**SENATE COMMITTEE ON EDUCATION**

**BACKGROUND INFORMATION REQUEST**

**2023-24**

You may download a copy of the background sheet from the Senate website at <https://sedn.senate.ca.gov/>.

**THIS FORM IS TO BE COMPLETED BY THE AUTHOR’S STAFF – NOT BY ADVOCATES. THIS FORM IS DUE WITHIN 48 HOURS OF REQUEST BY THE COMMITTEE.**

**This committee sets bills upon referral; there is often little time between referral and the bill hearing.**

**Bill #:**

**Author:**

**Sponsor:**

**List the name and all contact information (office, cell, etc.) for the person staffing this bill.**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name**

**Office Telephone #**

**Cell Phone #**

**Other**

A bill that is set for hearing cannot be analyzed until the background sheet is completed and received by committee staff. Pursuant to the committee’s rules, failure to submit the background sheet may result in the bill being pulled from the scheduled hearing; said pull will count against the author and the bill may be rescheduled for the last committee hearing.

Insufficient information will result in questions being raised in the analysis. It is your responsibility to ensure committee staff is provided with specific information that clearly details the problem in existing law, how the bill resolves the problem, and how the solution will be implemented.

The author’s office is responsible for ensuring that the committee’s minority consultant is provided with copies of the background request form, other background material, letters, and amendments. The minority consultant is Amanda Richie, who can be reached at 916-651-1501 and [amanda.richie@sen.ca.gov](mailto:amanda.richie@sen.ca.gov)

**RETURN THIS FORM ELECTRONICALLY TO** [irma.kam@sen.ca.gov](mailto:irma.kam@sen.ca.gov), [maria.velez@sen.ca.gov](mailto:maria.velez@sen.ca.gov), and the Minority Consultant at [amanda.richie@sen.ca.gov](mailto:amanda.richie@sen.ca.gov).

The Education Code is permissive, and as such, granting permission or authority, or encouraging schools and school districts to take specified action is unnecessary. The analysis for any such bill may include a comment about the bill being unnecessary. School districts have local autonomy and are governed by locally elected school boards. Intervention by the State should be reserved for the most severe situations that cannot be resolved locally.

1. Origin of the bill:

a. Who is the source of the bill? What person, organization, or governmental entity requested legislation (not necessarily the same as the sponsor)?

b. Has a similar bill been introduced before, either this session or a previous session of the legislature? If so, please identify the session, bill number and disposition of the bill.

2. Explanation of the problem the bill seeks to address:

a. State the specific problem, or deficiency in the present law, which the bill seeks to remedy. Please include references to sections of law or regulations. The lack of related law is not a sufficient response.

b. State the resources used to show this problem exists.

3. How the bill resolves the problem:

a. Describe how the bill addresses and resolves the problem.

b. List and describe the resources used to determine that the bill will resolve the problem.

c. List the entities/organizations/groups who were consulted about this solution, and whether those entities/organizations/groups agree with this solution.

4. Provide a statement from the author; this may be quoted, in whole or in part, in the committee’s analysis.

5. Cost estimate:

1. Provide an estimate of any costs or savings imposed by this bill on any state or local entity, and explain how this estimate was made (which entities/organizations/groups gave you that information).
2. What is the cost estimate given by the entities/organizations/groups that would administer/implement this bill?

6. Fact sheet and additional background materials:

1. Please also submit the fact sheet along with the completed background sheet.
2. Submit any background material in explanation of the bill, or state where such material is available for reference by committee staff. Any background material lengthier than 10 pages must be hand delivered (no emails) in hard copy form to the committee at 1021 O Street, Room 6740, and to the minority consultant at 1020 N Street, Room 234.

Author’s amendments

If you plan **any amendments to this bill prior to the hearing**, you must notify the committee **and** Republican Minority Staff **immediately.**

1. Do you plan to amend the bill? YES NO
2. **What are the specific amendments? Provide the draft amendments to committee staff** (what you submitted to Legislative Counsel).
3. **Do not wait** for the RN to be returned from Legislative Counsel; tell the committee staff what you are planning.
4. Committee staff may review draft amendments but will only analyze amendments that are in Legislative Counsel form.
5. The **deadline** to submit Legislative Counsel amendments to this committee is **no later than noon the Monday one week prior to the hearing date for the bill**.
6. Submit the amendments and author’s signature electronically to the consultant assigned to the bill, [maria.velez@sen.ca.gov](mailto:maria.velez@sen.ca.gov), **and** [amanda.richie@sen.ca.gov](mailto:amanda.richie@sen.ca.gov). Alternatively, you may submit the amendments in hard copy form with author’s signature on the original copy plus three copies without the signature.
7. An updated background sheet must be submitted with any substantive amendments.

Letters of support or opposition

* 1. Letters in support or opposition must be received **no later than noon on the Friday before the hearing.**
  2. Letters of **conditional support or opposition** (support if amended, oppose unless amended) **will not be listed on analyses.**
  3. Organizations and individuals are **strongly encouraged to submit position letters via the committee’s Portal** and avoid submitting letters via other means.
  4. **Letters from organizations must be on letterhead, and include a signature** in order to be listed in the committee analysis.
  5. Letters are to be directed to the Senate Education Committee (check the box in the Portal for Senate Education).
  6. **Letters from individuals** may be submitted via the committee’s email ([SEDN.Committee@senate.ca.gov](mailto:SEDN.Committee@senate.ca.gov)), in person, or via the United States mail.
  7. Letters emailed directly to staff **will not be listed on the analysis**.
  8. Letters that address multiple bills must be submitted for each bill referenced.
  9. Copies of letters **must be submitted to the Senate Minority Consultant** at [amanda.richie@sen.ca.gov](mailto:amanda.richie@sen.ca.gov).