	5,000.00			5,000.00	
Total Classified Salaries		1,509,939.00	1,454,700.00	.00	1,355,719.56	98,980.44	93.20
Employee Benefits							
3202	PERS, classified positions	292,511.00	286,985.00		277,486.45	9,498.55	96.69
3301	OASDI/Medicare/Alternative, ce	17.00	17.00		15.95	1.05	93.82
3302	OASDI/Medicare/Alternative, cl	21,297.00	20,131.00		18,802.17	1,328.83	93.40
3402	Health & Welfare Benefits, cla	203,633.00	205,131.00		185,966.86	19,164.14	90.66
3501	SUI, certificated positions	1.00	1.00		.55	.45	55.00
3502	SUI, classified positions	734.00	690.00		643.05	46.95	93.20
3601	Work Comp Ins, certificated po	20.00	20.00		18.04	1.96	90.20
3602	Work Comp Ins, classified posi	24,778.00	23,872.00		22,247.36	1,624.64	93.19
3902	Other Benefits, classified pos	912.00	68,573.00		68,471.73	101.27	99.85
Total Employee Benefits		543,903.00	605,420.00	.00	573,652.16	31,767.84	94.75
Books and Supplies							
4300	Materials and Supplies	20,000.00	15,000.00	1,361.64	11,398.89	2,239.47	75.99
4310	Fuel	2,750.00	2,750.00	110.40	2,503.62	135.98	91.04
4400	Non-Capitalized Equipment	10,000.00	5,000.00			5,000.00	
Total Books and Supplies		32,750.00	22,750.00	1,472.04	13,902.51	7,375.45	61.11
Services and Other Operating Expenditures							
5200	Travel and Conferences	4,000.00	4,000.00		7,371.75	3,371.75-	184.29
5220	Travel and Conference	10,000.00	17,000.00		18,142.23	1,142.23-	106.72

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 800, Starting Period = 1, Ending Account Period = 11, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 010 - General Fund

Fiscal Year 2025/26 Through May 2026

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5300	Dues and Memberships	6,750.00	1,000.00		988.35	11.65	98.83
5450	Other Insurance	14,600.00	14,600.00		14,600.00		100.00
5600	Rentals,Leases,Repairs & Nonca	36,741.00	36,741.00	648.23	35,377.93	714.84	96.29
5800	Professnl/Consult Serv & Opera	52,500.00	95,000.00	94.35	89,395.20	5,510.45	94.10
5801	Audit	20,000.00	30,975.00	8,956.50	30,649.50	8,631.00-	98.95
5804	Employment Fees	250.00	100.00		79.00	21.00	79.00
5899	Legal Fees	7,500.00	1,500.00		599.90	900.10	39.99
5901	Phone Services	1,950.00	1,950.00	144.37	1,579.75	225.88	81.01
5903	Postage	7,000.00	6,000.00		7,015.19	1,015.19-	116.92
Total Services and Other Operating Expenditures		161,291.00	208,866.00	9,843.45	205,798.80	6,776.25-	98.53
Total Year To Date Expenditures		2,247,883.00	2,291,736.00	11,315.49	2,149,073.03	131,347.48	93.77

Fund 010 - General Fund

Fiscal Year 2025/26 Through May 2026

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,789,648.00	1,830,064.00		1,083,004.75	747,059.25	59.18
B. Expenditures	2,247,883.00	2,291,736.00	11,315.49	2,149,073.03	131,347.48	93.77
C. Subtotal (Revenue LESS Expense)	458,235.00-	461,672.00-		1,066,068.28-	615,711.77	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	458,235.00-	461,672.00-		1,066,068.28-	615,711.77	
F. Fund Balance:						
Beginning Balance (9791)	2,560,865.00	2,623,065.00		2,623,065.19		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,560,865.00	2,623,065.00		2,623,065.19		
G. Calculated Ending Balance	2,102,630.00	2,161,393.00		1,556,996.91		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	2,102,630.00	2,161,393.00				
Other				11,315.49		

Fund 401 - Special Reserve Capital Outlay**Fiscal Year 2025/26 Through May 2026**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	1,500.00	1,500.00	865.00	635.00	57.67
Total Other Local Revenue		1,500.00	1,500.00	865.00	635.00	57.67
Total Year To Date Revenues		1,500.00	1,500.00	865.00	635.00	57.67

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2025/26 Through May 2026

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,500.00	1,500.00		865.00	635.00	57.67
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	1,500.00	1,500.00		865.00	635.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	1,500.00	1,500.00		865.00	635.00	
F. Fund Balance:						
Beginning Balance (9791)	41,028.00	41,114.00		41,113.68		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	41,028.00	41,114.00		41,113.68		
G. Calculated Ending Balance	42,528.00	42,614.00		41,978.68		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	42,528.00	42,614.00				
Undesig/Unapprop (9790)						
Other						

Fund 010 - General Fund

Fiscal Year 2025/26 Through June 2026

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	75,000.00	75,000.00	40,048.70	34,951.30	53.40
8677	Interagency Services Between L	1,712,648.00	1,768,498.00	1,535,128.20	233,369.80	86.80
8699	All Other Local Revenue	2,000.00	1,182.00	1,497.18	315.18-	126.66
	Total Other Local Revenue	1,789,648.00	1,844,680.00	1,576,674.08	268,005.92	85.47
	Total Year To Date Revenues	1,789,648.00	1,844,680.00	1,576,674.08	268,005.92	85.47

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2300	Class Supervisors & Administra	971,199.00	890,699.00		902,237.80	11,538.80-	101.30
2310	Substitute - Mgmt	20,000.00	20,000.00		17,504.88	2,495.12	87.52
2400	Clerical and Office Salaries	508,740.00	562,495.00		562,916.18	421.18-	100.07
2450	Clerical and Office OverTime	10,000.00	5,000.00			5,000.00	
	Total Classified Salaries	1,509,939.00	1,478,194.00	.00	1,482,658.86	4,464.86-	100.30
Employee Benefits							
3202	PERS, classified positions	292,511.00	289,868.00		289,649.33	218.67	99.92
3301	OASDI/Medicare/Alternative, ce	17.00	17.00		17.40	.40-	102.35
3302	OASDI/Medicare/Alternative, cl	21,297.00	20,472.00		20,550.79	78.79-	100.38
3402	Health & Welfare Benefits, cla	203,633.00	205,423.00		205,487.12	64.12-	100.03
3501	SUI, certificated positions	1.00	1.00		.60	.40	60.00
3502	SUI, classified positions	734.00	701.00		703.34	2.34-	100.33
3601	Work Comp Ins, certificated po	20.00	20.00		19.68	.32	98.40
3602	Work Comp Ins, classified posi	24,778.00	24,257.00		24,330.44	73.44-	100.30
3902	Other Benefits, classified pos	912.00	68,573.00		68,573.23	.23-	100.00
	Total Employee Benefits	543,903.00	609,332.00	.00	609,331.93	.07	100.00
Books and Supplies							
4300	Materials and Supplies	20,000.00	14,000.00		13,088.32	911.68	93.49
4310	Fuel	2,750.00	3,000.00		3,003.39	3.39-	100.11
4400	Non-Capitalized Equipment	10,000.00					NO BDGT
	Total Books and Supplies	32,750.00	17,000.00	.00	16,091.71	908.29	94.66
Services and Other Operating Expenditures							
5200	Travel and Conferences	4,000.00	5,000.00		8,376.60	3,376.60-	167.53
5220	Travel and Conference	10,000.00	19,000.00		18,142.23	857.77	95.49

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 800, Starting Period = 1, Ending Account Period = 12, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 010 - General Fund

Fiscal Year 2025/26 Through June 2026

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5300	Dues and Memberships	6,750.00	1,000.00		988.35	11.65	98.83
5450	Other Insurance	14,600.00	14,600.00		14,600.00		100.00
5600	Rentals,Leases,Repairs & Nonca	36,741.00	36,741.00		36,093.39	647.61	98.24
5800	Professnl/Consult Serv & Opera	52,500.00	92,540.00	6.50	89,670.92	2,862.58	96.90
5801	Audit	20,000.00	35,000.00	4,620.00	34,986.00	4,606.00-	99.96
5804	Employment Fees	250.00	100.00		79.00	21.00	79.00
5899	Legal Fees	7,500.00	1,000.00		599.90	400.10	59.99
5901	Phone Services	1,950.00	1,825.00		1,718.57	106.43	94.17
5903	Postage	7,000.00	7,015.00		7,015.19	.19-	100.00
Total Services and Other Operating Expenditures		161,291.00	213,821.00	4,626.50	212,270.15	3,075.65-	99.27
Total Year To Date Expenditures		2,247,883.00	2,318,347.00	4,626.50	2,320,352.65	6,632.15-	100.09

Fund 010 - General Fund

Fiscal Year 2025/26 Through June 2026

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,789,648.00	1,844,680.00		1,576,674.08	268,005.92	85.47
B. Expenditures	2,247,883.00	2,318,347.00	4,626.50	2,320,352.65	6,632.15-	100.09
C. Subtotal (Revenue LESS Expense)	458,235.00-	473,667.00-		743,678.57-	274,638.07	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	458,235.00-	473,667.00-		743,678.57-	274,638.07	
F. Fund Balance:						
Beginning Balance (9791)	2,560,865.00	2,623,065.00		2,623,065.19		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,560,865.00	2,623,065.00		2,623,065.19		
G. Calculated Ending Balance	2,102,630.00	2,149,398.00		1,879,386.62		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	2,102,630.00	2,149,398.00				
Other				4,626.50		

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2025/26 Through June 2026

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	1,500.00	1,500.00	865.00	635.00	57.67
Total Other Local Revenue		1,500.00	1,500.00	865.00	635.00	57.67
Total Year To Date Revenues		1,500.00	1,500.00	865.00	635.00	57.67

Fund 401 - Special Reserve Capital Outlay

Fiscal Year 2025/26 Through June 2026

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,500.00	1,500.00		865.00	635.00	57.67
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	1,500.00	1,500.00		865.00	635.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	1,500.00	1,500.00		865.00	635.00	
F. Fund Balance:						
Beginning Balance (9791)	41,028.00	41,114.00		41,113.68		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	41,028.00	41,114.00		41,113.68		
G. Calculated Ending Balance	42,528.00	42,614.00		41,978.68		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	42,528.00	42,614.00				
Undesig/Unapprop (9790)						
Other						

Checks Dated 05/01/2026 through 06/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5080803529	05/04/2026	ODP BUSINESS SOLUTIONS LLC	010-4300		537.00
5080803530	05/04/2026	ODP BUSINESS SOLUTIONS LLC	010-4300		332.46
5080803531	05/07/2026	CALIF ASSN SCHL BUSI OFFICIALS	010-5300		850.00
5080803532	05/11/2026	COLBI TECHNOLOGIES, INC	010-5800		115.00
5080803533	05/14/2026	LEAF	010-5600		486.21
5080803534	05/14/2026	U.S. BANK	010-4300	452.14	
			010-4310	365.66	
			010-5200	3,869.60	
			010-5220	660.00	5,347.40
5080803535	05/18/2026	CORODATA	010-5800		570.42
5080803536	05/26/2026	CAMARILLO SELF-STORAGE	010-5600		278.00
5080803537	05/26/2026	STREAMLINE OFFICE SOLUTIONS	010-5600		100.03
5080803538	05/28/2026	Vta Co Bus Services Authority	010-5800		6.50
5080803539	05/28/2026	VERIZON WIRELESS	010-5901		38.82
5080803540	05/28/2026	SHRED-IT, c/o STERICYCLE, INC	010-5800		147.15
5080803541	05/28/2026	Vta Co Bus Services Authority	010-5800		6.50
5080803542	06/02/2026	AMAZON CAPITAL SERVICES	010-4300		101.86
5080803543	06/11/2026	CALIFORNIA IT IN EDUCATION	010-5800		3,450.00
5080803544	06/11/2026	ODP BUSINESS SOLUTIONS LLC	010-4300		807.94
5080803545	06/15/2026	AMAZON CAPITAL SERVICES	010-4300		60.49
5080803546	06/15/2026	COLBI TECHNOLOGIES, INC	010-5800		3,500.00
5080803547	06/15/2026	COLBI TECHNOLOGIES, INC	010-5800		12,000.00
5080803548	06/15/2026	CORODATA	010-5800		85.84
5080803549	06/15/2026	ODP BUSINESS SOLUTIONS LLC	010-4300		150.86
5080803550	06/17/2026	U.S. BANK	010-4300	207.22	
			010-4310	215.58	
			010-5220	1,975.00	2,397.80
5080803551	06/22/2026	LEAF	010-5600		486.21
5080803552	06/25/2026	CAMARILLO SELF-STORAGE	010-5600		278.00
VCH800000130	05/13/2026	SELF-INSURED SCHOOLS OF CALIF	010-9534	21,795.30	
			010-9537	6,649.60	
			010-9539	284.50	28,729.40
VCH800000131	05/29/2026	TAX DEFERRED SERVICES	010-9539		5,700.00
VCH800000132	06/10/2026	SELF-INSURED SCHOOLS OF CALIF	010-9534	21,795.30	
			010-9537	6,649.60	
			010-9539	284.50	28,729.40
VCH800000133	06/12/2026	Olmos, Leticia	010-4300		204.06
VCH800000134	06/26/2026	TAX DEFERRED SERVICES	010-9539		5,700.00
Total Number of Checks			29		101,197.35

Fund Recap

Fund	Description	Check Count	Expensed Amount
010	General Fund	29	101,197.35

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

Checks Dated 05/01/2026 through 06/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
		Total Number of Checks	29	101,197.35	
		Less Unpaid Tax Liability		.00	
		Net (Check Amount)		<u>101,197.35</u>	

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

Includes Purchase Orders dated 05/01/2026 - 06/30/2026

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
B8027-00001	CALIF ASSN SCHL BUSI OFFICIALS	BUSINESS SER	Dues/Memb	Unrestrict	850.00
B8027-00002	VCOE-TECH SERVICES	BUSINESS SER	Prof Svc	Unrestrict	12,292.00
B8027-00003	COLBI TECHNOLOGIES, INC	BUSINESS SER	Prof Svc	Unrestrict	3,500.00
B8027-00004	COLBI TECHNOLOGIES, INC	BUSINESS SER	Prof Svc	Unrestrict	12,000.00
B8027-00005	CAMARILLO SELF-STORAGE	BUSINESS SER	RntRprNCap	Unrestrict	556.00
B8027-00006	LEAF	BUSINESS SER	RntRprNCap	Unrestrict	5,834.52
B8027-00007	VERIZON WIRELESS	BUSINESS SER	Phone	Unrestrict	500.00
B8027-00008	DOCUMENT TRACKING SERVICES	BUSINESS SER	Prof Svc	Unrestrict	9,900.00
B8027-00009	GODOY STUDIOS	BUSINESS SER	Prof Svc	Unrestrict	1,800.00
P8026-00039	COLBI TECHNOLOGIES, INC	BUSINESS SER	Prof Svc	Unrestrict	115.00
P8026-00040	AMAZON CAPITAL SERVICES	BUSINESS SER	Mat'l/s/Sup	Cost Cont	101.86
P8026-00041	AMAZON CAPITAL SERVICES	BUSINESS SER	Mat'l/s/Sup	Unrestrict	60.49
P8027-00001	CALIFORNIA IT IN EDUCATION	BUSINESS SER	Prof Svc	Unrestrict	3,450.00
Total Number of POs			13	Total	50,959.87

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	3	277.35
		Total Fiscal Year 2026	277.35
010	General Fund	10	50,682.52
		Total Fiscal Year 2027	50,682.52
		Total	50,959.87

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

**VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
MANAGEMENT SALARY SCHEDULE
2026-2027**

	Annual # of Work Days	Range	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Payroll Manager, Budget Manager	223 workdays, 15 holidays, 22 vacation days = 260 total days	190	Annual Monthly	\$112,449.12 \$9,370.76	\$118,067.04 \$9,838.92	\$123,970.44 \$10,330.87	\$130,172.16 \$10,847.68	\$136,685.28 \$11,390.44	\$143,519.54 \$11,959.96
Fiscal Services Manager	223 workdays, 15 holidays, 22 vacation days = 260 total days	191	Annual Monthly	\$115,264.56 \$9,605.38	\$121,025.16 \$10,085.43	\$127,071.24 \$10,589.27	\$133,428.72 \$11,119.06	\$140,097.60 \$11,674.80	\$147,102.48 \$12,258.54
Assistant Fiscal Director	223 workdays, 15 holidays, 22 vacation days = 260 total days	200	Annual Monthly	\$133,919.05 \$11,159.92	\$140,614.99 \$11,717.92	\$147,645.78 \$12,303.82	\$155,028.04 \$12,919.00	\$162,779.42 \$13,564.95	\$170,918.41 \$14,243.20
Director of Maintenance Operations & Transportation	223 workdays, 15 holidays, 22 vacation days = 260 total days	205	Annual Monthly	\$151,517.12 \$12,626.43	\$159,092.98 \$13,257.75	\$167,047.61 \$13,920.63	\$175,400.01 \$14,616.67	\$184,170.01 \$15,347.50	\$193,378.51 \$16,114.88
Director of School Business Services	223 workdays, 15 holidays, 22 vacation days = 260 total days	206	Annual Monthly	\$155,305.03 \$12,942.09	\$163,070.27 \$13,589.19	\$171,223.81 \$14,268.65	\$179,785.01 \$14,982.08	\$188,774.25 \$15,731.19	\$198,212.98 \$16,517.75
CBO	223 workdays, 15 holidays, 22 vacation days = 260 total days	214	Annual Monthly	\$253,719.90 \$21,143.33	\$261,331.50 \$21,777.63	\$269,171.44 \$22,430.95	\$277,246.59 \$23,103.88	\$285,563.98 \$23,797.00	\$294,130.90 \$24,510.91

**223 Workdays, 15 Holidays, 22 Vacation Days (Up to 5 vacation days can be accrued) = 260 Total Paid Days

HEALTH AND WELFARE ANNUAL CAP:

Single: \$ 9,785.40
2-Party: \$ 18,456.80
Family: \$ 24,268.20

OTHER COMPENSATION:

LONGEVITY PAY INCREMENTS:

Paid monthly based on monthly salary

1% of monthly salary	After 5 years of service
2% of monthly salary	After 10 years of service
3% of monthly salary	After 15 years of service
4% of monthly salary	After 20 years of service
5% of monthly salary	After 25 years of service
6% of monthly salary	After 30 years of service

Longevity pay is referenced in the VCSBSA employee handbook.

CELL PHONE STIPEND:

\$100 per month provided upon need

Substitutes and/or extra help positions will be paid on the first step.

EFFECTIVE: July 1, 2026

BOARD APPROVED:

REVISED: July 21, 2026

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
CLASSIFIED SALARY SCHEDULE
2026-2027

POSITION	RANGE	RATE	1	2	3	4	5
Clerical Assistant I	101	Hourly	20.13	21.12	22.18	23.29	24.46
		Monthly	3,488.93	3,661.53	3,844.94	4,036.98	4,239.77
	102	Hourly	20.64	21.66	22.74	23.88	25.06
		Monthly	3,577.37	3,754.31	3,942.03	4,138.36	4,343.35
	103	Hourly	21.15	22.21	23.32	24.47	25.68
		Monthly	3,665.85	3,849.26	4,041.28	4,241.95	4,451.24
	104	Hourly	21.68	22.77	23.90	25.08	26.33
		Monthly	3,758.63	3,946.36	4,142.69	4,347.67	4,563.44
	105	Hourly	22.23	23.34	24.50	25.69	27.00
		Monthly	3,853.56	4,045.61	4,246.26	4,453.39	4,679.94
	106	Hourly	22.79	23.93	25.11	26.35	27.67
		Monthly	3,950.65	4,147.00	4,351.98	4,567.74	4,796.46
	107	Hourly	23.37	24.52	25.73	27.01	28.36
		Monthly	4,049.91	4,250.56	4,459.87	4,682.11	4,915.14
	108	Hourly	23.95	25.13	26.38	27.68	29.07
		Monthly	4,151.32	4,356.29	4,572.06	4,798.61	5,038.13
	109	Hourly	24.55	25.76	27.04	28.38	29.79
		Monthly	4,254.89	4,464.19	4,686.43	4,919.45	5,163.26
Account Assistant I	110	Hourly	25.16	26.40	27.71	29.09	30.54
		Monthly	4,360.62	4,576.37	4,802.93	5,042.43	5,292.71
	111	Hourly	25.79	27.06	28.41	29.81	31.29
		Monthly	4,470.65	4,690.74	4,923.75	5,167.58	5,424.34
Payroll Technician	112	Hourly	26.44	27.73	29.12	30.56	32.09
		Monthly	4,582.85	4,807.24	5,046.75	5,297.02	5,562.44
	113	Hourly	27.10	28.43	29.84	31.32	32.89
		Monthly	4,697.20	4,928.08	5,171.89	5,428.64	5,700.51
Account Assistant II	114	Hourly	27.77	29.14	30.59	32.12	33.71
		Monthly	4,813.71	5,051.06	5,301.35	5,566.73	5,842.92
Office Assistant	115	Hourly	28.47	29.86	31.34	32.91	34.54
		Monthly	4,934.55	5,176.21	5,432.98	5,704.83	5,987.49
	116	Hourly	29.18	30.61	32.14	33.73	35.42
		Monthly	5,057.54	5,305.66	5,571.06	5,847.23	6,138.51
	117	Hourly	29.90	31.37	32.94	34.57	36.30
		Monthly	5,182.68	5,437.28	5,709.13	5,991.80	6,291.71
	118	Hourly	30.65	32.17	33.76	35.44	37.21
		Monthly	5,312.13	5,575.37	5,851.56	6,142.83	6,449.21
Account Assistant III	119	Hourly	31.41	32.96	34.61	36.32	38.13
		Monthly	5,443.77	5,713.45	5,998.27	6,296.02	6,608.89
	120	Hourly	32.20	33.78	35.47	37.25	39.09
		Monthly	5,581.85	5,855.86	6,147.15	6,455.69	6,775.01
Administrative Asst.	121	Hourly	33.00	34.64	36.35	38.17	40.06
		Monthly	5,719.93	6,004.74	6,300.34	6,615.35	6,943.31
	122	Hourly	33.82	35.50	37.27	39.12	41.07
		Monthly	5,862.35	6,153.62	6,460.00	6,781.49	7,118.10
	123	Hourly	34.68	36.39	38.19	40.10	42.09
		Monthly	6,011.21	6,306.82	6,619.67	6,949.79	7,295.02
	124	Hourly	35.54	37.31	39.15	41.10	43.15
		Monthly	6,160.09	6,466.47	6,785.81	7,124.57	7,478.43
Administrative Asst. II	125	Hourly	36.42	38.23	40.12	42.12	44.23
		Monthly	6,313.29	6,626.13	6,954.12	7,301.49	7,666.12
	126	Hourly	37.34	39.19	41.13	43.18	45.32
		Monthly	6,472.96	6,792.29	7,128.88	7,484.90	7,856.00
Accountant	127	Hourly	38.28	40.16	42.15	44.27	46.46
		Monthly	6,634.78	6,960.59	7,305.80	7,672.60	8,052.35
	128	Hourly	39.24	41.17	43.21	45.36	47.61
		Monthly	6,800.92	7,135.35	7,489.21	7,862.50	8,253.01
	129	Hourly	40.21	42.19	44.29	46.49	48.81
		Monthly	6,969.22	7,312.28	7,676.92	8,058.84	8,460.15
Payroll Specialist	130	Hourly	41.22	43.25	45.40	47.66	50.03
		Monthly	7,143.98	7,495.67	7,868.96	8,261.64	8,671.59
Budget Analyst	131	Hourly	42.25	44.33	46.52	48.86	51.29
		Monthly	7,323.07	7,683.39	8,063.13	8,468.77	8,889.51
	132	Hourly	43.29	45.44	47.69	50.08	52.57
		Monthly	7,504.30	7,875.43	8,265.96	8,680.23	9,111.77
	133	Hourly	44.38	46.56	48.88	51.34	53.89
		Monthly	7,692.01	8,069.61	8,473.10	8,898.14	9,340.47
Sr. Accountant/Information & Logistics Coordinator	134	Hourly	45.49	47.73	50.10	52.62	55.23
		Monthly	7,884.05	8,272.42	8,684.55	9,120.39	9,573.49
	135	Hourly	46.62	48.92	51.36	53.94	56.61
		Monthly	8,080.40	8,479.57	8,902.48	9,349.11	9,813.00
	136	Hourly	47.79	50.14	52.64	55.28	58.02
		Monthly	8,283.22	8,691.01	9,124.71	9,582.14	10,056.80
Budget & Accounting Supv.	137	Hourly	48.98	51.40	53.96	56.66	59.48
		Monthly	8,490.36	8,908.95	9,353.43	9,821.62	10,309.26

Hourly Rate is based on 173.3333 hours per month*

HEALTH AND WELFARE ANNUAL CAP:	Single:	\$ 9,785.40
	2-Party:	\$ 18,456.80
	Family:	\$ 24,268.20

OTHER COMPENSATION:

LONGEVITY PAY INCREMENTS: Paid monthly based on monthly salary.

1% of monthly salary	After 5 years of service
2% of monthly salary	After 10 years of service
3% of monthly salary	After 15 years of service
4% of monthly salary	After 20 years of service
5% of monthly salary	After 25 years of service
6% of monthly salary	After 30 years of service

Longevity pay is referenced in the VCSBSA employee handbook.

Substitutes and/or extra help positions will be paid on the first step.
Credit for work experience not to exceed three years.

EFFECTIVE: July 1, 2026
BOARD APPROVED:
REVISED: July 21, 2026



5100 Adolfo Road
Camarillo, CA 93012
805.383.1974
www.vcsbsa.org

BOARD AGENDA ITEM

To: VCSBSA Board of Directors
From: Rudy Calasin, Chief Business Official
Date: July 30, 2026
Re: **CLASSIFIED PERSONNEL REPORT**

DESCRIPTION/DETAILS:

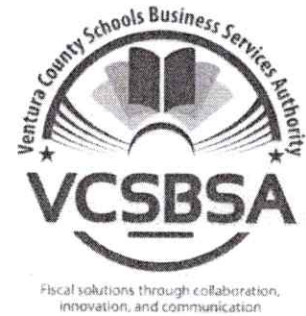
Chief Business Official recommends the Board approve the following personnel actions as presented:

Employee Personnel Action:

Employee	Action	Salary Schedule	Effective Date
Orlando De Leon	Acceptance of updated range and step to be current with the revised salary schedule.	MGMT/205/6	07/01/2026
Leticia Duarte	Acceptance of updated range and step to be current with the revised salary schedule.	MGMT/190/4	07/01/2026
Tami Peterson	Acceptance of Extra Help of Tami Peterson.	MGMT/214/1	07/05/2026
Benny Martinez	Acceptance of Extra Help of Benny Martinez.	MGMT/206/2	08/03/2026

ITEM PROPOSED FOR: Approval

VCSBSA
CLASSIFIED POSITION
Position Authorization Request Form (PAR)



District/Charter: VCSBSA

BSA Office Use

H&W: _____

1. Employee Name: Orlando De Leon
2. Board Action: ☐ Add ☒ Change ☐ Delete
3. Reason for Action: ☐ New Hire ☐ Termination ☐ Retired ☐ LOA ☐ Return LOA
☐ Reassigned ☐ Step Change ☐ Other: Range/Step Updated

Position: Use this section for all requests for positions

1. Position Title: Director of Operations & Transportation
(If new position title, attach a copy of Board approved job description)
2. Position #: 40 Authorized FTE: 1.00
3. Position Effective Date: 07/01/2026 Ending Date: _____
4. Pay Status: ☒ Equalized or ☐ Hourly
5. ☒ Calendar: M260 Number of contract days: 260
☐ Hourly: Number of hours per day _____ Number of hours per year: _____
6. Salary Schedule: MGMT/205/6 Hourly/ Monthly Rate: \$ 16,114.88
(Schedule/Step)
7. Budget Amount: \$ 193,378.51
8. Funding Accounts: 010-2300-0000-0-7110-7110-8100-000-0000-0
9. Comments/LCAP Goal/Action: Updated range and step to be current with the revised salary schedule.

Superintendent/Director's Signature: [Signature]

Date: 07/22/2026

Date of Board Approved: _____

VCSBSA
CLASSIFIED POSITION
Position Authorization Request Form (PAR)



District/Charter: VCSBSA

BSA Office Use

H&W: _____

1. Employee Name: Leticia Duarte
2. Board Action: ☐ Add ☒ Change ☐ Delete
3. Reason for Action: ☐ New Hire ☐ Termination ☐ Retired ☐ LOA ☐ Return LOA
☐ Reassigned ☐ Step Change ☐ Other: Range/Step Updated

Position: Use this section for all requests for positions

1. Position Title: Payroll Manager
(If new position title, attach a copy of Board approved job description)
2. Position #: 47 Authorized FTE: 1.00
3. Position Effective Date: 07/01/2026 Ending Date: _____
4. Pay Status: ☒ Equalized or ☐ Hourly
5. ☒ Calendar: M260 Number of contract days: 260
☐ Hourly: Number of hours per day _____ Number of hours per year: _____
6. Salary Schedule: MGMT/190/4 Hourly/ Monthly Rate: \$ 10,847.68
(Schedule/Step)
7. Budget Amount: \$ 130,172.16
8. Funding Accounts: 010 2300 0000 0 7110 7200 000 000 0000 0
9. Comments/LCAP Goal/Action: Updated range and step to be current with the revised salary schedule.

Superintendent/Director's Signature: [Signature] Date: 07/22/2026

Date of Board Approved: _____

1. Employee Name: Tami Peterson

2. Board Action: ☒ Add ☐ Change ☐ Delete

3. Type of Add-On: ☐ Additional Duty ☐ Substitute

4. Other: Extra Help

1. Add-On Description Extra Help- Chief Business Official
(Board approved extra duty description)

2. Add-On Effective Date: 07/05/2026 Ending Date: 03/15/2027

3. Salary Schedule: 214-1 Monthly/Daily/ Hourly Rate: \$ 121.98

4. Budget Amount:\$ _____

5. Add-On Payroll Terms: ☐ Monthly ☐ Daily ☒ Hourly

6. Funding Accounts: 010-2300-0000-0-7110-7200-000-000-0000-0

7. Comments/LCAP Goal/Action: _____

Date of Board Approval: 05/29/2026

Ventura County Schools Business Services Authority

VCSBSA

Fiscal solutions through collaboration,
innovation, and communication

2026

**VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY (VCSBSA)
EMPLOYMENT AGREEMENT**

This Agreement is entered into as of this 1st day of July 2026, by and between the Board of Directors of the VCSBSA, hereinafter referred to as "*Authority*" and Rudy Calasin, hereinafter referred to as "*Employee*," with reference to the following:

WHEREAS, Authority has designated the position of Interim Chief Business Official, as a classified position pursuant to California Education Code Section 35030; and

WHEREAS, it is in the best interests of the Authority to retain the services of Employee in the position of Interim Chief Business Official, pursuant to the authority of California Education Code Section 35031; and

WHEREAS, it is the intent and desire of the parties to this Employment Agreement to set forth their respective rights, duties and obligations in connection with the Employment of Employee; and

WHEREAS, Authority wishes to employ Employee and Employee wishes to accept employment with Authority under the following terms and conditions:

NOW, THEREFORE, the parties agree as follows:

1. Employee shall be employed in the position of Interim Chief Business Official, for a term of one (1) year and commencing July 1, 2026 and ending June 30, 2027 contingent upon effective service and positive evaluations.
2. Employee shall be placed on Step 1 of the Board approved Management Salary Schedule for the Interim Chief Business Official position (\$253, 719.90 annually) contingent upon effective service and positive evaluations. The Management Salary Schedule would be adjusted similarly to any cost of living adjustments provided to all VCSBSA employees.

3. The Authority shall reimburse the Employee for all actual and necessary expenses incurred and paid by the Employee in the conduct of his duties on behalf of the Authority; the Employee will submit itemized claims for such expenses and such items claimed must be a proper use of Authority funds.
4. The Authority shall pay the actual annual cost of personal membership in the California Association of School Business Officials (CASBO).
5. Employee shall be provided all health, welfare, longevity and fringe benefits of employment enjoyed by other employees in the VCSBSA. All statutes applicable to sick leave and disability leave shall apply. Unused sick and disability leave shall be compensated according to Authority's policies. Employee shall be allowed to carry forward up to ten (10) unused work days each year, with any unused days remaining at the end of contract period to be reimbursed to Employee at the then current daily rate.
6. The position of Interim Chief Business Official shall consist of a work year of 260 days including 223 workdays, 15 holidays, and 22 vacation days.
7. The duties of the position of Interim Chief Business Official are set forth in a job description on file in the VCSBSA Office. Subject to Board of Directors approval, Employee shall have full authority and responsibility to plan, organize and direct the operations of the VCSBSA, administering and controlling fiscal services; advising the respective member Superintendents and Board of Directors in matters of budget development, finance, facility planning, food services, student transportation and business administration, charter school business support and oversight; and to perform related work as required; all in accordance with VCSBSA Board policy and the laws of the State of California.
8. The Employee shall be evaluated based upon mutually agreed goals and objectives each year thereafter prior to September 1.
9. Upon mutual agreement, the parties to the Agreement may agree to terminate the employment of Employee under this Agreement effective on the next succeeding first day of July and may agree to reelect or reemploy Employee on any terms as mutually agreed for a new term. The Authority's Board of Directors shall have the power to terminate this agreement for cause by majority vote.

10. The Employee acknowledges and agrees that the Authority shall provide written notice to Employee at least forty-five (45) days before the expiration of the term of this Agreement, that Authority does not intend to reemploy or reelect Employee in the position of Interim Chief Business Official, and specifically acknowledges and agrees that the notice provisions of Education Code Section 44951 do not apply to the position designated herein as Interim Chief Business Official. The parties further acknowledge that the Employee is also entitled to any other applicable notice otherwise required for classified employees.
11. The Employee acknowledges and agrees that this Agreement confers no rights not specifically set forth in this Agreement and does not award rights not provided by or prohibited by statute and does not grant any rights to this or any other classified administrative position.
12. This Agreement may be changed or terminated by mutual consent of the parties hereto in the manner provided for in Education Code Section 35031. Additional amendments may be added to the contract by mutual consent of the parties at any time during the term of this Agreement.
13. This Agreement is subject to all applicable laws of the United States, the State of California, the rules and regulations of the California State Board of Education and the District. These laws, rules and regulations are hereby made a part of the terms and conditions of this Agreement as though herein set forth.

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY



President of the Board of Directors

07/29/2026

Date



Employee

7/29/2026

Date

Ventura County School Business Services Authority

Chief Business Official – 2026–27 Goals

Five Key Work Priorities

- 1. Organizational Leadership & Transition to CBO Role**
Establish effective executive leadership practices, strengthen decision-making capacity, and build relationships with internal and external stakeholders.
 - 2. Fiscal Stability & Structural Deficit Reduction**
Develop and implement a multi-year plan to reduce the structural deficit while maintaining high-quality services.
 - 3. Team Development, Accountability & Succession Planning**
Strengthen staff capacity, clarify roles, and establish systems for accountability, performance evaluation, and professional growth.
 - 4. Client Service Excellence for Districts & Charters**
Deliver consistent, accurate, and timely financial services while strengthening trusted advisory relationships.
 - 5. Operational Efficiency, Compliance & Technology Integration**
Improve internal processes, ensure compliance, and leverage technology to increase efficiency and transparency.
-

GOAL 1: Leadership Development & Effective Executive Oversight

Objective:

Successfully transition into the Chief Business Official role by strengthening leadership capacity, expanding technical expertise, and providing high-level fiscal leadership to districts, charters, and the organization.

Action Steps / Sub-Goals

- 1. Leadership Development**
 - Participate in at least 2–3 professional learning opportunities focused on executive leadership, school finance, or governance (e.g., CASBO, FCMAT workshops).
 - Establish a mentorship or peer network with experienced industry leaders.
- 2. Expanded Technical Expertise**

- Identify and address knowledge gaps related to district/charter finance, compliance, facilities, and instructional program funding.
- Develop a working reference system for key regulations, reporting requirements, and funding streams.

3. Governance & Board Leadership

- Provide clear, concise, and strategic financial presentations at all board meetings.
- Strengthen ability to advise district superintendents, charter executive directors and boards on fiscal and compliance matters.

4. Strategic Organizational Oversight

- Develop a high-level operational calendar aligning financial deadlines, reporting cycles, and internal deliverables.
- Ensure proactive planning for the 4 major financial reporting periods across all clients.

GOAL 2: Team Effectiveness, Organizational Structure & Fiscal Stewardship

Objective:

Build a high-performing, accountable team while aligning roles and responsibilities, strengthening compliance practices, and stabilizing the organization's financial position.

Action Steps / Sub-Goals

1. Role Clarity & Organizational Alignment

- Conduct a full review of team roles (payroll, accounting, support staff) and align responsibilities with organizational needs.
- Clearly define expectations related to budgeting, accounting, payroll, and compliance.

2. Performance Management & Communication

- Implement:
 - Regular team meetings (schedule TBD)

- Regular 1:1 meetings with all individual team members (schedule TBD)
 - Establish and complete annual performance evaluations for all staff.
- 3. Professional Growth & Capacity Building**
- Identify individual development goals for each team member.
 - Provide training opportunities related to compliance, financial systems, and career advancement.
- 4. Compliance & Quality Control**
- Strengthen internal controls and review processes to ensure accuracy in financial reporting and payroll.
 - Maintain full compliance with all state and reporting requirements across districts, charters, and the JPA.
- 5. Structural Deficit Reduction Plan**
- Develop a **multi-year financial plan** to reduce the structural deficit.
 - Identify cost-saving measures and/or revenue opportunities.
 - Monitor and report progress regularly to the board.

GOAL 3: Client Service Excellence & External Impact

Objective:

Enhance service delivery to districts and charter schools by improving responsiveness, increasing financial transparency, and strengthening partnerships.

Action Steps / Sub-Goals

- 1. Client Service Standards**
 - Establish clear expectations for timeliness, accuracy, and responsiveness in all client interactions.
 - Ensure successful completion of all required financial reporting deadlines across all agencies served.
- 2. Proactive Financial Guidance**

- Provide ongoing fiscal analysis and advice to district superintendents and charter leaders.
- Support long-term financial planning, budget development, and compliance efforts.

3. Training & Capacity Building for Clients

- Develop and deliver in-service training sessions for district and charter staff (e.g., compliance updates, technical training, peer collaboration).
- Create resource materials and guides for common financial processes.

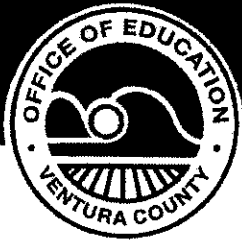
4. Accessibility & Relationship Building

- Maintain regular communication with all client leaders.
- Schedule periodic check-ins with each district and charter to strengthen partnership and trust.

5. Technology & Process Improvements

- Identify and implement technology tools or system improvements to streamline workflows and communication.
- Improve efficiency in document sharing, reporting, and financial tracking.

These goals reflect a strategic transition from operational leadership to executive oversight, ensuring the Ventura County School Business Services Authority remains fiscally sound, operationally efficient, and highly responsive to the needs of the districts and charter schools it serves.



VENTURA COUNTY OFFICE OF EDUCATION

Dr. César Morales, County Superintendent of Schools

Contract #: TS27-027

AGREEMENT FOR CA-ERP FINANCIAL & PAYROLL/PERSONNEL SYSTEM 2026-2027

This agreement is made between the **VCSBSA (BSA)** of Ventura County, hereinafter referred to as "LEA," and the Ventura County Office of Education, hereinafter referred to as "VCOE."

It is Hereby Agreed between the Parties as follows:

Time Period

VCOE agrees to furnish the LEA services in processing and reporting for the fiscal year July 1, 2026, through June 30, 2027, and thereafter on a yearly basis unless written notice to the contrary is received by VCOE prior to the fifteenth of January of any year in which the services are rendered.

Services Provided

VCOE shall provide services and transactions available in the ERP-CA (Escape) Financial & Payroll/Personnel System and the new Frontline modules:

- Absence Management and Time and Attendance.
- Secured access through VPN and two-factor authentication (DUO).
- Employee Portal is available to employees while in the United States, Mexico, and Canada.

Exclusions

Software support does not include:

- Programming required because of changes in computer equipment or configuration.
- Problems resulting from equipment failure.
- Unauthorized alterations to the programs.

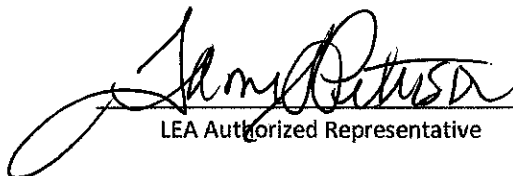
Charges:

LEA agrees to pay the following: **\$12,292.00**

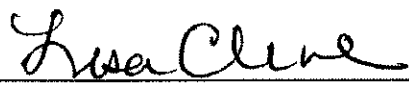
Payment Schedule

The LEA agrees that the fees shall be paid in a single installment once invoiced and payable no later than December 31st.

Approved this 05 day of June, 2026


LEA Authorized Representative

Approved this 28 day of May, 2026


VCOE Authorized Representative



LICENSE AGREEMENT

This Agreement effective **July 1, 2026**, is made and entered into by **Ventura County Schools Business Services Authority** ("Licensee") and Document Tracking Services ("DTS") as Licensors, each a "Party" and collectively the "Parties".

1. Scope of Agreement

1.1 **License.** This License Agreement between Licensee and DTS covers Licensee's use of DTS's proprietary web-based application in accordance with the terms and conditions expressed herein.

1.2 Agreement to Be Bound. Licensee agrees to be bound by, and comply with, the terms of this License Agreement by (i) accessing and/or using the DTS Application and/or (ii) ratifying this License Agreement by signing below.

2. License and Right to Use. DTS hereby grants to Licensee a non-exclusive and non-transferable license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.

2.1 DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.

2.2 Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.

3. Internet Areas. Neither Licensee nor any third party shall be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval of DTS.

4. Term of License. The term of this License Agreement is for **one (1) year** from the effective date noted at the top of this document.

5. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.

6. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS's secure server and will provide complete access to Licensee and its representatives. Licensee is solely responsible for the sufficiency, adequacy, and completeness of its content; for updating its content as necessary; and for proper implementation of any plans or procedures required by local, state, or federal law.

7. Security of Data. At all times, DTS will have complete security of Licensee's documents on dedicated servers that only authorized DTS personnel will have access to. All logins by DTS's authorized personnel will be stored and saved as to time of log-in.

7.1 Licensee may request in writing that DTS only store Licensee's documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.



- 8. Management of Database.** DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- 9. Customer Service.** DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.
- 10. Fees.**
 - 10.1** Licensee shall pay a fee of **\$2,750 for DTS Templates, \$2,750 for DTS Forms and \$2,750 for DTS Vault.**
 - 10.2 Document Set Up Fee.** The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **waived**. The document setup fee is waived for the Ventura County Schools Business Services Authority.
 - 10.3** Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
 - 10.4** DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- 11. Warranty.**
 - 11.1** Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
 - 11.2** The express warranties provided in this License Agreement are the sole and exclusive warranties made by DTS to Licensee. DTS makes no other warranty, express or implied, and Licensee assumes no warranty, express or implied, by use of the DTS Application. By accepting this Agreement, Licensee acknowledges that it is not relying on any implied warranties, including warranties of performance, fitness for a particular purpose or otherwise, or upon any representation or warranty outside those expressly contained in this Agreement.



12. Liability.

- 12.1 DTS will not be liable to Licensee for indirect, incidental, exemplary, special or consequential damages; loss or corruption of data or interruption or loss of business; or loss of revenues, profits, goodwill or anticipated sales or savings.
- 12.2 The maximum aggregate liability of DTS under this License Agreement is limited to the fees received by DTS from Licensee for use of the DTS Application.
- 12.3 This limitation on DTS's liability applies whether the claims sound in warranty, contract, tort, infringement, or otherwise. Nothing in this License Agreement excludes any liability that cannot be limited as a matter of law.

13. Choice of Law and Venue. This License Agreement, and any dispute related to this License Agreement or arising from it, shall be governed exclusively by the laws of the State of California. The state and federal courts of the State of California shall have exclusive jurisdiction to adjudicate any dispute arising out of, or related to, this License Agreement or its formation, interpretation, or enforcement.

14. Severability. If any portion of this License Agreement is not enforceable under applicable law, it will not affect any other term of this Agreement.

15. Definitions.

- 15.1 Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.

* Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.

- 15.2 Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.

16. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
1601 India Street, 503
San Diego, CA 92101
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Date: June 23, 2026

Licensee

By: _____

Date: _____

Ventura County Schools Business Services Authority



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2026 School Accountability Report Card (CDE Template)
2. 2026 School Plan for Student Achievement (CDE Template)
3. 2026 Comprehensive School Safety Plan (Custom Template)
4. 2026 Local Control and Accountability Plan (CDE Template)
5. Others to be identified as needed.



Exhibit B

The following Districts/Schools have been identified as participants in the Ventura County Schools Business Services Authority DTS Consortium:

DTS Templates

District	School
Ventura County Schools Business Services Authority	Coordinator Account*
Ventura County Schools Business Services Authority	ACE Charter High School
Ventura County Schools Business Services Authority	Meadow Arts & Technology Elementary School
Ventura County Schools Business Services Authority	River Oaks Academy***
Ventura County Schools Business Services Authority	Ventura Charter School of Arts and Global
Briggs Elementary School District	Briggs Elementary School
Briggs Elementary School District	Olivelands Elementary School
Mesa Union Elementary School District	Mesa Elementary School
Mupu Elementary School District	Mupu Elementary School
Santa Clara Elementary School District	Santa Clara Elementary School
Somis Union Elementary School District	Somis Elementary School

* Coordinator Account enables District/COE level staff to view school documents, track school plan update progress and extract school plan data as well as complete LEA level plans.

** Added on 12/15/11

*** Added on 5/31/15

DTS Vault

District	School
Ventura County Schools Business Services Authority	Coordinator Account*
Ventura County Schools Business Services Authority	ACE Charter High School
Ventura County Schools Business Services Authority	Meadow Arts & Technology Elementary School
Ventura County Schools Business Services Authority	River Oaks Academy***
Ventura County Schools Business Services Authority	Ventura Charter School of Arts and Global
Briggs Elementary School District	Briggs Elementary School
Briggs Elementary School District	Olivelands Elementary School
Mesa Union Elementary School District	Mesa Elementary School
Mupu Elementary School District	Mupu Elementary School
Santa Clara Elementary School District	Santa Clara Elementary School
Somis Union Elementary School District	Somis Elementary School



DTS Forms

District	School
Ventura County Schools Business Services Authority	Coordinator Account*
Ventura County Schools Business Services Authority	ACE Charter High School
Ventura County Schools Business Services Authority	Meadow Arts & Technology Elementary School
Ventura County Schools Business Services Authority	River Oaks Academy***
Ventura County Schools Business Services Authority	Ventura Charter School of Arts and Global
Briggs Elementary School District	Briggs Elementary School
Briggs Elementary School District	Olivelands Elementary School
Mesa Union Elementary School District	Mesa Elementary School
Mupu Elementary School District	Mupu Elementary School
Santa Clara Elementary School District	Santa Clara Elementary School
Somis Union Elementary School District	Somis Elementary School

Software Services Agreement – Colbi Technologies, Inc.

This Software Services Agreement ("Agreement") is entered into as of the final date of signature hereto ("Effective Date") by and between Colbi Technologies, Inc., a California corporation, having its principal place of business at 13891 Newport Ave, Suite 150, Tustin, CA 92780 ("COLBI"), and Ventura County School Business Services, having its principal place of business at 5189 Verdugo Way, Camarillo, CA 93012 ("CLIENT").

1. Software Services Provided by COLBI. COLBI will provide software services ("Services") as listed in this paragraph as set forth in Exhibit A and Exhibit B (Exhibits).
 - Quality Bidderssm (Full Service) - Online processing of construction contractor prequalification applications
 - CUPCCAA Registration – Online receipt and verification of contractor applicants
2. Invoices, Fees and Payment Terms. Customer shall pay to COLBI all fees in accordance with the terms specified in Exhibits A and B. Any travel expenses approved in writing by the CLIENT in advance shall be supported by detailed invoicing and copies of receipts.
3. Indemnification:
 - A. CLIENT shall defend COLBI against any third-party claims arising out of (i) any actual or alleged CLIENT negligence, willful misconduct, or violation of law, (ii) any breach by CLIENT of this Agreement, or (iii) any violation of CLIENT's agreement with Client or Users of the Services, and indemnify COLBI from the resulting damages. COLBI shall give prompt notice of any claim to CLIENT. CLIENT may settle, at its sole expense, any claim for which CLIENT is responsible under this section, subject to the reasonable approval of COLBI. COLBI may employ counsel at their own expense and participate in the defense and/or settlement. The foregoing indemnification obligation will not apply to claims that are finally adjudicated to have been primarily caused by the gross negligence or willful misconduct of COLBI.
 - B. COLBI agrees to protect, save, defend and hold harmless Ventura County School Business Services, their Governing Boards and each member thereof, their officers, agents and employees from any and all claims, liabilities, expenses or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of or in any way connected with the negligent acts, errors or omissions or willful misconduct by Consultant, Consultant's agents, officers, employees, subconsultants, or independent consultants hired by Consultant under this Agreement.
4. Term and Termination
 - C. Term. The initial term of this Agreement begins on the date set forth in Exhibits and continues for a one year period ("Initial Term"). This Agreement will continue for successive one-year periods ("Extended Term"), unless either party gives written notice of its intention not to renew at least 30 days in advance. There are a maximum of four (4) Extended Term periods, at which point this Agreement must be renewed with written agreement of both parties.
 - D. Termination of Agreement and Effect of Termination. COLBI may terminate this Agreement prior to the expiration of the Term if CLIENT fails to pay any fee, charge or any other amount owed by CLIENT to COLBI within 15 days after COLBI notifies CLIENT that CLIENT is in default of this Agreement if CLIENT fails to cure the default within such 15-day period. CLIENT may terminate this Agreement if COLBI fails to cure any default of this Agreement within 30 days of written notice. See Exhibit B for additional termination and effect of termination terms.
5. Notices. All notices, requests, demands, and other communications made in connection with this Agreement shall be in writing to the address set forth above and shall be deemed to have been duly given (a) on the date of delivery, if delivered by hand or express delivery service, or (b) by certified or registered mail, postage prepaid, return receipt requested.
6. General Provisions. This Agreement, together with the exhibits, constitutes the entire Agreement between the parties with respect to the subject matter and supersedes all other oral or written representations, understandings or agreements relating to the subject matter. This Agreement may be amended or modified only in writing and signed by both parties. Each party is an independent contractor and not an agent, partner, or representative of any other party. The rule of construction

that ambiguities are to be resolved against the drafting party may not be employed in the interpretation of this Agreement. Neither party will assign any rights, under this Agreement without the prior written consent of the other party, except that COLBI may assign its rights, in the event of a sale of its business or assets. The waiver or failure of either party to exercise in any respect any right provided for in this Agreement will not be deemed a waiver of further rights under this Agreement. If any particular portion of this Agreement shall be adjudicated to be unenforceable, this Agreement shall not be deemed null and void and shall be deemed amended to delete therefrom the portion thus adjudicated to be unenforceable.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the day and year first hereinabove written.

Colbi Technologies, Inc.



Jon Patterson, Chief Financial Officer

05/29/2026

Date

01-0679534

Federal I.D.#

Ventura County School Business Services

Signature

Printed Name

Title

Date

EXHIBIT A

Quality BiddersSM <i>Prequalification / Contractor Vetting / CUPCCAA</i>	First Year	Annual Cost <i>(after 1st year)</i>
Initial Setup/Implementation	\$0	\$0
Annual Service Fee <i>Includes basic prequalification and CUPCCAA</i>	\$6,000	\$6,000
TOTAL – QB	\$6,000	\$6,000

Quality Bidders – Optional Services in addition to annual fees	As Needed	Add Option
a) Prequalification Reviews (<i>Per Application</i>)	\$115	☒
b) CUPCCAA Reviews (<i>No contractor limit – Per Year</i>)	\$6,000	☒



QB Initial Implementation

Quality Bidders is an online automated contractor prequalification and vetting service.

Quality Bidders will be customized for you and made available via the web by **COLBI**. Initial implementation includes identification of users and security roles and initial training of your staff.

If the Agency has opted into CUPCCAA, the initial implementation includes receiving and maintaining an online CUPCCAA interested contractors list by license number for Agency use.

QB Annual Service Fee

Software Services: There is no restriction on the number of client-authorized users, nor the number of vendors and contractors allowed to use the service at no additional cost.

CA Prequalification Compliance Notice: **COLBI** will maintain compliance with any mandatory changes to CA prequalification regulations for general and mechanical/electrical/plumbing subcontractors in support of state bond funding compliance.

Support Services: **COLBI** will provide live phone support for client and vendor users during normal business hours, provide online virtual support, and issue best practice advisories and alerts. Typically, support can be provided

remotely. Should in-person support be requested, reimbursement for reasonable travel and lodging costs incurred will apply and will be estimated and approved in advance.

Web Services: COLBI will provide the software via the web to any computer meeting the required specifications when security login requirements are met. COLBI will provide remote **Quality Bidders** software updates.

COLBI will provide access to **Quality Bidders** software, host secure encrypted upload and storage of documents, provide data backup and recovery, and archive outdated applications automatically. **COLBI** will monitor, manage, and remediate the servers and network infrastructure that support **Quality Bidders** software services.

Reimbursables: At COLBI, we respect the need to properly budget in advance for expenses. Our services can be fully provided remotely. However, should you want on-site support or training, reimbursement for reasonable food, travel and lodging costs will apply. A not-to-exceed proposal will be provided for pre-approval once a mutually agreed scope of on-site service is finalized.

End of Exhibit A

EXHIBIT B
COLBI'S STANDARD SOFTWARE SERVICES TERMS AND CONDITIONS

1. **Availability – Uptime:** COLBI commits to 99.9% uptime and availability of software (the "99.9% Uptime Commitment"), excluding scheduled maintenance and other occurrences not constituting Downtime as defined below.
2. **Classification and Resolution of Issues:** COLBI will classify, respond to and resolve a reported technical issue (an "Issue") with the software that cannot be resolved immediately through phone support as follows:
 - **Severity 1 Issues:** COLBI will devote commercially reasonable efforts to provide Issue resolution for Severity 1 Issues within two hours after receipt of notification and verification of the Issue.
 - Software down, or major portions of Services down, that impacts the availability of the software or has degraded the software performance resulting in the inability to effectively use the software, with no known workaround.
 - Security attack or threat, malware or virus that has circumvented COLBI's security procedures. COLBI will give the highest scheduling priority and devote its best available resources to respond to Severity 1 Issues within 15 minutes of notification.
 - **Severity 2 Issues:** COLBI will give the next highest scheduling priority and devote its available resources to respond to Severity 2 Issues within two hours of notification of the Issue. COLBI will devote commercially reasonable efforts to provide Issue resolution for Severity 2 Issues within twenty-four hours after receipt of notification and verification of the Issue.
 - Non-critical software features or operations are not functioning correctly, but do not impact the entire software application or all users.
 - Provide (or remove) access for Client authorized users, reset Client account passwords, or unlock Client accounts.
 - Emergency backup or backup restoration of the database if needed.
 - **Severity 3 Issues:** COLBI will give the next highest scheduling priority and devote its available resources to respond to Severity 3 Issues. COLBI will devote commercially reasonable efforts to provide Issue resolution for Severity 3 Issues as appropriate to the concern. Examples include, but are not limited to:
 - Minor bug fixes.
 - An incident with little impact on data or user experience and can be handled on a scheduled basis.
 - Problems affecting a small group of users.

The above resolution times are estimates that may be impacted by a variety of variables beyond COLBI's control. COLBI strives to address every Issue with the goal of responsiveness and the fastest path to resolution.
3. **Monitoring:** In order to support the 99.9% Uptime Commitment as defined below, COLBI proactively monitors 24 hours a day, 7 days a week, 365 days a year all network devices, servers, storage, and hosted software for performance and availability. If any issues are detected, alerts are automatically dispatched to the COLBI Support Team, who will resolve the issue according to severity.
4. **Hours of Operation:**
 - A. Standard Hours of Operation: 8:00 AM - 5:00 PM PST Monday - Friday (except holidays) During standard operating hours COLBI will respond to Severity 1, Severity 2 and Severity 3 Issues
 - B. After-Hours Operation: 5:00 PM - 8:00 AM PST Monday - Friday, weekends, and holidays. Support during after-hours will be provided via an on-call system only for Severity 1 Issues. Response to such Severity 1 Issues may be delayed for up to 1 hour from the standard response time set forth above. Severity 2 and Severity 3 Issues will be responded to on the next business day.
 - C. Holidays: COLBI observes the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Eve, Christmas, New Year's Eve. If any of the above holidays falls on a weekend, an adjacent weekday is observed as a holiday. COLBI reserves the right to add any other Federally recognized holiday to this list.

5. **Requesting Support:**

- A. Authorized Users may submit a support case, or issue, through the COLBI helpdesk based on software purchased by emailing:

Account-Ability sm	aasupport@colbitech.com
COLBI Docs sm	cdsupport@colbitech.com
Quality Bidders sm	gbsupport@colbitech.com
Secure Bids sm	sbsupport@colbitech.com

- 1) Users should always include as much information as possible about their Issue to assist Support Technicians diagnose, prioritize, and resolve them.
- B. Authorized Users may call 1-714-505-9544 to speak to a Support Technician during business hours (PST).
- 1) Questions on how to use the software are answered quickly and may involve live on-screen assistance.
- 2) Any Issue not resolved during the phone call will be assigned a Support Case for Issue resolution.
- 3) COLBI is not responsible for individual user's browser settings, but we will help problem-solve.
6. **Maintenance and Updates:** High-quality service and availability requires COLBI to perform routine maintenance and updates on its infrastructure and software applications. While this work is performed, access to software may be suspended. Suspension of access for scheduled maintenance and updates does not constitute "Downtime." COLBI's goal is to minimize the impact of downtime and potential outages on Client. Unless COLBI is responding to an emergency situation, maintenance and upgrade activities will be conducted during scheduled maintenance periods. The Client will be notified in advance if planned maintenance and upgrade activities extend outside of scheduled maintenance periods. Scheduled Maintenance and Updates includes the following:

Service	Description	Suspension of Access	Scheduled Maintenance
Daily (Planned)	Routing maintenance and repairs, security updates, equipment replacement	0 hours	Monday – Saturday 10PM – 2AM PST
Minor (Planned)	Infrastructure maintenance, full backup and/or recoveries	Up to 4 hours	1 st and 3 rd Saturday 10PM – 2AM PST
Major (Planned)	Network & hardware upgrades, software & database updates, OS & application patching, performance testing & troubleshooting, changes to server configurations, and migrations	Up to 12 hours	3 rd Saturday 10PM Sat thru 10AM Sun PST

7. **Suspension of Services:** COLBI may suspend Services without liability if: (i) there is an attack on servers providing Client Services; (ii) Colbi reasonably believes that the suspension of Service is necessary to protect the COLBI network, or Clients; or (iii) required by law. COLBI will give Client advance notice of a suspension, if possible.
8. **COLBI/Client License Grant:** Subject to the terms and conditions of this Agreement, COLBI grants to the Client as the "Client," and Client accepts, a non-exclusive, non-transferable, non-sub-licensable, world-wide, royalty-free license for the Term to: (i) access and use the Services, and (ii) use any of Consultant products/services included or embodied therein, in each case, solely for Client's own internal business purposes, and subject to the terms and conditions of this Agreement. Client's License for the Services is subject to such hosting policies, guidelines and specifications as COLBI may reasonably establish from time to time and which shall be posted on COLBI's website within the Client's post-login entry point for each software service. COLBI reserves right, title and interest in and to the Services, including all related intellectual property rights. No rights are granted to the Client other than as expressly set forth herein.
9. **License Terms:** COLBI owns or has the right to license the System. The System contains proprietary trade secret technology. Unauthorized use and copying of such System is prohibited by law, including United States and foreign copyright law. The Client may not share and/or disclose any proprietary information associated with the System without the express written authorization of the Consultant. The

price Client pays for a copy of the System constitutes a license fee that entitles Client to use the System as set forth below. COLBI grants to Client a non-exclusive, nontransferable license to use the System. This License may be terminated by COLBI by written notice to Client upon material breach of this Agreement by Client, following written notice and reasonable opportunity to cure. This License is subject to all of the terms of this Agreement, including those set forth below:

- A. Client recognizes and agrees that the license to use the System is limited, based upon the amount of the license fee paid by Client. Limitations may include the number of employees, simultaneous users, System product modules, System features, computer model and serial number, and/or the number of terminals to which the System is permitted to be connected. Client agrees to: 1.) use the System only for the number of employees, simultaneous users, computer model and serial number, and/or terminals permitted by the applicable license fee; 2.) use only the product modules and/or features permitted by the applicable license fees; and 3.) use the System only in support of Client's own business. Client agrees not to increase the number of employees, simultaneous users, terminals, product modules, features, or to upgrade the model, as applicable, unless and until Client pays the applicable fee for such increase/upgrade. Client may not sublicense or sublicense the System to, or otherwise permit use of the System (including timesharing or networking use) by any third party. Client may not provide service bureau or other data processing services that make use of the System without the express prior written consent of COLBI.
 - B. Client may use the computer programs included in the System (the "Programs") in object code form only, and shall not reverse compile, disassemble, or otherwise convert the Programs into uncompiled or unassembled code.
 - C. Client may copy the Programs as necessary to load and execute the Programs and for backup purposes only. All copies of the Programs or any part thereof, whether in printed or machine-readable form and whether on storage media or otherwise, are subject to all the terms of this License, and all copies of the Programs or any part of the Programs shall include the copyright and proprietary rights notices contained in the Programs as delivered or made accessible to the Client.
 - D. In the event that COLBI supplies updates, corrections, modifications, new versions or new releases of the System, (collectively referred to as "Updates"), such Updates shall be part of the System and the provisions of this License shall apply to such Updates and to the System as modified thereby.
10. **License to Host Client Data:** Subject to the terms and conditions of this Agreement, Client grants COLBI a worldwide, limited-term license to host, copy, transmit and display Client data as necessary to provide the Services in accordance with this Agreement. Subject to the limited licenses granted herein, COLBI acquires no right, title or interest in or to Client data.
11. **License to Use Feedback, Customizations, and Summarized Data:** Subject to the terms and conditions of this Agreement, Client grants COLBI a worldwide, perpetual, irrevocable, royalty-free license to use and incorporate into the Services any suggestion, enhancement request, recommendation, customization, correction or other feedback provided by Client or Users relating to the operation of the Services. Client authorizes COLBI to use Client summarized data for the purpose of enhancing Services, including but not limited to training and adaptive software tools.
12. **Client Responsibilities:** Client shall: (i) identify persons authorized to access Services on their behalf (authorized users, or Users), (ii) be responsible for Users' compliance with this Agreement, (iii) be responsible for the accuracy and quality of their data and the means by which that data is collected, (iv) use commercially reasonable efforts to prevent unauthorized access to or use of Services, and notify COLBI promptly of any such unauthorized access or use, (v) use Services in accordance with the documentation and applicable laws and government regulations, (vi) provide internet access sufficient for internet served software using up-to-date, modern browsers, and (vii) comply with the terms and conditions of this Agreement.
13. **Data Security:** COLBI shall take all reasonable precautions to prevent loss of the Client data due to acts of COLBI or any approved subconsultants. COLBI will employ storage (including backup, archive and redundant data storage) and reasonable precautions to prevent the loss of or alteration of any Client data in connection with COLBI's performance of the Services, or with use of the System by the Client under this Agreement. To protect the privacy and security of the Client's data and prevent unauthorized access to or use of such data, COLBI shall implement internal procedures and systems in connection

with the performance of this Agreement and maintenance of the System consistent with applicable international, federal, state, and local laws ("Security Procedures"). The purpose of the Security Procedures is to identify reasonably foreseeable risks to security and unauthorized access to the Client's data in connection with this Agreement and to minimize security risks, including through risk assessment and regular testing. COLBI will designate one or more employees to coordinate and be accountable for the Security Procedures.

14. **No Virus Warranty:** COLBI warrants that it will provide the Service free of Malicious Code. This warranty does not extend to Client data, media files, uploads, or alterations, or Third-Party media files, uploads or alterations.
15. **Fees and Payment Terms:** Initial payment is due when services commence or within 60 days from contracting, whichever is first. Client shall pay to COLBI all fees in accordance with the terms specified in Exhibits. All payments are due and payable within 30 days upon receipt as shown on the invoice from COLBI. All fees are exclusive of all federal, state, local, and other taxes, duties, or charges applicable to the hosting, and support, and all of such taxes, duties or charges are the sole responsibility of Client. Client agrees to pay all such taxes, duties or charges within 30 days upon receipt of an invoice from COLBI or applicable taxing authority. For any Extended Term, COLBI may adjust recurring fees by providing at least 60 days' prior written notice before the then-current Term expires. If CLIENT objects, CLIENT may elect not to renew by giving notice per the Term clause. Any fees or undisputed payments not paid when due will be subject to interest at the rate of 18% per annum.
16. **Annual Renewals:** Commencement date shall be when services commence or no later than 60 days after contracting. Annual recurring fees will be billed prior to and are due on the expiration date to facilitate continuous service.
17. **Warranty Limitations/Disclaimer:** COLBI does not promise that the Services will be uninterrupted, error-free, or completely secure. COLBI does agree to provide fully functional software with 99.9% uptime commitment as described in Exhibits, excluding scheduled maintenance and updates (also as described in Exhibits). Client acknowledges that there are risks inherent in Internet connectivity that could result in the loss of their data. COLBI agrees to backup Client's data nightly. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, COLBI DOES NOT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES AND THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND COLBI DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.
18. **Termination for Infringement Claim.** If COLBI or any of its Clients is faced with a credible claim that the Services infringe on the intellectual property rights of a third party, and COLBI is not reasonably able to obtain the right to use the infringing element or modify the Services such that they do not infringe, then COLBI may terminate the Services on reasonable notice of at least 30 days, and will not have any liability on account of such termination.
19. **Effect of Termination or Expiration:** Upon the termination or expiration of this Agreement, all licensed rights granted to Client shall terminate immediately unless the Client has purchased an Archival Exit Plan. Expiration or termination of this Agreement will not relieve Client of its obligation to pay any undisputed fees or other undisputed payments that are due to COLBI. Terms and Conditions related to privacy, security and intellectual property rights will remain in effect for the life of the Client's grant to access the Services.
20. **Limitations of Liability:** In no event shall COLBI be liable for any lost revenue, lost profits, direct or indirect, special, incidental, consequential, or punitive damages, however caused and under any theory of liability, whether in contract, tort (including negligence and strict liability) or otherwise, arising out of this agreement, even if advised of the possibility of such damages, and notwithstanding any failure of purpose of any limited remedy. In no event shall COLBI be responsible for loss of data or records of Client or any third party beyond the 30-day backup period included in the Services unless Client purchases extended backup. Client shall be responsible for ensuring proper and adequate backup and storage of its data for any additional period. Except for claims based on COLBI's willful misconduct, the maximum aggregate liability of COLBI under any theory of law (including breach of contract, tort, and strict liability) shall not exceed one (1) times the yearly recurring service fees in effect for the Services at

the time of the occurrence of the event(s) giving rise to the claim. Users of the software as a service over the internet are 100% responsible for all of their actions in the software after account creation.

21. **Governing Law:** This Agreement shall be governed by the laws of the State of California.
22. **Force Majeure:** Neither party will be liable to the other party for failure or delay in the performance of a required obligation if such failure or delay is caused by strike, riot, fire, flood, earthquake, civil unrest, interruption, error, or malfunction resulting from natural disaster; transportation problems; defects of third-party software, hardware, communications, or power supplies; actual or threatened war or terrorist acts; Acts of God; and other acts, events, or circumstances beyond its reasonable control.

End of Exhibit B

Colbi Technologies, Inc.
13891 Newport Ave, Suite 150
Tustin, CA 92780
+17145059544
accounting@colbitech.com
www.ColbiTech.com

Invoice 17820



BILL TO	SHIP TO	DATE	PLEASE PAY	DUE DATE
Tami Peterson Ventura County Schools Business Services 5100 Adolfo Road Camarillo, CA 93012	Tami Peterson Ventura County Schools Business Services 5100 Adolfo Road Camarillo, CA 93012	06/02/2026	\$3,500.00	07/02/2026

	DESCRIPTION	QTY	RATE	AMOUNT
	Annual Service Dates: 7/1/26-6/30/27			
SecureBids Annual Software Service	This annual software license includes software access, web/phone support (8AM-5PM PST, M-F, excluding holidays), workshops, and training. For annual contract renewals, payment is due by your expiration date to maintain continuous service. *****FY 26/27 INVOICE *****	1	3,500.00	3,500.00

PLEASE MAIL PAYMENT TO:
Colbi Technologies, Inc.
13891 Newport Avenue, Suite 150
Tustin, CA 92780

SUBTOTAL	3,500.00
TAX	0.00
TOTAL	3,500.00

TOTAL DUE	\$3,500.00
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THANK YOU.

Colbi Technologies, Inc.
 13891 Newport Ave, Suite 150
 Tustin, CA 92780
 +17145059544
 accounting@colbitech.com
 www.ColbiTech.com

Invoice 17904



BILL TO	SHIP TO	DATE	PLEASE PAY	DUE DATE
Ventura Co Schools Bus Svcs 5189 Verdugo Way Camarillo, CA 93012	Tami Peterson Ventura County Schools Business Services 5100 Adolfo Road Camarillo, CA 93012	06/05/2026	\$12,000.00	07/05/2026

	DESCRIPTION	QTY	RATE	AMOUNT
	Service Dates: 7/1/26 - 6/30/27			
QualityBidders Annual Software Service	This annual software license includes software access, web/phone support (8AM-5PM PST, M-F, excluding holidays), workshops, and training.	1	6,000.00	6,000.00
	For annual contract renewals, payment is due by your expiration date to maintain continuous service.			
	Quality Bidders Full Service Verification is available for \$115 per application, invoiced monthly. After 350 applications in a service year, there is no fee. This service includes: reference checks, review of financial information, verification of license and bonding capacity (including interviewing per the District's agreed to standardized questions). To secure this service, email a Purchase Order to accounting@ColbiTech.com.			
QualityBidders CUPCCAA Review	Annual notification, contractor registration and verification (per CUPCCAA manual) for placement on agency's informal bidding list.	1	6,000.00	6,000.00
	THIS IS A FY 26/27 INVOICE			

PLEASE MAIL PAYMENT TO:
 Colbi Technologies, Inc.
 13891 Newport Avenue, Suite 150
 Tustin, CA 92780

SUBTOTAL	12,000.00
TAX	0.00
TOTAL	12,000.00

TOTAL DUE	\$12,000.00
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THANK YOU.

RESOLUTION OF THE BOARD OF DIRECTORS
VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
AUTHORIZATION TO INCREASE U.S. BANK(CALCARD)
CREDIT CARD LIMIT FOR CHIEF BUSINESS OFFICIAL
RESOLUTION NO. 26-27-01

WHEREAS, the Board of Directors has appointed Rudy Calasin to serve as Ventura County Schools Business Services Authority (VCSBSA) Chief Business Official (CBO)

WHEREAS, Rudy Calasin previously served as Director of School Business Services and currently maintains a credit card with a credit limit established for that position; and

WHEREAS the Board of Directors find it necessary and appropriate to align the Chief Business Official's credit card authority with the credit limit previously authorized for the former Chief Business Official to ensure continuity of business operations and the efficient administration of the organization's financial affairs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes U.S. Bank, to increase the credit limit associated with Rudy Calasin, Chief Business Official, to the same credit limit previously authorized for the former Chief Business Official of Fifteen Thousand Dollars (\$15,000.00).

BE IT FURTHER RESOLVED, that the Chief Business Official is authorized to execute any applications, acknowledgments, or other documents required by U.S. Bank to implement this change.

BE IT FURTHER RESOLVED, that the Board of Directors authorizes the Board President and Board Clerk to certify this resolution and provide it to U.S. Bank as evidence of the Board's authorization.

This resolution shall take effect immediately upon its adoption and shall remain in effect until modified or rescinded by the Board of Directors.

PASSED AND ADOPTED by the following vote of the Board of Directors of the Ventura County Schools Business Authority, County of Ventura, State of California on July 30, 2026.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Dr. Raul Ramirez, President
Ventura County Schools Business Services
Authority Board of Directors

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Board of Directors named therein at a duly constituted meeting of said Governing Board held on July 30, 2026, as it appears upon the minutes of the said meeting on July 30, 2026.

Kari Skidmore, Clerk
Ventura County Schools Business Services
Authority Board of Directors

**RESOLUTION OF THE BOARD OF DIRECTORS
VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
AUTHORIZATION TO INCREASE U.S. BANK(CALCARD)
CREDIT CARD LIMIT FOR
DIRECTOR OF MAINTENANCE, OPERATIONS,
TRANSPORTATION
RESOLUTION NO. 26-27-02**

WHEREAS, the Board of Directors recognizes the need to provide Orlando DeLeon, Director of Maintenance, Operations, Transportation with sufficient purchasing authority to efficiently conduct official business on behalf of Ventura County Schools Business Services Authority; and

WHEREAS, the current credit card limit is insufficient to meet the operational needs of the Director of Maintenance, Operations, Transportation; and

WHEREAS, the Board of Directors has determined that increasing the credit card limit is in the best interest of Ventura County Schools Business Services Authority and will support timely procurement and payment of authorized business expenses;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the increase of the credit card credit limit assigned to Director of Maintenance, Operations, Transportation, Orlando De Leon, from One Thousand Five Hundred Dollars (\$1,500.00) to Ten Thousand Dollars (\$10,000).

BE IT FURTHER RESOLVED, the Chief Business Official is authorized to complete, execute, and submit all applications, certifications, and other documents required by U.S. Bank to implement the credit limit increase.

BE IT FURTHER RESOLVED, that the Board President and Board Clerk are authorized to certify this resolution and provide it to U.S. Bank as evidence of the Board of Directors authorization.

This resolution shall take effect immediately upon its adoption and shall remain in effect until modified or rescinded by the Board of Directors.

PASSED AND ADOPTED by the following vote of the Board of Directors of Ventura County Schools Business Authority, County of Ventura, State of California on July 30, 2026.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Dr. Raul Ramirez, President
Ventura County Schools Business Services
Authority Board of Directors

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Board of Directors named therein at a duly constituted meeting of said Governing Board held on July 30, 2026, as it appears upon the minutes of the said meeting on July 30, 2026.

Kari Skidmore, Clerk
Ventura County Schools Business Services
Authority Board of Directors



Ventura County Schools
Business Services Authority
5100 Adolfo Road
Camarillo, CA 93012
Ph: 805.383.1974

Board Agenda Item

To: VCSBSA Board of Directors
From: Rudy Calasin, Chief Business Official
Date: July 30, 2027
Re: Review, Discussion, and Approval of Revision to Employee Handbook

BACKGROUND:

The Chief Business Official recommends revising the VCSBSA Employee Handbook with the removal and addition of the text highlighted below.

DESCRIPTION/DETAILS:

LONGEVITY

~~Longevity pay is to recognize long term service. The percentage of longevity pay increases as years of service increase. The longevity schedule is detailed on the current board approved salary schedule.~~

Longevity Pay

Longevity pay is a form of special compensation provided to recognize and reward employees for long-term service with the Joint Powers Authority. Effective July 1, 2019, eligible employees shall receive longevity pay based solely on their base pay as listed in the publicly available pay schedule. Longevity pay is calculated according to completed years of service, as follows:

Completed Years of Service Longevity Pay Increments - Paid Monthly

5 years	1% of base monthly salary
10 years	2% of base monthly salary
15 years	3% of base monthly salary
20 years	4% of base monthly salary
25 years	5% of base monthly salary
30 years	6% of base monthly salary

Eligibility: Employees become eligible for the applicable longevity pay percentage upon completion of the corresponding years of continuous service with the JPA. Longevity pay shall be paid in accordance with BSAs payroll practices and shall be included as special compensation when permitted by applicable law.

Revisions: Any revisions to longevity pay percentages, eligibility requirements, or payment provisions shall be approved by the governing board and shall include the effective date of the revision. This longevity pay provision shall be posted at the JPA office and/or made immediately accessible and available for public review during normal business hours or posted on the BSA internet website. The JPA shall retain this provision and any subsequent revisions for a minimum of five (5) years and make them available for public inspection in accordance with applicable law. Any revisions to the policy will remain publicly accessible in accordance with California Code of Regulations (CCR) Section 570.5.

HOLIDAYS

~~Good Friday~~ Spring Break (1)

REPLACING EMPLOYEE'S PROPERTY

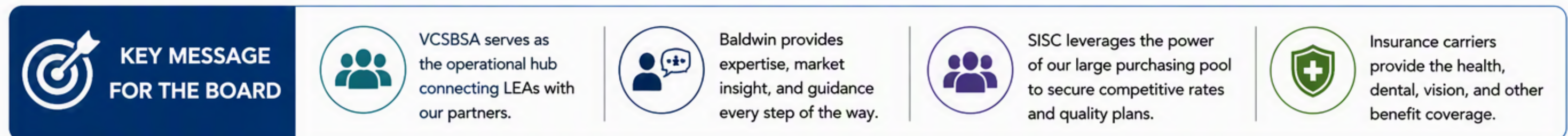
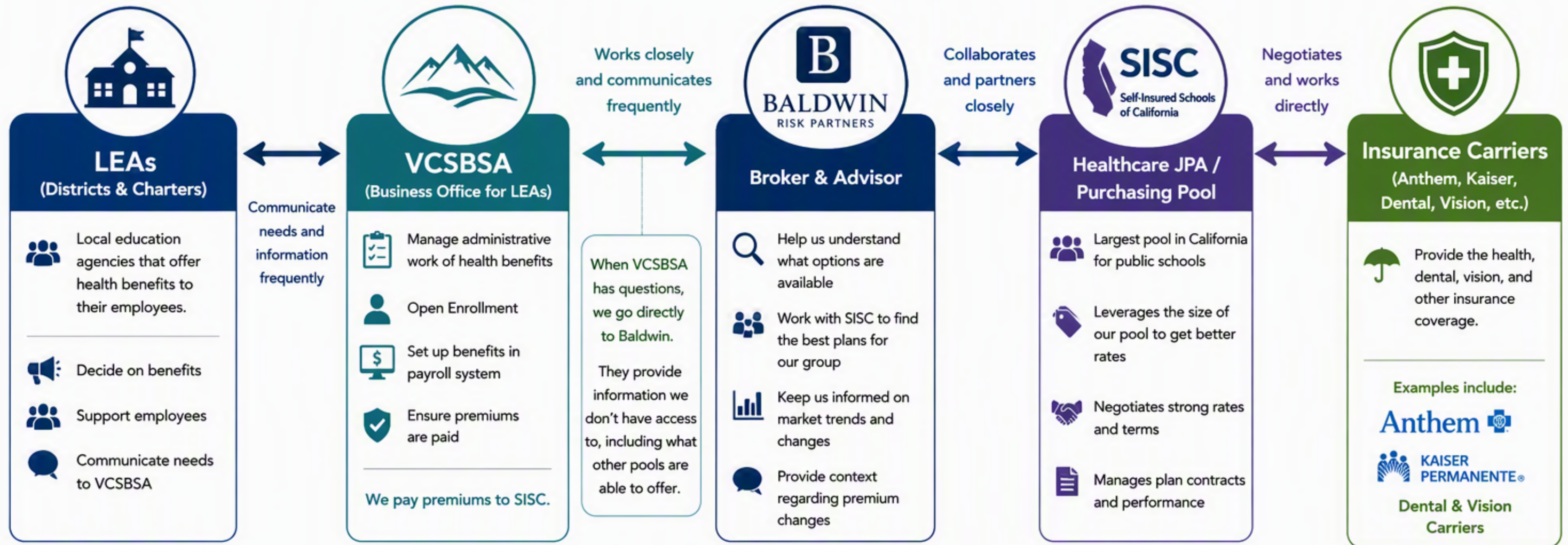
The ~~Governing Board~~ Board of Directors does not authorize payment for the reimbursement of employee personal property that may be stolen, or intentionally destroyed or damaged while being used for work-related purposes.

ITEM PROPOSED FOR:

Approval.

How Health Benefits Work: Our Partners in the Process

Working together to provide quality benefits at the best value for our schools.



Together, we provide quality health benefits that support our employees and strengthen our schools.