



## **BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

### **MEETING OF THE BOARD OF TRUSTEES**

Black Oak Mine Unified School District will provide a safe learning environment that challenges all students to achieve academic, excellence, develop their creative potential, and acquire marketable, career, technical, and personal skills.

**April 10, 2014**

**Robert Williams, Ed.D., Superintendent**

**Board of Trustees**

**Joe Scroggins, President**

**Darcy Knight, Clerk**

**Jeff Shurtz**

**Steve DePue**

**Student Representative to the Board**

**MacKensie Clark**

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
6540 WENTWORTH SPRINGS ROAD  
GEORGETOWN, CALIFORNIA**

**Black Oak Mine Unified School District will provide a safe learning environment that challenges all students to achieve academic excellence, develop their creative potential, and acquire marketable, career, technical, and personal skills.**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

<b>DATE:</b>	<b>April 10, 2014</b>
<b>TIME:</b>	<b>5:30 P.M. (Closed) 7:00 P.M. (Open)</b>
<b>LOCATION:</b>	<b>6540 Wentworth Springs Road Georgetown, CA</b>

Visitors are always welcome at meetings of the Board of Trustees and their suggestions and comments are encouraged. Those wishing to address the Board may do so when the item on the agenda is taken up, prior to action being taken by the Board, or under "Communications". Pursuant to Board Bylaw 9323, at the time of Oral Communications, the Board President will ascertain if there is a need for a time limit and will advise the public. With Board consent, the President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. The agenda packet for this public meeting, as well as agenda documents distributed less than 72 hours prior to this meeting, are available for review at the Black Oak Mine Unified School District Office at the above address. If you are an individual with a disability and need an accommodation, please contact the District Office at 333-8300 at least 48 hours in advance. The Board meetings are taped by the District Office and the tape recordings are destroyed after 30 days.

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**AGENDA**

- 1.0 CALL TO ORDER - OPEN SESSION -5:30 P.M.
- 2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA
- 3.0 CLOSED SESSION TOPICS
  - The Board of Trustees will review matters pertaining to the following topics as necessary and will announce in public prior to going into Closed Session which topics will be considered in that Closed Session.
  - 3.1 Confidential Pupil Matter-Stipulated Expulsion Agreement-Student #1-13
  - 3.2 Confidential Pupil Matter-Stipulated Expulsion Agreement-Student #2-13
  - 3.3 Confidential Pupil Matter-Stipulated Expulsion Agreement-Student #3-13
  - 3.4 Public Employee Employment - Resignation, Nurse Specialist at Georgetown School
  - 3.5 Coordinator of Student Services Job Description & Salary Schedule
  - 3.6 Information Technology Technician - Job Description
  - 3.7 Short-Term Employment Action-Head Varsity Football Coach, Golden Sierra High School
  - 3.8 Conference with Dr. Robert Williams, District Labor Negotiator, Superintendent and Shelly King, Personnel Services Coordinator, Regarding Labor Negotiations the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660, Administration, Classified Management and Confidential Employees
  - 3.9 Public Employee Performance Evaluation - Superintendent
- 4.0 OPEN SESSION - 7:00 P.M.
  - The Board of Trustees will reconvene in open session.
- 5.0 DISCLOSURE OF ACTION TAKEN, IF ANY, IN CLOSED SESSION

6.0 PLEDGE OF ALLEGIANCE

7.0 ADOPTION OF THE AGENDA

The Board may act upon an item of business not appearing on the posted agenda if, first, the Board publicly identifies the item, and second, one of the following occurs:

- 7.1 The Board, by majority vote of the full Board, decides that an emergency exists, as defined in Govt. Code Section 54956.5;
- 7.2 Upon a decision by a 2/3 vote of the Board members present at the meeting, or if less than 2/3 of the Board members are present, a unanimous vote of those present decides, that there is a need to act immediately and that the need to take action came to the District's attention after the agenda was posted; or
- 7.3 The item was on the agenda of a prior meeting of the Board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

8.0 COMMUNICATIONS – 7:05 P.M.

8.1 Written Communications

- 8.2 Oral Communications – Members of the public may address the Board on any items of interest to the public that are within the subject matter jurisdiction of the Board, but are not on the agenda or are on the consent agenda. However, the Board shall not act upon, respond to, or comment on the merits of any item presented during the Oral Communications, although the Board may ask clarifying questions of the presenter or refer the presenter to a District procedure if appropriate. (Government Code Sections 54954.2 and 54954.3) This is also the time to address any items on the consent agenda.

9.0 RECOGNITIONS – 7:15 P. M.

Janet Harston and Drug Free Divide

10.0 STUDENT REPRESENTATIVE TO THE BOARD REPORT – 7:30 P.M.

11.0 B.O.M.T.A. REPORT – 7:35 P.M.

12.0 C.S.E.A. REPORT – 7:40 P.M.

13.0 SUPERINTENDENT'S REPORT – 7:45P.M.

14.0 INFORMATION & DISCUSSION – 8:10 P.M.

14.1 Divide Ready By 5 (Page 1)

EXPLANATION: Monica Woodall will share with the Board of Trustees what Divide Ready by 5 is doing in our community.

14.2 Annual Drug Communities Support Program (Drug Free Divide) Update (Page 3)

EXPLANATION: Drew Woodall, Director of Educational Services, will give an annual update to the Board of Trustees on Drug Free Divide.

14.3 Williams Complaint Policy Quarterly Report (Pages 5-6)

EXPLANATION: As required by Education Code 35186, the quarterly report of complaints received pursuant to the Williams Uniform Complaint Procedures is provided for the information of the Board of Trustees.

14.4 Prop 39: California Clean Energy Jobs Act Information Update (Pages 7-8)

EXPLANATION: Mark Koontz, Director of Facilities, Maintenance, Operations & Transportation, will give an update to the Board of Trustees on Prop 39: California Clean Energy Jobs Act plan for Black Oak Mine Unified School District.

14.5 Board Policy 6163.1 Library Media Centers (Pages 9-15)

EXPLANATION: The Board of Trustees will consider reviewing and revising Board Policy 6163.1 Library Media Centers.

14.6 Board Bylaw 9220 Governing Board Elections (Pages 17-22 )

EXPLANATION: The Board of Trustees will consider reviewing and revising Board Bylaw 9220 Governing Board Elections to reflect the new law (AB 241, 2012).

14.7 Board Vacancy Process Review (Pages 23-25 )

EXPLANATION: The board of Trustees will review and plan for the process of filling the Board of Trustees vacancy for Trustees Area I.

15.0 OLD BUSINESS - 8:35 P. M.

15.1 Board Policy 5131.2 Bullying (Pages 27-31)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to Board Policy 5131.2 Bullying.

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

15.2 Board Policy 3460 Financial Reports and Accountability (Pages 33-40)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to Board Policy 3460 Financial Reports and Accountability.

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

15.3 Board Policy 5145.3 Nondiscrimination-Harassment (Pages 41-45)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to Board Policy 5145.3 Nondiscrimination-Harassment.

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

16.0 CONSENT AGENDA - 8:50 P.M.

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

16.1 2014-15 El Dorado County Office of Education Services Agreement (Pages 47-49)

RECOMMENDATION: It is recommended that the Board of Trustees approve the El Dorado County Office of Education Services Agreement with the Black Oak Mine Unified School District.

16.2 Stipulated Expulsion Contract (Page 51 )

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Stipulated Expulsion Contract for Student #1-13 with placement at Divide High School.

16.3 Stipulated Expulsion Contract (Page 53)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Stipulated Expulsion Contract for Student #2-13 with placement at Charter Community School in Placerville.

16.4 Stipulated Expulsion Contract (Page 55)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Stipulated Expulsion Contract for Student #3-13 with placement at Independent Study-Black Oak Mine Unified School District.

16.5 Public Employee Employment-Resignation (Page 57)

RECOMMENDATION: It is recommended that the Board of Trustees accept the resignation from Sidney Cunningham, Nurse Specialist at Georgetown School.

16.6 Short-Term Employment Action (Pages 59-60)

RECOMMENDATION: It is recommended that the Board of Trustees approve the Short-Term Employment Action to employ Jeremy Nordby as the Head Varsity Football Coach for Golden Sierra High School.

16.7 Coordinator of Student Services Job Description (Pages 61-63)

RECOMMENDATION: It is recommended that the Board of Trustees approve the job description and salary schedule for the Coordinator of Student Services.

16.8 Information Technology Technician Job Description (Pages 65-66)

RECOMMENDATION: It is recommended that the Board of Trustees approve the job description for the Information Technology Technician.

16.9 Black Oak Mine Administrative Employees (Pages 67-72)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the compensation proposal for administrative employees retroactive to January 1, 2014.

16.10 Black Oak Mine Classified Management & Confidential Employees (Pages 73-78)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the compensation proposal for classified management and confidential employees retroactive to January 1, 2014.

16.11 Minutes Regular Board Meeting (Pages 79-82)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the minutes from the regular Board Meeting on March 13, 2014.

16.12 Purchase Orders, Warrants, Bids and Quotes (Page 83)

RECOMMENDATION: It is recommended that 2013-14 fiscal year Batch numbers 4084-4095 dated March 6 to 26, 2014 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, and Batch number 4043 dated March 6, 2014, for the ROP Fund, for a total of \$369,959.11 be approved.

16.13 Field Trip (Pages 85-86)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the overnight Field Trip for American River Charter School.

17.0 REPORTS OF THE BOARD OF TRUSTEES – 9:05 P.M.

18.0 FUTURE MEETINGS

Special meeting of the Board –Budget Study Session, is Thursday, May 1, 2014 at 7:00 P.M.  
Regular meeting of the Board is Thursday, May 22, 2014 at 7:00 P.M.

19.0 CLOSED SESSION

The Board will continue review of matters specified under agenda item 3.0 as required.

20.0 ADJOURNMENT



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.1 Divide Ready by 5

MEETING DATE: April 10, 2014

FROM: Monica Woodall, Kindergarten Teacher

EXPLANATION: Monica Woodall, will share with the Board of Trustees what Divide Ready by 5 is doing in our community.

BACKGROUND: Divide Ready by 5 is a community, collaborative group that works with our families and children ages 0-5 on the Divide. The focus of Divide Ready by 5 is "Children will be healthy and ready for school by age 5".



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.2 Drug Free Communities Support Program

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent  
Drew Woodall, Director of Educational Services

EXPLANATION: Drew Woodall will give an annual update to the Board of Trustees on Drug Free Divide (Drug Free Communities Support Program).

BACKGROUND: On September 10, 2009 the Board of Trustees accepted a five year grant in the amount of \$125,000.00 from the Drug Free Communities Support Program. This grant provides resources to deal with the continuing issues some of our students have with alcohol, tobacco, and other drug use. This grant allows the district to provide accessible, quality youth opportunities, strengthen school and community norms around underage use, and increase both the skills and commitment of community organizations and individuals to address youth substance use issues. We expect this to be an annual report to the board.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.3 Williams Uniform Complaint Procedures Policy Quarterly Report

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

EXPLANATION: As required by Education Code 35186, the quarterly report of complaints received pursuant to the Williams Uniform Complaint Procedures is provided for the information of the Board of Trustees.

BACKGROUND: Education Code Section 35186 requires the Superintendent provide a quarterly report to the Board and the County Superintendent of Schools regarding any complaints received pursuant to the Williams Uniform Complaint Procedures.

For the period January 1, 2014 through January 31, 2014 there are no complaints to report.

**Quarterly Report on Williams Uniform Complaints**  
[Education Code § 35186]

To: Jeremy M. Meyers, County Superintendent

District: BLACK OAK MINE UNIFIED SCHOOL DISTRICT

Person completing this form: Carla Koontz Title: Superintendent Secretary

Quarterly Report Submission Date:  
(check one)

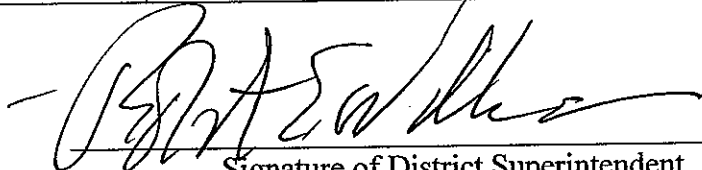
- ☒ April 2014  
☐ July 2014  
☐ October 2014  
☐ January 2015

Date for information to be reported publicly at governing board meeting: April 10, 2014

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

  
Signature of District Superintendent

3-31-2014

Date

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.4 Prop 39: California Clean Energy Jobs Act Information Update

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent  
Mark Koontz, Director of Facilities, Maintenance, Operations  
& Transportation

EXPLANATION: Mark Koontz will give an update to the Board of Trustees on Prop 39: California Clean Energy Jobs Act Plan for Black Oak Mine Unified School District.

BACKGROUND: California Clean Energy Jobs Act was created with the approval of Proposition 39 in the November 6, 2012, statewide general election. The statute made changes to the corporate income tax code and allocated projected revenue to the General Fund and the Clean Energy Job Creation Fund for five fiscal years, beginning with fiscal year 2013-14. Under the initiative, the Legislature is to make approximately \$550 million available each such year for eligible projects to improve energy efficiency and expand clean energy generation.

The California Energy Commission was required to develop the Proposition 39: California Clean Energy Jobs Act – 2013 Program Implementation (“Proposition 39 Program”) Guidelines in accordance with Proposition 39 and Senate Bill 73, and in consultation with the State Superintendent of Public Instruction, the Chancellor of the California Community Colleges, and the California Public Utilities Commission. These Guidelines define how the State of California intends to implement the Proposition 39 Program. The Guidelines provide direction to potential applicants on the types of awards and required proposals or plans, explain screening and evaluation criteria, describe the standards to be used to evaluate project proposals, and outline the award process.

### California Energy Commission Requirements (CEC) Proposition 39 Project Steps

1. Select partner through competitive RFQ (Request for Qualifications). District releases RFQ through standard District process.  
(IE: Bay Area & Sacramento Builder's Exchange, Local Agencies, Prior Vendor List)

Time Line: Released: March 31, 2014 and Due: April 18, 2014

2. Utility data release and authorization (all schools and facilities)  
District to release information to PG&E and LP providers

Time Line: District Office to complete by April 18, 2014

3. Benchmarking or Energy Rating System (Energy Usage Intensity-EUI determination)  
(Utilize Aircon Energy Preliminary Report for foundation benchmarking.

Time Line: Preliminary List completed March 1, 2014

Revised Updated List completed April 18, 2014

Eligible energy project prioritization (11 factors, See CEC Prop 39 Guidelines)

Developed by selected Energy Services Company-ESCO

Time Line: completed by April 28, 2014

4. Sequencing of facility improvements (loading order)  
Developed by selected ESCO and District Energy Manager

Time Line: Completed by April 30, 2014

5. Eligible energy measure identification (3 methods)  
Developed by selected ESCO.

Time Line: Completed in conjunction with step 5 April 30, 2014

6. Cost-effectiveness determination (SIR =1.05)  
Developed by selected ESCO.

Time Line: Completed in conjunction with step 5 & 6 April 30, 2014

7. Complete and submit an Energy Expenditure Plan (Annual or Multi-Year)  
Submitted by District to CEC (with possible financing plan for completion)

Time Line: May 12 to May 26, 2014

8. Receive funding approval from CEC and contract with ESCO  
(Information on finance agreement if multiyear bundle) PG&E (0%) on bill financing or alternatives.

Time Line: Possible financing program and multiyear program submitted to Board at May Meeting for review.  
Approval at June Board meeting

9. Implement project  
Under direction of District Energy Manager begin retrofit of HVAC and lighting systems 1<sup>st</sup> Year projects.

Time Line: June 30, 2014 (begin 1<sup>st</sup> year projects) some of the 5 year project priorities may be bundled into two year reporting cycles (depends on annual or multi-year application approval).

10. Tracking and reporting District/ESCO (Annually)

Must be complete 12-15 months after completion of each project.

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.5 Board Policy 6163.1 Library Media Centers

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

EXPLANATION: The Board of Trustees will consider reviewing and revising Board Policy 6163.1 Library Media Centers.

BACKGROUND: This policy has been updated to reflect the new Title 5 Regulations (Register 2013, No. 3) which revise the authorized duties of credentialed teacher librarians and add a new special class authorization for departmentalized instruction in information literacy, digital literacy, and digital citizenship. The policy also deletes references to the use of Instructional Materials Funding Realignment Program funds for the purchase of classroom library materials, as that program was repealed by new law (AB 1246, 2012). The policy references a State Board of Education document identifying alignment of library instruction standards with Common Core State Standards and expands material on program evaluation.

Board members that have suggestions for changes should contact Dr. Williams by April 30, 2014.

**LIBRARY MEDIA CENTERS**

The Board of Trustees recognizes that school library-media centers **[libraries]** support the educational program by providing access to a variety of informational **[and supplemental]** resources **[that can help raise the academic achievement of all students]**. ~~The Board desires to provide~~ **[To the extent that funding is available,]** school libraries **[shall be stocked]** with up-to-date books, reference materials, and electronic information resources necessary to promote literacy, support students in achieving academic standards, and prepare students to become lifelong learners.

*(cf. 0440 - District Technology Plan)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6163.4 - Student Use of Technology)*  
*(cf. 7110 - Facilities Master Plan)*

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and weekends **[Saturdays]**. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

**Staffing**

To staff school libraries, the Board may appoint**[employ]** one or more teacher librarians who possess an appropriate credential**[s]** issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868 **[; 5 CCR 80024.6, 80053]**)

*(cf. 4112.2 - Certification)*  
*(cf. 4113 - Assignment)*

~~Any teacher librarian employed by the district shall be authorized to perform the following duties:~~

**[The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential; 5 CCR 80053, 80053.1)]**

1. Instruct students in **[accessing, evaluating, using and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship]** ~~the choice and use of library materials and technology~~
2. Plan and coordinate school library programs with the district's instructional programs **[through collaboration with teachers]**
3. Select materials for school and district libraries

## **LIBRARY MEDIA CENTERS**

- [4. Develop and deliver staff development programs for school library services]**
5. Coordinate or supervise library programs at the **[school or]** district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4222 - Teachers Aides/Paraprofessionals)*

### **~~Library Plan~~—~~[District Plan]~~**

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)

*(cf. 0420 - School Plans/Site Councils)*

In developing the districtwide plan, the Superintendent or designee is encouraged to consult with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate.

The districtwide library plan shall describe the district's vision and goals for district libraries and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

**[The districtwide library plan shall be regularly reviewed and updated.]**

### **Classroom Libraries for Grades K-4**

When state funding is available for classroom library materials in grades K-4, the Superintendent or designee shall develop, for certification by the Board, a districtwide

## LIBRARY MEDIA CENTERS (continued)

classroom library plan for grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242, 60422)

*[cf. 5125.2 – Withholding Grades, Diploma or Transcripts)]*  
*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

The districtwide library plan developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.

The Superintendent or designee is encouraged to consult with primary grade teachers and teacher librarians employed by the district and/or county office of education in the development of the K-4 classroom library plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336 **[California Department of Education (CDE).]**

### Selection and Evaluation of School Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

**[Library materials shall be evaluated and selected in accordance with law, Board policy, and administrative regulation through a selection process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.]**

*(cf. 6144 - Controversial Issues)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*

Library materials should be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced.

~~Teacher librarians shall evaluate and select materials in accordance with law, Board policy, and administrative regulation and shall use professional selection aids and standards. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.~~

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

*[cf. 1260 – Educational Foundation)]*  
*(cf. 3290 - Gifts, Grants and Bequests)*

## **LIBRARY MEDIA CENTERS (continued)**

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

### **Fees**

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

*(cf. 3260 - Fees and Charges)*

No charge shall be assessed for the late return of materials.

### **Library Instruction**

Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 6141 - Curriculum Development and Evaluation)*

**LIBRARY MEDIA CENTERS (continued)**

**Reports—[Program Evaluation]**

**[The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum;**

- 1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day**
- 2. The process and frequency by which students are allowed to check out library materials**
- 3. Staffing levels, qualifications, and number of hours worked**
- 4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year**
- 5. Any special programs offered at the school to encourage reading and/or library use**
- 6. The adequacy of the facility space and equipment designated for the school library**
- 7. Sources(s) and adequacy of funding for school libraries]**

The district shall, on or before August 31 each year, report to the CDE; on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

*Legal Reference: (see next page)*

**LIBRARY MEDIA CENTERS (continued)***Legal Reference:*EDUCATION CODE

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18203 School libraries

18300-18571 Union high school district/unified school district library district

19335-19336 Reading Initiative Program; recommended books

[35021 Volunteer aides]

41570-41573 School and Library Improvement Block Grant

42605 Tier 3 categorical flexibility

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

60119 Sufficiency of textbooks and instructional materials, public hearing

60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials

60420-60424 Instructional Materials Funding Realignment Program

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

18181 Districtwide library plan

52012 Establishment of school site council

52014-52015 School plans

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

[80023-80023.2 Emergency permits, general requirements][80024.6 Emergency teacher librarian services permit][80026-80026.6 Emergency permits]

80053]-80053.1 Teacher librarian services credential [Library media service teaching credential

UNITED STATES CODE, TITLE 20

6383 Improving Literacy Through School Libraries grant program

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS[Examples of Model] School Library Program Standards, [for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012] September 2010School Library Standards for Students, September 2010Check It Out! Assessing School Library Media Programs, 1998[Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)][Looking at the School Library: An Evaluation Tool, 2003]Recommended Literature: Kindergarten Through Grade TwelveCALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONSStandards and Guidelines for Strong School Libraries, 2004WEB SITESAmerican Library Association: <http://www.ala.org>[American Association of School Libraries: <http://www.ala.org/aasl>]California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>California Library Association: <http://www.cla-net.org>California School Library Association: <http://www.csla.net>

Policy

adopted: October 11, 2012

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**  
Georgetown, California



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.6 Board Bylaw 9220 Governing Board Elections

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

EXPLANATION: The Board of Trustees will consider reviewing and revising Board Bylaw 9220 Governing Board Elections.

BACKGROUND: This bylaw has been updated to reflect the new law (AB 2410, 2012) which provides that a person is ineligible to hold public office if he/she has been convicted of a felony involving bribery, offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any of these crimes. The bylaw also adds a section which addresses the method of electing board members (i.e., at-large election but candidate resides in trustee area) and reflects the California Voting rights Act which prohibits the use of the at-large voting method when its use prevents members of a protected class (voters of a minority race, color, or language group) from being elected to the board.

Board members that have suggestions for changes should contact Dr. Williams by April 30, 2014.

**GOVERNING BOARD ELECTIONS**

Any person is eligible to be a Board of Trustees member, without further qualifications, if he/she is 18 years of age or older, a citizen of **[California]** ~~the state~~, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. **[Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law of the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law.]** (Education Code 35107, **[Elections Code 20])**)

A district employee elected to the Board shall resign his/her position before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

*(cf. 9224 - Oath of Affirmation)*  
*(cf. 9270 - Conflict of Interest)*

**[To reduce costs associated with conducting elections,]** ~~Whenever possible, the Board shall~~ **[may]** consolidate Board elections with the local municipal or statewide primary or general election. Board election procedures shall be conducted in accordance with state and federal law.

*(cf. 9110 - Terms of Office)*

**[Electing Board Members]**

**[Each Board member shall reside within the trustee area that he/she represents but shall be elected by all voters in the district.]**

**[To ensure ongoing compliance with the California and federal Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.]**

**[If the Board determines that a change is necessary, it shall adopt a resolution at an open meeting specifying the change(s) and shall, in accordance with Education Code 5019 or other applicable provisions of law, obtain approval from the county committee on school district organization having jurisdiction over the district.]**

*[(cf. 9320 - Meeting and Notices)]*

**GOVERNING BOARD ELECTIONS (continued)****Campaign Conduct**

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 9005 - Governance Standards)*

**Statement of Qualifications**

The district shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

On the 125<sup>th</sup> day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

*(cf. 9223 - Filling Vacancies)*

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

**Tie Votes in Board Member Elections**

Before each election, the Board shall establish whether a potential tie is to be resolved by lot or with a runoff election. (Education Code 5016)

After an election for which the Board has decided to resolve a tie by lot, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

**GOVERNING BOARD ELECTIONS (continued)**

After an election for which the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

*Legal Reference: (see next page)*

DRAFT

## GOVERNING BOARD ELECTIONS (continued)

### *Legal Reference:*

#### EDUCATION CODE

**[1000 Composition, and trustee area, county board of education]**

1006 Qualifications for holding office, county board of education

5000-5033 Elections

5220-5231 Elections

5300-5304 General provisions (conduct of elections)

5320-5329 Order and call of elections

5340-5345 Consolidation of elections

5360-5363 Election notice

5380 Compensation (of election officer)

5390 Qualifications of voters

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions

7054 Use of district property

35107 Eligibility; school district employees

35177 Campaign expenditures or contributions

35239 Compensation of governing board member of districts with less than 70 ADA

#### ELECTIONS CODE

**[20 Public office eligibility]**

1302 Local elections, school district election

2201 Grounds for cancellation

4000-4004 Elections conducted wholly by mail

10400-10418 Consolidation of elections

10509 Notice of election by secretary

10600-10604 School district elections

13307 Candidate's statement

13309 Candidate's statement, indigence

**[14025-14032 California Voting Rights Act]**

20440 Code of Fair Campaign Practices

#### GOVERNMENT CODE

1021 Conviction of crime

1097 Illegal participation in public contract

12940 Nondiscrimination, Fair Employment and Housing Act

81000-91014 Political Reform Act

#### PENAL CODE

68 Bribes

74 Acceptance of gratuity

424 Embezzlement and falsification of accounts by public officers

661 Removal for neglect or violation of official duty

#### CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications

Article 7, Section 7 Conflicting offices

Article 7, Section 8 Disqualification from office

**[UNITED STATES CODE, TITLE 42]**

**[1973-1973AA-6 Voting Rights Act]**

## GOVERNING BOARD ELECTIONS (continued)

*Legal Reference: (continued)*

### COURT DECISIONS

*[Rey v. Madera Unified School District (2012) 138 Cal.Rptr. 3d 192]*

*Randall v. Sorrell, (2006) 126 S.Ct. 2479*

*[Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d. 821]*

*[Dusch v. Davis, (1967) 387 U.S. 112]*

### ATTORNEY GENERAL OPINIONS

*85 Ops. Cal. Atty. Gen. 49 (2002)*

*83 Ops. Cal. Atty. Gen. 181 (2000)*

*81 Ops. Cal. Atty. Gen. 98 (1998)*

*69 Ops. Cal. Atty. Gen. 290 (1986)*

*Management Resources:*

### WEB SITES

*[CSBA: <http://www.csba.org>]*

*California Secretary of State's Office: <http://www.ss.ca.gov>*

*Fair Political Practices Commission: <http://www.fppc.ca.gov>*

*Institute for Local Self Government: <http://www.ca-ilg.org/>*

Bylaw  
adopted: October 11, 2012

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**  
Georgetown, California

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.7 Board Vacancy Process Review

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

EXPLANATION: The Board of Trustees will review and plan for the process of filling the Board of Trustees vacancy for Trustees Area I.

BACKGROUND: This Board Member vacancy runs through the November 13 board meeting and covers Trustees Area 1 (Georgetown, Kelsey, Garden Valley, Volcanoville and some areas of Greenwood).

BOARD MEMBER VACANCY  
APPOINTMENT PROCESS OPTIONS

**Interviews, discussion of candidates and voting have to take place in open session.**

Bring all candidates in and explain the process (number of questions, time allotment, etc). Ask the candidates if out of courtesy and fairness they will step out of the room while the other candidates are interviewing. The reasoning behind this is that each candidate will hear the questions for the first time when they interview. (Candidates, however, ARE NOT *required* to leave the room—it is up to them.)

After all interviews are complete the candidates are invited back into the room where there is discussion and appointment.

**PROCESS DISCUSSION AND APPOINTMENT**

- Each Board member, without discussion, rank each candidate
- Discuss the ranking/pros and cons of each candidate
- Normal motion process and vote

The first time a majority vote is reached with a quorum on a given candidate, that candidate becomes the appointed member.

## **INTERVIEW PROCESS**

Give the following directions to all candidates –

You will each have 2 minutes for an opening statement. Your statement should include a brief background of your experience that would make you a strong candidate for appointment to this Board of Trustees and three improvements this District could make. After opening statements candidates will be asked four questions.

In order to be fair to all candidates, we are going to ask you to leave the Board Room while other candidates are interviewing. This way all candidates hear the questions for the first time during their interview. After all the interviews are complete you will be asked to return to the Board Room where ranking, discussion and voting will take place.

By law, you do not have to leave the room if you do not want to but we are asking this out of fairness to all candidates.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.1 Board Policy 5131.2 Bullying

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to Board Policy 5131.2 Bullying.

BACKGROUND: This Board policy was updated to ensure compliance with California Department of Education's decision that uniform complaint procedures must be used to receive and investigate student complaints involving discrimination, harassment, intimidation, and bullying based on the characteristics covered within Education Code 234.1.

**BULLYING**

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

*(cf. 5131 - Conduct)*

*(cf. 5136 - Gangs)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

*(cf. 5145.2 - Freedom of Speech/Expression)*

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 6020 - Parent Involvement)*

**Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

*(cf. 5137 - Positive School Climate)*

*(cf. 6164.2 - Guidance/Counseling Services)*

**BULLYING (continued)**

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

*(cf. 6163.4 - Student Use of Technology)*  
*(cf. 6142.8 - Comprehensive Health Education)*  
*(cf. 6142.94 - History-Social Science Instruction)*

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

**Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

**Complaints and Investigation**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with **the district's uniform complain procedures specified in AR 1312.3 – Uniform Compliant Procedures.**

**(cf. 1312.3 Uniform Complaint Procedures)**

**BULLYING** (continued)

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

**When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee also shall file a request with the networking site or service to have the material removed.**

**Discipline**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

*Legal Reference: (see next page)*

## BULLYING (continued)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

#### PENAL CODE

647 Use of camera or other instrument to invade person's privacy: misdemeanor

647.7 Use of camera or other instrument to invade person's privacy: punishment

653.2 Electronic communication devices, threats to safety

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

#### COURT DECISIONS

*J.C. v. Beverly Hills Unified School District*, (2010) 711 F.Supp.2d 1094

*Lavine v. Blaine School District*, (2002) 279 F.3d 719

### Management Resources:

#### CSBA PUBLICATIONS

*Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success*, 2011

*Providing a Safe, Nondiscriminatory School Environment for All Students*, Policy Brief, April 2010

*Cyber bullying: Policy Considerations for Boards*, Policy Brief, July 2007

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve*, 2008

*Bullying at School*, 2003

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Dear Colleague Letter: Harassment and Bullying*, October 2010

#### WEB SITES

CSBA: <http://www.csba.org>

California Cyber safety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy

adopted: October 11, 2012

Revised: March 13, 2014

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

Georgetown, California



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.2 Board Policy 3460 Financial Reports and Accountability

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to Board Policy 3460 Financial Reports and Accountability.

BACKGROUND: Board Policy 3460 Financial Reports and Accountability was updated to reflect the new law (AB 2662, 2012) which gives the County Superintendent of Schools the authority, upon receipt of a district's interim fiscal report, to change the district's qualified certification to a negative certification. The Board Policy now includes material formerly found in the Administrative Regulation which refers to Board actions regarding the statement of unaudited actual receipts and expenditures, Gann appropriations limit resolution, interim reports, and audit reports. The Administrative Regulation was updated to reflect current law regarding restoration of the reserve threshold and to add material regarding submission of audit report pertaining to federal funds to the federal Office of Management and Budget.

## FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Trustees is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

*(cf. 3100 - Budget)*

*(cf. 3110 - Transfer of Funds)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3430 - Investing)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 9000 - Role of the Board)*

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

*(cf. 3400 - Management of District Assets/Accounts)*

**FINANCIAL REPORTS AND ACCOUNTABILITY (continued)**

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.  
(cf. 1340 – Access to District Records)

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

**Unaudited Actual Receipts and Expenditures**

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

**Gann Appropriations Limit Resolution**

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

(cf. 9322 - Agenda/Meeting Materials)

**Interim Reports/Certification of Ability to Meet Fiscal Obligations**

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

**FINANCIAL REPORTS AND ACCOUNTABILITY**

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation. (Education Code 42637)

## **FINANCIAL REPORTS AND ACCOUNTABILITY**

### **Audit Report**

Pursuant to Education Code 41020, if the district has a disapproved budget, has received a negative certification on any budget or interim fiscal report during the current fiscal year or either of the two preceding fiscal years, or has otherwise been determined by the County Superintendent to have a lack of going concern, any contract the district enters into for auditing services must be approved by the County Superintendent.

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

### **Audit Committee**

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5

**FINANCIAL REPORTS AND ACCOUNTABILITY**

- 2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit**
- 3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses**
- 4. Participate with the independent auditor in presenting the audit report to the Board**
- 5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting**
- 6. Provide input on the effectiveness of the independent auditor**
- 7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems**

*Legal Reference: (see next page)*

**DRAFT**

**FINANCIAL REPORTS AND ACCOUNTABILITY (continued)***Legal Reference:*EDUCATION CODE

1240 Duties of County superintendent of schools  
 14500-14508 Financial and compliance audits  
 17150-17150.1 Public disclosure of non-voter-approved debt  
 17170-17199.5 California School Finance Authority  
 33127 Standards and criteria for local budgets and expenditures  
 33128 Standards and criteria; inclusions  
 33129 Standards and criteria; use by local agencies  
 35035 Powers and duties of superintendent  
 41010-41023 Accounting system  
 41326 Emergency apportionment  
 41344 Repayment of apportionment significant audit exceptions  
 41344.1 Appeals of audit findings  
 41455 Examination of financial problems of local districts  
 42100-42105 Requirement to prepare and file annual statement  
 42120-42129 Budget requirements  
 42130-42134 Financial reports and certifications  
 42140-42142 Public disclosure of fiscal obligations  
 42637 County Superintendent review of district's financial and budgetary conditions  
 42652 Revocation or suspension of warrant authority  
 48300-48316 Student attendance alternatives

GOVERNMENT CODE

3540.2 School district; qualified or negative certification; proposed agreement review and comment  
 7900-7914 Appropriations limit  
 16429.1 Local agency investment fund  
 53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure  
 15070 Submission of reports using standardized account code structure  
 15440-15451 Criteria and standards for school district budgets  
 15453-15464 Criteria and standards for school district interim reports  
 19810-19816.1 Audits

UNITED STATES CODE, TITLE 31

7501-7507 Single audits of federal program funds

*Management Resources:*CSBA PUBLICATIONS

*Maximizing School Board Governance: Fiscal Accountability*, 2006

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

*New Financial Reporting Requirements for Postemployment Benefits Other than Pensions*, February 26, 2007

*Audit Resolution Process: Repayment Plan*, December 8, 2000s

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

*Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation*, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

*Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions*, March 2009

*Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions*, June 2004

*Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments*, June 1999

*Management Resources continued: (see next page)*

## FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

### *Management Resources: (continued)*

U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Government Auditing Standards, 2011

Financial Audit Manual, revised 2008

U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

A-133 Audits of States, Local Governments, and Non-Profit Organizations

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

California County Superintendents Educational Services Association: <http://www.cesesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accounting Office: <http://www.gao.gov>

U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

Policy

adopted: August 11, 2011

reviewed: March 13, 2014

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**  
Georgetown, California

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.3 Board Policy 5145.3 Nondiscrimination - Harassment

MEETING DATE: April 11, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to Board Policy 5145.3, Nondiscrimination - Harassment.

BACKGROUND: This Board Policy was updated to ensure compliance with California Department of Education's decision that uniform complaint procedures must be used to receive and investigate student complaints involving discrimination, harassment, intimidation, and bullying based on the characteristics covered within Education Code 234.1.

**NONDISCRIMINATION/HARASSMENT**

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

**This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)**

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

**NONDISCRIMINATION/HARASSMENT (continued)**

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 – Uniform Complaint Procedures)  
 (cf. 1330 – Use of Facilities)  
 (cf. 4131 – Staff Development)  
 (cf. 4231 – Staff Development)  
 (cf. 4331 – Staff Development)  
 (cf. 6145 – Extracurricular and Curricular Activities)  
 (cf. 6145.2 – Athletic Competition)  
 (cf. 6164.2 – Guidance/Counseling Services)

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action up to and including dismissal.

(cf. 4118 – Suspension/Disciplinary Action)  
 (cf. 4149.21/4219.21/4319.21 – Professional Standards)  
 (cf. 4218 – Dismissal/Suspension/Disciplinary Action)  
 (cf. 5144 – Discipline)  
 (cf. 5144.1 – Suspension and Expulsion/Due Process)  
 (cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))  
 (cf. 5145.2 – Freedom of Speech/Expression)

## NONDISCRIMINATION/HARASSMENT (continued)

### *Legal Reference:*

#### EDUCATION CODE

200-262.4 Prohibition of discrimination  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
48904 Liability of parent/guardian for willful student misconduct  
48907 Student exercise of free expression  
48950 Freedom of speech  
48985 Translation of notices  
49020-49023 Athletic programs  
51500 Prohibited instruction or activity  
51501 Prohibited means of instruction  
60044 Prohibited instructional materials

#### CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

#### PENAL CODE

422.55 Definition of hate crime  
422.6 Crimes, harassment

#### CODE OF REGULATIONS, TITLE 5

##### **432 Student Record**

4600-4687 Uniform Complaint Procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

#### UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

#### UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

#### CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex

#### COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

*Management Resources: (see next page)*

## NONDISCRIMINATION/HARASSMENT (continued)

### Management Resources:

#### CSBA PUBLICATIONS

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender--  
Nonconforming Students, Policy Brief, February 2014*

*Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27,  
2013*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

#### FIRST AMENDMENT CENTER PUBLICATIONS

*Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common  
Ground, 2006*

#### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

*Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004*

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Dear Colleague Letter: Harassment and Bullying, October 2010*

*Notice of Non-Discrimination, January 1999*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendment.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy  
adopted: October 11, 2012  
revised: March 13, 2014

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**  
Georgetown, California



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.1 2014-15 El Dorado County Office of Education Services Agreement

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent  
Roslynne Manansala-Smith, Chief Fiscal Officer

RECOMMENDATION: It is recommended that the Board of Trustees approve the agreement with El Dorado County School Services for the Black Oak Mine Unified School District.

BACKGROUND: The District annually contracts for specific services provided by the El Dorado County Office of Education. The contract is always included as a statement in the Budget Assumptions document, with an estimated dollar amount. The County, however, is asking that the Board approve the agreement in a separate action.

**EL DORADO COUNTY OFFICE OF EDUCATION  
AGREEMENT FOR COUNTY SCHOOL SERVICES TO SCHOOL DISTRICTS  
BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
FISCAL YEAR 2014/15**

The Governing Board of the BLACK OAK MINE UNIFIED SCHOOL DISTRICT, El Dorado County, hereinafter referred to as "DISTRICT", hereby agrees with the El Dorado County Office of Education, hereinafter referred to as "SUPERINTENDENT", to participate in contract services as follows:

**PART 1**

Contract Items	(I) Estimated as noted	(II) CBEDS or Other basis	(III) Rate	(IV) Final Cost unless otherwise noted	(V) Enter from Col. III	(VI) Prior Year (info. only)
<b>Fixed amount contract items not subject to change January Contract Billing</b>						
<b>A. PUPIL SERVICES</b>						
A1 Psychologist Services		Days	\$ 551.18	\$ -	\$ -	\$ -
A2 Nurse Services		Days	\$ 450.07	\$ -	\$ -	\$ -
A3 Nurse Coordinator/LVN		Days	\$ 438.78	\$ -	\$ -	\$ -
	1,362	CBEDS	\$ 1.37	\$ 1,866	\$ 1,866	\$ 1,889
<b>B. COURIER SERVICES (Attachment B)</b>						
	1,362	CBEDS	\$ 0.2325	\$ 317	\$ 317	\$ 328
<b>C. SELPA IEP SOFTWARE (Attachment C)</b>						
<b>D. INTENTIONALLY LEFT BLANK</b>						
<b>E. EMERGENCY SERVICES SOFTWARE (Attachment E)</b>		CBEDS +base	\$ 0.1352	\$ 241	\$ 241	\$ 235
<b>F1. SUB TEACHER CALLING (Attachment F1)</b>	79.40	Tch FTE	\$ 68.64	\$ 5,450	\$ 5,450	\$ 5,091
<b>F2. CLASSIFIED SUB POOL (Attachment F2)</b>	1,362	CBEDS	\$ 0.72	\$ 981	\$ 981	\$ 994
<b>G. DOCUMENT TRACKING SYSTEM (Attachment G)</b>	1	# Licenses	\$ 195.00	\$ 195	\$ 195	\$ -
<b>H. ACADEMIC DECATHLON (Attachment H)</b>	-	# Sites	\$ 1,339.00	\$ -	\$ -	\$ -
<b>I. SPORTS LEAGUE COMMISSIONER (Attachment I)</b>	1	# Schls	\$ 566.50	\$ 567	\$ 567	\$ 550
<b>J. INTENTIONALLY LEFT BLANK</b>						
<b>K. INTENTIONALLY LEFT BLANK</b>						
<b>L1. INTENTIONALLY LEFT BLANK</b>						
<b>L2. INTENTIONALLY LEFT BLANK</b>						
<b>L3. AERIES HOSTED SERVICES (Attachment L3) FIRST YEAR FEE INITIAL SITE</b>		Per School	\$ 1,500.00	\$ -	\$ -	\$ -
<b>AERIES HOSTED SERVICES (Attachment L3) ANNUAL RENEWAL/ADDITIONAL SITES</b>		Per School	\$ 1,500.00	\$ -	\$ -	\$ -
<b>M. WIDE AREA NETWORK (Attachment M)</b>		Formula	\$ 46,220.00	\$ 2,916	\$ 2,916	\$ 2,916
<b>N. QSS MAINFRAME COMPUTER SUPPORT (Attachment N)</b>		Formula	\$ 320,000.00	\$ 15,755	\$ 15,755	\$ 13,501
<b>O1. INTERNET CONTENT FILTERING (Attachment O1)</b>		In negotiation	\$ 3.20	\$ 1,456	\$ 1,456	\$ 1,456
<b>O2. VIRUS PROTECTION SOFTWARE (Attachment O2)</b>	430.00	# Seats	\$ 2.60	\$ 1,118	\$ 1,118	\$ 1,118
<b>O4. MICROSOFT CAMSA LICENSING (Attachment O4)</b>	90.84	Tch FTE	\$ 34.30	\$ 3,116	\$ 3,116	\$ 3,116

<b>P. HEALTH TESTING SERVICES</b>						
P1 Vision (Attachment P1)	(Estimated) 563	# Kids	\$ 3.23	\$ 1,818	\$ 1,818	\$ 2,293
P2 Hearing (Attachment P2)	(Estimated) 482	# Kids	\$ 3.32	\$ 1,600	\$ 1,600	\$ 1,838
<b>Q. TIMBER COALITION SERVICE</b>	(Estimated) 1,362	CBEDS	\$ 0.1300	\$ 177	\$ 177	not avail
<b>R. OSHA MANDATED FEDERAL POSTERS</b>	(Estimated) 10	# Sets	\$ 35.00	\$ 350	\$ 350	\$ 350

<b>S. CDT RANDOM DRUG &amp; ALCOHOL TESTING SERVICES</b> (Blended drug/alcohol rate for estimating purposes only)	(Estimated) 20	Participant Days/Year	\$ 48.65	\$ 973	\$ 973	
<b>T. SPECIAL EDUCATION TRANSPORTATION</b>	(Estimated) 180	Hours/Day	\$ 54.77	\$ -		
<b>U. SPECIAL EDUCATION ONE-ON-ONE CLASSROOM ASSISTANTS</b>	(Estimated) 180	Hours/Day	\$ 27.82	\$ -		
<b>V. DEVELOPER FEE SERVICES (Attachment V)</b>	(Estimated) 46,388	Fee Revenue	3.00%	\$ 1,392	\$ 1,392	
<b>W. DISTRICT COMPUTER TECHNICIAN (Attachment W)</b>	Hrs per Wk 5	Average Hours/Day	Times Annual Billable Days	Equals Billable Hours		
<b>X. SPECIAL EDUCATION ONE-ON-ONE LVN (Attachment X)</b>	(Estimated) Hours		\$ 40.58	\$ -		
<b>Y IDENTIFICATION BADGES (Attachment Y &amp; Y-1)</b>	(Estimated) # of Badges		\$ 0.75	\$ -		
<b>Y-1 IDENTIFICATION BADGES W/ LANYARD (Attachment Y &amp; Y-1)</b>	(Estimated) # of Badges		\$ 2.25	\$ -		

Services are to be provided by and under the direction of the Superintendent and shall be rendered to the District in the same manner and with the same rights and privileges as are extended to all other school districts participating in the same or

Please sign below for Part I services. In full payment thereof, the Superintendent is hereby authorized to transfer from the General Fund or other appropriate funds of the District to the County School Service Fund maintained by the Superintendent before the close of any school year during which this agreement is valid, an amount equal to the total contract obligations determined above, invoiced items excluded. The Superintendent shall promptly notify the District of the date and amount of each transfer.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

By: Robert Williams, Ed.D., Superintendent Date: 4-1-14

EL DORADO COUNTY OFFICE OF EDUCATION

By: Robbie Montalbano, Associate Superintendent Date: 4-1-14

**PLEASE BE SURE TO SEE NEXT PAGE!**

EL DORADO COUNTY OFFICE OF EDUCATION  
 AGREEMENT FOR COUNTY SCHOOL SERVICES TO SCHOOL DISTRICTS  
 BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
 FISCAL YEAR 2014/15

**PART 2**

NON-CONTRACT HOURLY OR OTHER COSTS BASED ON ACTUAL SERVICES USED:  
 Hours estimated are used for County Office of Education planning purposes only

1. Video Production Support (Attachment 2-1)

Hours x \$ 58.77 = \$ -

2. Wan/Lan/Network Administration (in addition to Page 1 items )(Attachment Part 2-2)

Hours x \$ 73.89 = \$ -

Services are to be provided by and under the direction of the Superintendent and shall be rendered to the District in the same manner and with the same rights and privileges as are extended to all other school districts participating in the same or similar services rendered by the Superintendent except as may be further defined or limited as follows (write in any special requests or provisions desired):

**Please sign below for Part 2 services.** The Superintendent is hereby authorized to invoice for services provided above which are delivered on an "as needed" basis. All amounts are due and payable within thirty days from the date of invoice.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

EL DORADO COUNTY OFFICE OF EDUCATION

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Robert Williams, Ed.D., Superintendent

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Robbie Montalbano, Associate Superintendent

**PART 3**

**DIRECT SERVICE DISTRICTS ONLY:**

1. ANTICIPATED DISTRICT DIRECT SERVICE FUNDS AVAILABLE (ATTACHMENT 3-1)

Psychologist Services

Any days of service requested in excess of Direct Service Funds available should be listed on Page 1, Part 1, Section A.

days x \$ 535.13 = \$ -  \$ -

Nurse Services

days x \$ 436.96 = \$ -  \$ -

TOTAL Psychologist and Nurse Service costs

\$ -  \$ -

Balance (To be used for District Curriculum Services/Support.) Purchase Orders will be issued and districts will invoice COE for qualifying services.

\$ 68,556  \$ 70,295

**Please sign below for Part 3 services.** In full payment therefore, the Superintendent is hereby authorized to transfer from the District Direct Service Allocation an amount equal to the total contract obligations determined above. Any Direct Service Allocations unused by the services above will be made available to the District upon invoice for qualifying expenses as authorized by the Deputy Superintendent, Instructional Services.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

EL DORADO COUNTY OFFICE OF EDUCATION

By: \_\_\_\_\_ Date: 4-1-14  
 Robert Williams, Ed.D., Superintendent

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Robbie Montalbano, Associate Superintendent

**PART 4**

**DISTRICT OFFSETS/REVENUE**

1 FACILITY USE- HEALTH SERVICES DEPT. (Attachment 4-2) (Payment directly from County)

\$20 per hour

N/A N/A

**Please sign below for Part 4 services.** 4.2-The District is to invoice County for services provided above which are delivered on an "as needed" basis. Amounts are due and payable to the District by the County within thirty days from the date of District invoice.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

EL DORADO COUNTY OFFICE OF EDUCATION

By: \_\_\_\_\_ Date: 4-1-14  
 Robert Williams, Ed.D., Superintendent

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Robbie Montalbano, Associate Superintendent



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.2 Stipulated Expulsion Contract

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Stipulated Expulsion Contract for Student #1-13 with placement at Divide High, Black Oak Mine Unified School District.

BACKGROUND: Student #1-13 is being placed at Divide High School, Black Oak Mine Unified School District through the end of the first semester (December 31, 2014) of the 2014-15 school year and the completion of the expulsion contract.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.3 Stipulated Expulsion Contract

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Stipulated Expulsion Contract for Student #2-13 with placement at Charter Community School in Placerville.

BACKGROUND: Student #2-13 is being placed at Charter Community School in Placerville through the end of the 2014-15 school year and the completion of the expulsion contract.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.4 Stipulated Expulsion Contract

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Stipulated Expulsion Contract for Student #3-13 with placement at Independent Study, Black Oak Mine Unified School District.

BACKGROUND: Student #3-13 is being placed at Independent Study, Black Oak Mine Unified School District with the option of returning to Golden Sierra High School in the fall (2014-15 school year), remaining on the expulsion contract for the first semester of the 2014-15 school year. While at Golden Sierra High School student will need to complete the expulsion contract.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.5 Letter of Resignation

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees accept the letter of resignation from Cidney Cunningham, Nurse Specialist at Georgetown School.

BACKGROUND: The letter of resignation will be provided to the Board of Trustees under separate cover.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.6 Short -Term Employment Action

MEETING DATE: April 10, 2014

FROM: Shelly King, Personnel Services Coordinator  
Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the short-term employment action to employ Jeremy Nordby as Head Varsity Football Coach at Golden Sierra High School be approved as submitted.

BACKGROUND: The attached short-term employment action is submitted in accordance with the Education Code and District policy. Education Code 45103 defines "short-term employee" as any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. "Short-term employees", employed and paid for less than 75% of a school year, are not a part of a bargaining unit.

## SHORT TERM EMPLOYMENT ACTIONS

### Short Term Employment - Coaches 2014-2015 School Year

The following coaches are being recommended for Golden Sierra High School for the 2014-15 school year. Background clearance, CPR and First Aid are complete.

Jeremy Nordby	Head Varsity Football Coach
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## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.7 Coordinator of Student Services Job Description

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent  
Shelly King, Personnel Services Coordinator

RECOMMENDATION: It is recommended that the Board of Trustees approve the job description and salary schedule for the Coordinator of Student Services.

BACKGROUND: The position for Coordinator of Student Services is necessary due to the restructuring of the District Office.

## **BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

### **POSITION DESCRIPTION-COORDINATOR OF STUDENT SERVICES**

**Definitions:** Plan, organize, coordinate and evaluate all special education and categorical programs as well as special projects, and integrate the work of these programs into the total educational program of the District in an effort to achieve maximum results from the instruction provided; Direct and implement Federal Programs (Title I, Title III, etc.), State Programs (LCFF & LCAP) in related areas for support of identified students,

**Supervision:** Coordinator of Student Services is responsible to the Superintendent.

**Examples of Duties:**

1. The duties of the Director of Instructional Services may include, but are not limited to the following:
2. Serves as the District representative to the SELPA; Coordinates the development and facilitation of instructional programs driven by categorical and general funding.
3. Coordinates the review of Special Education programs and assures that they are in compliance with regulations, Use SEIS on a regular basis for accessing information on individual students and to monitor/modify teacher caseloads, Attends various meetings, including IEP, staff and support team meetings
4. Represents district at IEP meetings when required, Research appropriate placements, Attend difficult IEP's that require District representation (usually involving expenditures), Support site administration when they cannot attend, Work with county or site to arrange special transportation
5. Coordinates with school psychologist and teachers to ensure compliance of all Special Education records including documentation for CASEMIS reporting
6. Facilitates in-service activities for instructional staff, Arrange for aide trainings (both in-district and out of district)
7. Directs and evaluates the District's testing programs – SBAAC, CAASP., CASEE, Writing Test;
8. Serves as the District back-up representative to the county CILC (Curriculum and Instruction Leaders);
9. Assists principals and school staffs with the development and implementation of School Plans for Student Achievement;
10. Is responsible for district wide planning, development, implementation and monitoring of state and federally funded programs, including, but not limited to: Con. App (CARS), Title 1, Title III, Consolidated Program Monitoring (CPM), School Improvement, Special Education and Bilingual Education;
11. Provides all mandated reports
12. Develops and directs the District's Gifted and Talented Education program;
13. Prepares appropriate reports for the Board of Trustees;
14. Participates in community activities and civic organizations which may help to develop better public understanding and support of education;
15. Performs other duties as assigned.

**Qualifications:**

**Education and experience:**

1. Applicant must have Master's Degree;
2. Applicant must have a valid California Administrative Credential;
3. Applicant must have administrative experience at the elementary and/or secondary levels;
4. Applicant must have special education teaching experience at both the elementary and secondary levels.

**Salary:** According to the Administrative Salary Schedule

**Benefits:** In accordance with Board adopted policies and as provided for in the Education Code.

**Service Requirement:** 210 days

BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE SALARY SCHEDULE 2013-2014  
DRAFT

<sup>1.01</sup> Position	Days	1	2	3	4	5	6	7	Range
Counselor K-6	195	57,628	60,660	63,853	67,213	70,575	74,103	77,808	1
Counselor 7-12	195	60,462	63,645	66,994	70,521	74,047	77,750	81,636	2
Charter School Director	195	63,207	66,536	70,037	73,723	77,409	81,279	85,343	3
Assistant Principal 7-12	210	69,029	72,662	76,487	80,512	84,538	88,765	93,203	4
Continuation Principal	210	70,482	74,191	78,096	82,207	86,317	90,633	95,165	5
Principal K-6	210	72,004	75,605	79,383	83,351	87,519	91,895	96,490	6
Coordinator of Student Services	210	73,103	76,951	81,001	85,265	89,528	94,006	98,706	7
Principal K-8	215	74,844	78,783	82,930	87,295	91,660	96,244	101,056	8
Director Educational Services	220	76,585	80,615	84,859	89,325	93,793	98,482	103,406	9
Principal 7-12	223	80,175	84,395	88,837	93,513	98,188	103,097	108,253	10

Yearly Stipend for Degrees:

Masters Degree - \$500.00

Doctors Degree - \$500.00

BLACK OAK MINE UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. NO PERSON SHALL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, OR HANDICAP.

Board Adopted:

Amended:



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.8 Information Technology Technician Job Description

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent  
Shelly King, Personnel Services Coordinator

RECOMMENDATION: It is recommended that the Board of Trustees approve the job description for the Information Technology Technician.

BACKGROUND: The position for Information Technology Technician is necessary due to the added responsibilities related to network operations that go beyond the current job of the computer technician.

**CLASS:** INSTRUCTIONAL/MEDIA  
**CLASSIFICATION:** Information Technology Technician

**Position Description:** This position is responsible for ongoing maintenance, development and support of the systems. Performs technical and skilled duties in the operation of enterprise, client/server and desktop computer systems and networks, including multiple on-line network systems, auxiliary consoles and peripheral maintenance on assigned systems and equipment; assists in resolving problems with computer hardware and software.

**Supervision Received:** Superintendent or designee

**Essential Job Functions:**

1. Performs basic systems security administration functions, including creating customer profiles and accounts for the purpose of managing servers.
2. Monitors and manages system resources, including CPU usage, disk usage, tape backup systems, and response times for the purpose of maintaining operating efficiency.
3. Plan, research, review, recommend and implement expansions for Local (LAN) and Wide (WAN) area networks to include inter- and intra- campus communications systems for data, video and voice communications.
4. Evaluate enterprise networking components and infrastructure; develop detailed analysis reports and recommendations for network and data communications systems.
5. Evaluate customer requests or projects; analyze requirements and pertinent technical information to develop and implement quality, cost-effective solutions. Provide written and verbal customer relations communications to customers on status of requests.
6. Performs systems backups and recovery procedures for the purpose of maintaining operating efficiency.
7. Writes or modifies basic scripts for the purpose of resolving performance problems and automating systems administration tasks.
8. Participates in disaster recovery testing for the purpose of recovering data in the event of a disaster.
9. Maintains system documentation and logs for the purpose of diagnosis and resolution of problems.
10. Performs or assists in troubleshooting and diagnosing production problems for the purpose of correcting identified problems.
11. Performs systems administration functions for e-mail systems for the purpose of maintaining operating efficiency.
12. Maintain security authentication including IP telephony security, application security, event investigations and compliance enforcement. Review personnel conduct in relation to data protection for the purpose of maintaining a secure system.
13. Administer secure links with public key encryption, anti-virus, user authentication and intrusion detection for the purpose of maintaining a secure system.
14. Provide monitoring and primary response and intervention for information technology related security incidents and violations for the purpose of maintaining a secure system.
15. Implement and maintain HIPAA requirements for the purpose of maintaining confidentiality.
16. Keep current with new security and monitoring technologies, applicable laws and regulations for the purpose of ensuring a secure system.
17. Prepare necessary records for departmental support for the purpose of documenting procedures.
18. Travel to work sites, training classes and conferences for the purpose of supporting remote work sites and receiving training for new technology as it becomes available.
19. Perform other miscellaneous duties as assigned for the purpose of maintaining operating efficiency.

**Required Qualifications:**

1. High school diploma
2. Possess a valid California driver's license.
3. TB Test clearance.
4. Criminal Justice Fingerprint clearance.
5. Must have own vehicle.
6. Either 1) Equivalent to an Associates of Arts degree in Computer Science or completion of a certificate program that is equivalent to the major coursework for an Associates of Arts degree in Computer Science, OR 2) two years of experience in Computer Technician position with the District or equivalent experience in a school district.

**Desired Qualifications:**

1. Training or experience with any of the following is preferred: Microsoft Windows, VMWare, Switches, Routers, Hubs, Cisco Firewall, VLAN's, Wireless systems, Web-Filtering, Aeries CS, Aeries Browser Interface, Active Directory, Group Policy, and Imaging Solutions.

**Abilities:** Sit, stand, for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, work accurately and with attention to detail, read/interpret/apply rules, regulations, policies. **Significant physical abilities** include lifting up to fifty (50) pounds, carrying, pulling, stooping, kneeling, crouching, reaching, handling, fingering, speaking, hearing, near/far visual acuity/visual accommodation, communicating.

**Salary:** According to the Classified Employees Salary Schedule

**Benefits:** In accordance with Board adopted policies, classified contract, and as provided for in the Education Code.

**Service Requirements:**

1. Daily: Eight hours or as assigned.
2. Yearly: Twelve months service.

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.9 Black Oak Mine Administrative Employees

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent  
Shelly King, Personnel Services Coordinator

RECOMMENDATION: It is recommended that the Board of Trustees approve the compensation proposal for administrative employees retroactive to January 1, 2014.

BACKGROUND: Under the provisions of the Brown Act, the Board of Trustees acted as its own designated representative to discuss the compensation of the unrepresented administrative employees. The proposal is as follows:

- 3.0% salary schedule increase retroactive to January 1, 2014.
- Annual H/W cap increase to \$10,207.00 effective January 1, 2014

## DISCLOSURE OF AGREEMENT

In Accordance with AB1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5; CCR, Title V, Section 15449

The proposed agreement is a 12 month agreement that covers the period beginning July 1, 2013 and ending June 30, 2014, and will be acted upon by the Governing Board at its meeting on April 10, 2014. The General Fund is impacted as follows.

**Bargaining Unit Group**  
(Please use separate disclosure for each group)

Certificated

Classified

Confidential/Classified Management

Other-Administrators

Select	Cost of 1% *
x	7,371

\* includes salary and related benefits, e.g. STRS, PERS, Workers Compensation, Unemployment

#### A. Proposed Change in Compensation

	Compensation	Fiscal Impact of Proposed Agreement		
		Year 1 FY 13 - 14	Year 2 FY 14 - 15	Year 3 FY 15 - 16
1	Salary Schedule - Increase(Decrease)	9,895	19,263	19,421
2	Step and Column - Increase (Decrease) due to movement plus any changes due to settlement			
3	Other Compensation (complete description below)	-		-
4	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. (may be included in costs above or shown separately)	2,533	10,182	10,265
5	Health/Welfare Benefits - Increase (Decrease)	2,125	4,249	4,249
6	Total Compensation	14,552	33,694	33,935
7	Total Number of Represented Employees	7	6	6
8	Total Compensation Average Cost per Employee - Increase (Decrease)	2,079	5,616	5,656

%		
Year 1 FY 13 - 14	Year 2 FY 14 - 15	Year 3 FY 15 - 16
1.34%	2.61%	2.63%
0.34%	1.38%	1.39%
0.29%	0.58%	0.58%
1.97%	4.57%	4.60%

Other Compensation - Increase (Decrease)  
(Stipends, Bonuses, etc.) Provide Description below:

9 Were any additional steps, columns, or ranges added to the schedules?

YES

NO

If yes, please explain

10 Does this group have a negotiated cap for Health and Welfare benefits

YES

NO

- A. **Proposed change in compensation.** Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary

Administrator Salary Schedule will be increased by 3% retro to January 2014. The Health and Welfare Annual cap will increase from \$9,600 to \$10,207, effective January 2014. (Since the increase in the cap is effective from January 2014, the total increase for 2013/14 is \$304.)

- B. **Proposed negotiated changes in non-compensation items** (e.g. class size adjustments, staff development days, teacher prep time, etc.)

N/A

- C. **What are the specific impacts on instructional and support programs to accommodate the settlement?** Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.

N/A

- D. **What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

N/A

- E. **Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

N/A

- F. **Will this agreement create, or increase an operating deficit in the current or subsequent year(s)?** An operating deficit is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

This agreement is projected to increase the district's operating deficit in the current year and subsequent years. It is the district's intent to make reductions in other areas to offset this increase.

- G. **Source of funding for proposed agreement.**

Current year:

General Fund Unrestricted

How will ongoing cost of the proposed agreement be funded in future years?

The cost of the proposed agreement will be funded from the General Fund's reserves that were formerly set aside for Instructional materials, from the former categorical IMFRP funding and LCFF base funding.

If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations).

N/A

For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections enrollment growth, COLA, deficits, etc.

- H. **Describe the financial impact on other funds affected by the proposed settlement - consider Cafeteria, Adult Education, Deferred Maintenance**

N/A

**G. Impact of Proposed Agreement on Current Year Unrestricted Reserves****1. State Reserve Standard**

a. Total expenditures, transfers out, and uses (excluding cost of proposal - to be paid in July 2014)	\$11,597,918
b. State Standard Minimum EUR Percentage for this district	3%
c. State Standard Minimum EUR amount for this district (greater of line 1-c or \$50,000 for districts w/less than 1,001 ADA)	\$ 347,938

**2. Budgeted Unrestricted reserve (after impact of Proposed Agreement)**

a. General Fund budgeted Unrestricted EUR	\$ 460,000
b. General Fund budgeted Unrestricted Unappropriated amount	
c. Special Reserve Fund budgeted EUR	
d. Special Reserve Fund budgeted Unappropriated amount	\$
e. Total District budgeted Unrestricted reserves	\$ 460,000

**3. Do Unrestricted reserves meet the state minimum standard amount?**
☒ Yes

☐ No

# IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

In accordance with E.C. 42142

## 2013-14 2nd INTERIM BUDGET

CURRENT YEAR 1				
	(Col. 1) 2013-14 (as of September 2013)	(Col. 2) Revisions Necessary as a result of proposed settlement	(Col. 3) Other Revisions	(Col. 4) Total impact on budget (col. 1+2+3)
REVENUES				
8010-8099 RL/LCFF Sources	8,831,846			\$ 8,831,846
8100-8700 Remaining Revenues	2,519,455			\$ 2,519,455
8900-8999 Contributions & Transfers In	5,000			\$ 5,000
TOTAL REVENUES	11,356,301			\$ 11,356,301
EXPENDITURES				
1000 Certificated Salaries	4,709,819	9,895		\$ 4,719,714
2000 Classified Salaries	2,249,681	5,429		\$ 2,255,110
3000 Employee Benefits	2,274,684	5,803		\$ 2,280,487
4000 Books and Supplies	695,009			\$ 695,009
5000 Services and Operating Expenses	1,170,741			\$ 1,170,741
6000 Capital Outlay	84,000			\$ 84,000
7000 Other	413,984			\$ 413,984
TOTAL EXPENDITURES	11,597,918	21,127		\$ 11,619,045
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(241,617)	(21,127)		(262,743)
BEGINNING BALANCE	1,387,767			\$ 1,387,767
ENDING BALANCE	1,146,150			\$ 1,125,024

\*Includes salary and benefit revisions for Confidential, Classified Management and Administrators.

Provided by the office of Jeremy Meyers, El Dorado County Superintendent of Schools

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.10 Black Oak Mine Classified Management/Confidential Employees Compensation

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent  
Shelly King, Personnel Services Coordinator

RECOMMENDATION: It is recommended that the Board of Trustees approve the compensation proposal for classified management and confidential employees retroactive to January 1, 2014.

BACKGROUND: Under the provisions of the Brown Act, the Board of Trustees acted as its own designated representative to discuss the compensation of the unrepresented classified management and confidential employees. The proposal is as follows:

A total compensation package increase of 3.0 %.

- 3.0% salary schedule increase retroactive to January 1, 2014.

## DISCLOSURE OF AGREEMENT

In Accordance with AB1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5; CCR, Title V, Section 15449

The proposed agreement is a 12 month agreement that covers the period beginning July 1, 2013 and ending June 30, 2014, and will be acted upon by the Governing Board at its meeting on April 10, 2014. The General Fund is impacted as follows.

Bargaining Unit Group  
(Please use separate disclosure for each group)

Certificated

Classified

Confidential/Classified Management

Other-Administrators

Select	Cost of 1% *
x	4,330

\* includes salary and related benefits, e.g. STRS, PERS, Workers Compensation, Unemployment = 21.107%

## A. Proposed Change in Compensation

	Compensation	Fiscal Impact of Proposed Agreement		
		Year 1 FY 13 - 14	Year 2 FY 14 - 15	Year 3 FY 15 - 16
1	Salary Schedule - Increase(Decrease)	5,429	12,452	14,232
2	Step and Column - Increase (Decrease) due to movement plus any changes due to settlement			
3	Other Compensation (complete description below)	-		-
4	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. (may be included in costs above or shown separately)	1,146	19,455	20,455
5	Health/Welfare Benefits - Increase (Decrease)	-	-	-
6	Total Compensation	6,575	31,907	34,686
7	Total Number of Represented Employees	6	6	6
8	Total Compensation Average Cost per Employee - Increase (Decrease)	1,096	5,318	5,781

%		
Year 1 FY 13 - 14	Year 2 FY 14 - 15	Year 3 FY 15 - 16
1.25%	2.88%	3.29%
0.26%	4.49%	4.72%
1.52%	7.37%	8.01%

Other Compensation - Increase (Decrease)  
(Stipends, Bonuses, etc.) Provide Description below:

9 Were any additional steps, columns, or ranges added to the schedules?

YES

NO

If yes, please explain

10 Does this group have a negotiated cap for Health and Welfare benefits

YES

NO

If yes, please indicate the cap amount.

- A. **Proposed change in compensation.** Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary

Confidential and Classified Management salary schedules will be increased by 3%, retro to January 2014.

- B. **Proposed negotiated changes in non-compensation items** (e.g. class size adjustments, staff development days, teacher prep time, etc.)

N/A

- C. **What are the specific impacts on instructional and support programs to accommodate the settlement?** Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.

N/A

- D. **What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

N/A

- E. **Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

N/A

- F. **Will this agreement create, or increase an operating deficit in the current or subsequent year(s)?** An operating deficit is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

This agreement is projected to increase the district's operating deficit in the current year and subsequent years. It is the district's intent to make reductions in other areas to offset this increase.

- G. **Source of funding for proposed agreement.**

Current year:

General Fund Unrestricted

How will ongoing cost of the proposed agreement be funded in future years?

The cost of the proposed agreement will be funded from the General Fund's reserves that were formerly set aside for Instructional materials, from the former categorical IMFRP funding and LCFF base funding.

If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations).

N/A

For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections enrollment growth, COLA, deficits, etc.

- H. **Describe the financial impact on other funds affected by the proposed settlement - consider Cafeteria, Adult Education, Deferred Maintenance**

N/A

**G. Impact of Proposed Agreement on Current Year Unrestricted Reserves****1. State Reserve Standard**

a. Total expenditures, transfers out, and uses (excluding cost of proposal - to be paid in July 2014)	\$11,597,918
b. State Standard Minimum EUR Percentage for this district	3%
c. State Standard Minimum EUR amount for this district	\$ 347,938
<i>(greater of line 1-c or \$50,000 for districts w/less than 1,001 ADA)</i>	

**2. Budgeted Unrestricted reserve (after impact of Proposed Agreement)**

a. General Fund budgeted Unrestricted EUR	\$ 460,000
b. General Fund budgeted Unrestricted Unappropriated amount	
c. Special Reserve Fund budgeted EUR	
d. Special Reserve Fund budgeted Unappropriated amount	\$
e. Total District budgeted Unrestricted reserves	\$ 460,000

**3. Do Unrestricted reserves meet the state minimum standard amount?**
☒ Yes

☐ No

Disclosure of Collective Bargaining Agreement

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

In accordance with E.C. 42142

2013-14 2nd INTERIM BUDGET

CURRENT YEAR 1

	(Col. 1) 2013-14 (as of September 2013)	(Col. 2) Revisions Necessary as a result of proposed settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on budget (col. 1+2+3)
REVENUES				
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8100-8700 Remaining Revenues	2,519,455			\$ 2,519,455
8900-8999 Contributions & Transfers In	5,000			\$ 5,000
<b>TOTAL REVENUES</b>	<b>11,356,301</b>			<b>\$ 11,356,301</b>
EXPENDITURES				
1000 Certificated Salaries	4,709,819	9,895		\$ 4,719,714
2000 Classified Salaries	2,249,681	5,429		\$ 2,255,110
3000 Employee Benefits	2,274,684	5,803		\$ 2,280,487
4000 Books and Supplies	695,009			\$ 695,009
5000 Services and Operating Expenses	1,170,741			\$ 1,170,741
6000 Capital Outlay	84,000			\$ 84,000
7000 Other	413,984			\$ 413,984
<b>TOTAL EXPENDITURES</b>	<b>11,597,918</b>	<b>21,127</b>		<b>\$ 11,619,045</b>
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>(241,617)</b>	<b>(21,127)</b>		<b>(262,743)</b>
<b>BEGINNING BALANCE</b>	<b>1,387,767</b>			<b>\$ 1,387,767</b>
<b>ENDING BALANCE</b>	<b>1,146,150</b>			<b>\$ 1,125,024</b>

\* Includes salary and benefit revisions for Confidential, Classified Management and Administrators.

Provided by the office of Jeremy Meyers, El Dorado County Superintendent of Schools

**MINUTES OF A REGULAR MEETING  
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
March 13, 2014**

<u>CALL TO ORDER</u>	16.11	<p>The Regular Meeting of the Board of Trustees was called to order by President Foley at 5:00 P.M. at 6540 Wentworth Springs Road, Georgetown.</p> <p>Present: John Foley, Jeff Shurtz, Darcy Knight, Joe Scroggins, Steve DePue and Dr. Robert Williams, Superintendent.</p>
<u>CLOSED SESSION</u>		<p>After announcing the topics in Open Session, the Board met in Closed Session and discussed Confidential Pupil Matter –Student Interdistrict Transfer Hearing #004 &amp; 005 Confidential Pupil Matter –Student Interdistrict Transfer Appeal Hearing #006, Confidential Pupil Matter –Student Interdistrict Transfer Appeal Hearing #007 Confidential Pupil Matter –Student Interdistrict Transfer Appeal Hearing #008 Public Employee Employment: Reductions, Layoffs, Non Re-elections Certificated/Classified; Public Employee Employment-Administrative Retirement Request; Public Employee Employment-Certificated Retirement Request; Public Employee Employment-Classified Retirement Request; Conferenced with Robert Williams, Superintendent and Shelly King, Personnel Services Coordinator, District Labor Negotiator, Regarding labor Negotiations with the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660, Confidential, Administrative and Classified Management; Public Employee Performance Evaluation - Superintendent Item #3.1 voted 0 to 5 to uphold denial of transfer Item #3.2 voted 3 to 1 to overturn denial of transfer - Mr. Scroggins, Ms. Knight &amp; Mr. DePue voted to overturn, Mr. Shurtz voted to uphold and Mr. Foley abstained Item #3.3 voted 3 to 2 to overturn denial of transfer – Mr. Shurtz, Mr. Scroggins, and Mr. DePue voted to overturn, Mr. Foley and Ms. Knight voted to uphold the denial. Item #3.4 voted 5 to 0 to overturn denial of transfer</p>
<u>OPEN SESSION</u>		<p>The Open Session of the Board reconvened at 7:11 P.M. Present: Board members, Members of the audience (including staff/community)</p>
<u>DISCLOSURE OF ACTION TAKEN, IF ANY, IN CLOSED SESSION</u>		<p>See above</p>
<u>PLEDGE OF ALLEGIANCE</u>		<p>The pledge was led by Mr. Foley.</p>
<u>ADOPTION OF THE AGENDA ACTION M-14-16</u>		<p>It was moved by Ms. Knight, seconded by Mr. DePue and carried unanimously to adopt the agenda. Voted 5 to 0</p> <p>Steve would like to add to the agenda that we are able to open a board vacancy which would be added to 7.0. Information regarding this was action that happened after the board agenda was posted. Board will vote on this addition. Voted 5 to 0</p>
<u>COMMUNICATIONS</u>		
Public Hearing		<p>Notice of Proposed Adoption of a Developer Fee Justification Study The Black Oak Mine Unified School District Tentative Agreement with Black Oak Mine Teachers Association.</p>
Written Communications		<p>Ms. Knight received a thank you note from a bargaining unit. Mr. Scroggins and Mr. DePue were also given thank you notes.</p>
Oral Communications		<p>None</p>
<u>B.O.M.T.A. REPORT</u>		<p>Ron Langford, BOMTA Vice President, spoke and thanked the board for approving their proposal.</p>

C.S.E.A. REPORT

Wes Younger, CSEA Vice President spoke in regards to negotiations and looks forward to coming to an agreement with the district. He thanked the staff at GSHS regarding all their hard work with WASC. He also thanked the Northside staff for their efforts with the Distinguished School Award.

STUDENT REPORT

MacKenzie Clark was absent -- no report

SUPERINTENDENT'S REPORT

Dr. Robert Williams reported on the Distinguished School Award. Ms. Westsmith spoke about the Distinguished School Award. Mr. Ahern spoke about the WASC visit. Mr. DePue asked about the solar projects. He asked that Mark Koontz find out from PG&E if they are required to turn on power within 30 days.

INFORMATION & DISCUSSION

Board Policy 1330 Use of School Facilities

The Board of Trustees will review and revise Board Policy 1330 Use of School Facilities to reflect the new law (SB1404, 2012). Dr. Williams stated that this is the first reading.

Board Policy 5145.3  
Nondiscrimination/Harassment

The Board of Trustees will review and revise Board Policy 5145.3 Non Discrimination/Harassment.

Board Policy 3460 Financial and Accountability

The Board of Trustees will review and revise Board Policy 3460 Financial and Accountability to reflect the new law (AB 2662, 2012).

Board Policy 5131.2 Bullying

The Board of Trustees will review and revise Board Policy 5131.2 Bullying to be in compliance with CDE's decision that uniform complaint procedures must be used to receive and investigate student complaints involving discrimination, harassment, intimidation, and bullying based on the characteristics covered within Education Code 234.1.

NEW BUSINESS

Request to Waive Facility Use Fees for Hartsong Ranch  
ACTION M-14-17

It was moved by Mr. DePue, seconded by Ms. Knight and carried unanimously that the Board of Trustees waive the Facility Fees for Hartsong Ranch.

Jim Hart spoke to the Board about Hartsong Ranch. He also requested that the District waive the use fee for the use of the gym at Northside. Mr. DePue asked if they were a nonprofit. Mr. Hart said yes they are a nonprofit. The question also came up about paying the custodian and kitchen staff. Mr. Hart stated that they do pay for the cost of the custodian and kitchen staff. Dr. Williams would like them to provide proof of insurance.

Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y

Reduction in Classified Staff Due to Reduction or Elimination of Particular Kinds of Service for the 2014-15 School Year  
ACTION M-14-18

It was moved by Mr. DePue, and seconded by Ms. Knight and carried unanimously that the Board of Trustees adopt Board Resolution #2014-7, Reduction in Classified Staff due to Reduction or Elimination of Particular Kinds of Service for the 2014-15 School Year.

Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y

Reduction in Certificated Staff Due to Reduction or Elimination of Particular Kinds of Service for the 2014-15 School Year  
ACTION M-14-19

It was moved by Mr. Scroggins, seconded by Mr. Shurtz and carried unanimously that the Board of Trustees to adopt the Board Resolution #2014-6, Reduction of Certificated Staff due to Reduction or Elimination of Particular Kinds of Service for the 2014-15 School Year.

Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y

Resolution 2014-9 Developer Fees  
ACTION M-14-20

It was moved by Mr. DePue, seconded by Ms. Knight and carried unanimously that the Board of Trustees adopt the Board Resolution #2014-9, Developer Fees.

Mr. Shurtz would like to see the district lower the fees.  
Dr. Williams spoke about this item. He talked about studies that have taken place

regarding developer fees. Dr. Williams clarified that the district is recommending that the fees stay the same.

Vote: 4 to 1 Foley Y Scroggins Y Knight Y Shurtz N DePue Y

**2014-15 Budget Assumptions  
Updates  
ACTION M-14-21**

It was moved by Ms. Knight, seconded by Mr. Scroggins, and carried unanimously to approve the updated 2014-15 Budget Assumptions.

Dr. Williams stated that the district will bring to the board at the next meeting the type of technology each site will be using with the new band width for testing.

Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y

**Second Interim Report  
ACTION M-14-22**

It was moved by Mr. DePue, seconded by Mr. Scroggins, and carried unanimously to certify the District's financial position as "Positive" for the Second Interim Report for the period ending January 31, 2014.

Ms. Knight thanked Ms. Manansala-Smith for her presentation.

Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y

**Motion to Advertise Mr. Foley's  
Vacancy  
ACTION M-14-24**

It was moved by Mr. Shurtz, seconded by Mr. DePue, and carried unanimously to advertise the Board vacancy in the Georgetown Gazette.

Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y

Mr. DePue stated that he hopes we do a good job advertising this vacancy but doesn't want to rush things. School sites will help with the advertising. Mr. Foley wants to make sure there is a process for interviewing candidates. Mr. DePue would like to get the process out at the next board meeting for the public's knowledge.

Dr. Williams presented a certificate to thank Mr. Foley for his years of service and dedication to the district.

**CONSENT AGENDA  
ACTION M-14-23**

It was moved by Ms. Knight, seconded by Mr. DePue, and carried unanimously to approve the consent agenda.

Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y

**Comprehensive School Safety  
Plans**

Approved the school sites Comprehensive School Safety Plans.

**Certification of Athletic Coaches**

Accepted the District Superintendent's certification, in accordance with Title 5, California Code of Regulations, Section 5593, of Athletic coaches hired for the 2013-14 school year.

**Administrative Retirement  
Request**

Accepted the retirement requests from Drew Woodall and Laurie Hockenson.

**Certificated Retirement Request**

Accepted the retirement request from Mark Hendrix.

**Classified Retirement Request**

Accepted the retirement requests from Gerry Parra and Ronnie Ebitson.

**Reduced Workload Program-  
Willie Brown**

Accepted the reduced workload applications from Lynn Schardt and Jean Brown.

**Tentative Agreement with Black  
Oak Mine Unified School  
District and Black Oak Mine**

Accepted the Tentative Agreement with Black Oak Mine Unified School District and Black Oak Mine Teachers Association for 2013-14 School Year.

Teachers Association for 2013-14  
School Year

Notice of Completion for  
American River Charter School  
Solar Project (Divide High  
School Solar Panels)

Authorized the Notice of Completion for American River Charter School Solar  
Project by Landmark Construction (Divide High School Solar Panels).

Minutes – February 13, 2014

Approved the minutes from the regular meeting on February 13, 2014.

Purchase Orders, Warrants,  
Bids and Quotes

Approved the Purchase orders, warrants, bids and quotes for the 2013-43 fiscal year  
Batch Numbers 4077-4083 dated January 31 to February 28, 2014 for the General  
Fund, Charter School Fund, School Facilities Fund, Building Fund and Cafeteria  
Fund; and Batch Numbers 4039-4040 dated February 4 and 6, 2014, for the R.O.P.  
fund for a total of \$362,795.01.

Gifts

Accept the Gifts donated by Susan G. Shimmin Okey, Ken Sakamoto, Aloha Adams,  
Wells Fargo Bank, Ted Smith and Janet Stahljuth

REPORTS OF THE BOARD

John Foley give his farewell speech.

FUTURE MEETINGS

The next regular meeting of the Board is Thursday, April 10, 2014 at the District Office.

CLOSED SESSION

ADJOURNMENT

The meeting was adjourned at 9:13:P.M.

Respectfully submitted,

\_\_\_\_\_  
Robert Williams, Ed.D.  
Secretary of the Board

\_\_\_\_\_  
Joe Scroggins  
President of the Board

\_\_\_\_\_  
Date

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.12 Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that 2013-14 fiscal year Batch numbers 4084-4095 dated March 6 to March 26, 2014 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund and Batch numbers 4043 dated March 6, 2014, for the ROP Fund, for a total of \$369,959.11, be approved.

BACKGROUND: Copies of Warrants which are provided under separate cover for Board of Trustees approvals includes the following:

Fund Name and Number Amount

Fund Name and Number	Amount
General Fund 01	328,659.58
Charter School Fund 09	13,211.61
Cafeteria Fund 13	19,081.47
Building Fund 21	590.15
Developer Fees Fund 25	37.81
School Facilities Fund 35	8,150.90
R.O.P. Fund 09	227.59
Total	369,959.11



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.13 Field Trip

MEETING DATE: April 10, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees approve an overnight field trip for American River Charter School.

BACKGROUND: American River Charter School is requesting an overnight field trip for 23 students from April 29, through May 1, 2014 and to Marin Headlands, San Francisco.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
FIELD TRIP REQUEST FORM**

D.O.  
3/6/14

FOR LOCAL TRIPS, FORMS ARE DUE TO SCHOOL OFFICE AT LEAST 20 DAYS PRIOR TO DEPARTURE. FORMS FOR TRIPS OVER A 200 MILE RADIUS ONE WAY OR OVERNIGHT ARE DUE 45 DAYS PRIOR TO REQUESTED DEPARTURE. (Exceptions are made for league changes in athletic schedules and playoffs.)

Date leaving: April 29th, 2014 Destination: Marin Headlands / San Francisco  
 Date returning: A May 1st, 2014 Time leaving: 7:30am April 29th  
 Est. time of return: 3:30 May 1st  
 School: American River Charter Dept.: \_\_\_\_\_ Club or Org.: \_\_\_\_\_  
 Trip Supervisor: Grant Tonelli # of Students: 23 # of Staff: 1 # of Chaperones: 5  
 Place of Departure: ARC parking lot  
 Mode of Transportation: Walking \_\_\_\_\_ School Bus \_\_\_\_\_ School Van \_\_\_\_\_ Public Transportation \_\_\_\_\_ Private vehicles ☒  
 Total Estimated Cost of Trip: \_\_\_\_\_ Funding Source: \_\_\_\_\_

**FOR TRIPS OTHER THAN EXTRA CURRICULAR**

Educational purpose of trip and relationship to class or group curriculum: To explore the San Francisco area & San Fran aquarium. Participate in a tour of the Marine Mammal Center. Looking for new, exciting experiences for kids. Building classroom culture and fun learning opportunities.

Lead up activities, trip activities, and follow up activities: Careers unit, Marine life study, and Oceanography systems.

**FOR TRIPS USING SCHOOL BUSES**

Itinerary (Please include all stops, approximate times of stops and phone number of destination if bus parking needs to be arranged.) If unanticipated stops are needed, i.e. student sickness, rest stops, etc., bus driver has the authority to change the itinerary. SCHOOL BUSES ARE ALLOWED TO STOP ONLY AT DESIGNATED STOPS AS LISTED IN THE ITINERARY.

**For Transportation Department Use Only**

Driver: \_\_\_\_\_ Van# \_\_\_\_\_ Bus # \_\_\_\_\_  
 Leave \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. Leave \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.  
 Return \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. Return \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.  
 Total Hours \_\_\_\_\_ Total Hours \_\_\_\_\_

**BILLING:**

Hours \_\_\_\_\_ O.T. \_\_\_\_\_ Miles \_\_\_\_\_  
 Rate @ \$ \_\_\_\_\_ Rate @ \$ \_\_\_\_\_ Rate @ \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Transportation Department Signature: \_\_\_\_\_  
 Reason for Denial: \_\_\_\_\_

**ODOMETER READING (MILEAGE)**

Ending \_\_\_\_\_  
 Beginning \_\_\_\_\_  
 Total Miles \_\_\_\_\_  
 Total Wages \$ \_\_\_\_\_  
 Total Mileage \$ \_\_\_\_\_  
 TOTAL CHARGES \$ \_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Requested by: Grant Tonelli Date: 3/4/14  
 Principal/Site Administrator Signature: [Signature] Date: 3/6/14 Approved ☒ Denied \_\_\_\_\_  
 Superintendent's Signature: [Signature] Date: 3/7/14 Approved ☒ Denied \_\_\_\_\_  
 Date of Board Action (for overnight trips or over 200 mile radius one way): \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Reason for Denial: \_\_\_\_\_

DISTRIBUTION: Requestor (GOLDENROD copy), Transportation (WHITE /GREEN copies), Site Administrator (PINK copy), District/Board (YELLOW)  
 MS:misc\field trip request form - REVISED 7-28-03