

VENTURA COUNTY BOARD OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 6161**

ADOPTED: 04/11/03

CLASSIFICATION: Instruction

REVISED:

SUBJECT: Equipment, Books and Materials

Any year during which the County Office participates in the state Pupil Textbook and Instructional Materials Incentive Program, the Board shall hold a public hearing. At this hearing, the Board shall determine whether each student in each school has or will have before the end of the fiscal year sufficient textbooks and instructional materials in each subject consistent with the content and cycles of the state curriculum frameworks. The Board's determination shall be made in the form of a resolution.

The Board and Superintendent shall encourage participation by parents/guardians, teachers, interested community members and bargaining unit leaders at the above hearing. Ten days before the hearing, the Superintendent or designee shall post a notice containing the time, place and purpose of the hearing, in three public places.

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board, in conjunction with the Superintendent, shall:

1. Provide classroom teachers and the public the reasons for the insufficiency, and
2. Take action to ensure that the insufficiency is corrected within two years, using any of the following:
 - a. Funds available from categorical programs for textbooks and/or instructional materials, including funds appropriated in the annual Budget Act.
 - b. District funds that are in excess of the amount available for each student during the prior fiscal year to purchase textbooks and/or instructional materials.
 - c. Other funds available for textbooks and/or instructional materials.

The Superintendent or designee shall:

1. Assure the Superintendent of Public Instruction of compliance with the above requirements, and
2. Ensure that funds received through the Pupil Textbook and Instructional Materials Incentive Program:
 - a. Are used in compliance with Education Code 60119 and
 - b. Supplement any other state and local monies expended on textbooks and/or instructional materials.