

# **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.

**February 13, 2014**

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

### **Board of Trustees**

John Foley, President

Joe Scroggins, Vice 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>February 13, 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 Public Employee Employment - Resignation, Teacher American River Charter School
  - 3.2 Public Employee Employment - Classified Retirement Request (1)
  - 3.3 Public Employee Employment - Certificated Retirement Requests (9)
  - 3.4 Classified Personnel Action, Instructional Aide
  - 3.5 Certificated Personnel Action, Teacher American River Charter School
  - 3.6 Short-Term Employment Action, Girls Varsity Softball Coach at Golden Sierra Junior-Senior High School
  - 3.7 Retirement Incentive - Administrators
  - 3.8 Conference with Robert Williams, Superintendent and Shelly King, Personnel Services Coordinator, District Labor Negotiator, Regarding Labor Negotiations the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660
  - 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.

- 9.1 John Kenny - Maintenance & Candi Dzurella - CSEA

10.0 B.O.M.T.A. REPORT – 7:25 P.M.

11.0 C.S.E.A. REPORT – 7:30 P.M.

12.0 STUDENT REPRESENTATIVE TO THE BOARD REPORT – 7:35 P.M.

13.0 SUPERINTENDENT'S REPORT – 7:40 P.M.

14.0 INFORMATION & DISCUSSION – 7:50 P.M.

- 14.1 Results of El Dorado County Office of Education 2013-14 First Interim Review (Pages 1-4)

EXPLANATION: The results of El Dorado County Office of Education 2013-14 First Interim Review will be shared with the Board of Trustees.

- 14.2 Interdistrict Transfer Request Guidelines (Pages 5-10 )

EXPLANATION: Dr. Williams and the Board of Trustees will discuss guidelines for processing the Interdistrict Transfer Requests.

- 14.3 Strategic Area From the Board Self-Evaluation (Pages 11-12)

EXPLANATION: The Board will discuss the Strategic Area from the Board Self-Evaluation from June 2013.

15.0 OLD BUSINESS - 8:15 P.M.

15.1 Board Policy 1312.3 Uniform Complaint Procedures (Pages 13-22)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the updated revisions made to Board Policy 1312.3 Uniform Complaint Procedures.

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

15.2 Board Policy 5131.62 Tobacco (Pages 23-30)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to Board Policy 5131.62 Tobacco.

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

16.0 NEW BUSINESS - 8:35 P. M.

16.1 District Student Calendar for 2013-14 Amended (Pages 31-32)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the rescheduling of the minimum day on December 9 (snow day) to March 3, for teacher/staff collaboration.

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

16.2 Title II of the Americans with Disability Act (ADA) Transition/Barrier Removal Plan (Pages 33-38)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the plan for correcting the deficiencies listed in the report prepared by Schools Insurance Groups.

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

17.0 CONSENT AGENDA - 8:50 P.M.

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

17.1 Resignation (Pages 39-40)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to accept the resignation from Diana Sevier, Teacher at American River Charter School.

17.2 Retirement Request (Pages 41-42)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to accept the retirement request from, Jack Royal, Bus Driver/Courier.

17.3 Retirement Requests (Pages 43-44)

RECOMMENDATION: It is recommended that the Board of Trustees approve the retirement requests from the following certificated employees; Dub Wood, Kristin Kraus, Adela Breau, Claire Williams, Marlene Armes, Theresa Allen, Judy Smith, Leslie Blair and Paul Chollet in accordance with the Certificated Retirement Incentive.

17.4 Classified Personnel Action (Pages 45-46)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to employ Alishia Cleve as an Instructional Aide.

17.5 Certificated Personnel Action (Pages 47-48)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to employ Yvonne Yates, Teacher at American River Charter.

17.6 Short-Term Employment Action (Pages 49-50)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to employ Sonny Stephens as the Girls Varsity Softball Coach at Golden Sierra Junior-Senior High School.

17.7 Retirement Incentive -Administrators (Pages 51-58)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the retirement incentive for administrators.

17.8 Resolution 2014-8, Designation of an ADA District Coordinator (Pages 59-60)

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution 2014-8, Designation of an ADA District Coordinator.

17.9 Classified Employees Week (Pages 61-62)

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution 2014-3, Classified Employees Week, May 19-25, 2014.

17.10 Day of the Nurse (Pages 63-64)

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution 2014-4, Day of the Nurse, May 6, 2014.

17.11 Day of the Teacher (Pages 65-66)

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution 2014-5, Day of the Teacher, May 6, 2014.

17.12 Week of the School Administrator (Pages 67-70)

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution 2014-10, Week of the School Administrator March 2-8, 2014.

17.13 Minutes – January 16, 2014 (Pages 71-73)

RECOMMENDATION: It is recommended that the Board of Trustees approve the minutes from the regular meeting on January 16, 2014.

17.14 Minutes – January 21, 2014 (Pages 74)

RECOMMENDATION: It is recommended that the Board of Trustees approve the minutes from the special meeting on January 21, 2014.

17.15 Purchase Orders, Warrants, Bids and Quotes (Page 75-76)

RECOMMENDATION: It is recommended that 2013-14 fiscal year Batch numbers 4066-4076 dated January 7 to 29, 2014 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$569,251.23 be approved.

17.16 Gifts (Pages 77-78)

RECOMMENDATION: It is recommended that the Board of Trustees accept the gift donated by Georgetown Lumber & Hardware to American River Charter School.

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

19.0 FUTURE MEETINGS

The next special meeting of the Board is scheduled for Thursday, February 20, 2014

The next regular meeting of the Board is scheduled for Thursday, March 13, 2014

20.0 CLOSED SESSION

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

21.0 ADJOURNMENT

ck/board/2-13-14/agenda



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.1 Results of El Dorado County Office of Education 2013-14  
First Interim Review

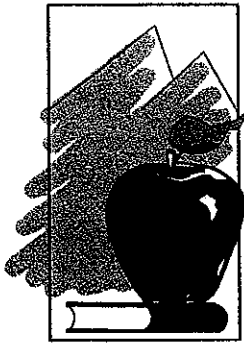
MEETING DATE: February 13, 2014

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

EXPLANATION: The results of El Dorado County Office of Education 2013-14 First  
Interim Review will be shared with the Board of Trustees.

BACKGROUND: In compliance with the provisions of Education Code Section  
42130 et seq., the El Dorado County Office of Education has  
completed its review of our District's 2013-14 First Interim budget  
which was approved by the Board of Trustees at the December 12,  
2013 Board meeting. This review covers the 2013-14 First Interim  
budget as well as the projections for 2014-15 and 2015-16. The  
County Office is required to issue a letter to the Governing Board  
by January 15, 2014, that indicates agreement (or disagreement)  
with the District's finding of positive, qualified or negative.





# El Dorado County Office of Education

January 15, 2014

**Jeremy M. Meyers**  
Superintendent

**Robbie Montalbano**  
Associate Superintendent

**Ed Manansala, Ed.D.**  
Associate Superintendent

**County Board of Education**

Debbie Akin  
Matt Boyer  
Rich Fischer  
John Lane  
Heidi Welland

**530-622-7130**  
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6767 Green Valley Road  
Placerville, CA 95667-8984

An Equal Opportunity Employer

Commitment to serving  
our clients with Respect,  
Responsiveness and  
Resourcefulness

John Foley, School Board President  
Black Oak Mine Unified School District  
P.O. Box 4117  
Georgetown, CA 95634

Dear Mr. Foley:

In compliance with the provisions of Education Code Section 42130 et seq., our office has completed its review of the 2013-14 First Interim budget adopted by the board in December of 2013. Our office has reviewed the data submitted, including the criteria and standards for your district, and **concurs with the positive certification** finding approved by the district governing board. Any technical comments relative to the report have been directed to your district's Chief Fiscal Officer.

We understand and appreciate the board's desire and intent to provide a quality education for its students. We also understand the challenges ahead in light of the funding changes occurring, new standards, new accountability requirements and program delivery. We strongly applaud and encourage the board's diligence in balancing a quality education with fiscal solvency.

**2013-14 First Interim Review**

As required by Education Code, our office performs what is commonly referred to as an "AB 1200 Review" of the First Interim data submitted to our office. Per E.C. 42131, the district governing board makes a finding of positive, qualified or negative.

*"A negative certification shall be assigned to any school district that, based upon current projections, will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year. A qualified certification shall be assigned to any school district that, based upon current projections, may not meet its financial obligations for the current fiscal year or two subsequent fiscal years. A positive certification shall be assigned to any school district that, based upon current projections, will meet its financial obligations for the current fiscal year and subsequent two fiscal years."*

*"These certifications shall be based upon the financial and budgetary reports required by Section 42130 but may include additional financial information known by the governing board to exist at the time of each certification."*

The County Office reviews the data submitted and performs additional testing of the data as we deem necessary. This review covers the 2013-14 First Interim budget, as well as the projections for 2014-15 and 2015-16. The County Office is required to issue a letter to the governing board by January 15, 2014 that indicates our agreement (or disagreement) with their finding of positive, qualified or negative.

Based upon our review, we did want to make special note of the following items:

- **Local Control Funding**

With the LCFF formula, the district is funded at its historical base, adjusted for average daily attendance (ADA) changes, plus a portion of the difference between the historical level and the LCFF target. This means at First Interim the district is funded at 21% below its LCFF target. This gap between the funded and target LCFF is about \$2.65 million

- **Current Year Deficit Spending**

The 2013-14 First Interim budget shows the district's income/expenditure variance (adjusted for one time income and expenditures) is approximately \$327,000, which means the district is spending \$327,000 more than current year income.

- **Negotiations**

The 2013-14 First Interim budget reflects the status of negotiations as follows:

Certificated	No Settlement
Classified	No Settlement

- **Declining Enrollment**

The district is funded in 2013-14 based on 2012-13 ADA, a loss of approximately \$390,000. This is a combination of an approximate district loss of about \$600,000 and a gain for the charter of \$210,000. The district is projecting a loss of about 87 ADA in 2013-14, which will result in approximately \$484,000 combined loss in local control funding in 2014-15.

- **Reserve Levels**

The district has an economic uncertainty reserve of 4.04%. The required reserve level for the district is 3.00%.

- **Cash Flow**

Reduced state funding levels, state adopted cash deferrals, and the district's deficit spending have impacted the district's cash flow. The general fund cash flow submitted with the 2013-14 First Interim Report indicates a negative cash balance in the months of August through November and again in June. The district temporarily borrowed from its other funds to address this shortfall in August through November and plans to do so again in June. When 2013-14 revenues are received in the subsequent year, the general fund will repay the temporary loans back to its other funds.

- **Multiyear Projections**

The district's multiyear projection reflects assumptions that target LCFF levels will increase by 1.87% in 2014-15 and 1.99% in 2015-16, with district funding at 18% below its LCFF target in 14-15 and 15% below target in 15-16. Although the district assumes expenditure reductions, an operating deficit is projected for 2014-15 of approximately \$69,000.

The multiyear projection indicates sufficient amounts to meet minimum reserve requirements provided reductions of about \$1.2 million are implemented. The magnitude of these amounts represents necessary spending reductions of 10% across two years given the current level of projected revenues.

### **Summary Statement**

We recognize that this is a year of transition and many details of LCFF implementation remain in flux. It is always a delicate balance of financial responsibility and the responsibility to provide for the education of students. It is therefore critical to recognize that the district projects deficit spending; is experiencing declining enrollment; and needs to implement significant project reductions in order to maintain reserve levels. We understand the board will be carefully monitoring the budget in the current and future fiscal years and will make reductions as necessary to ensure the ongoing fiscal solvency of the district.

We appreciate the efforts of the board and district administration as they strive to develop and maintain balanced budgets. We look forward our continued partnership as we navigate the transition and implementation of the new funding model. Please do not hesitate to contact our office if we can be of assistance and support.

Sincerely,



Jeremy M. Meyers., Superintendent  
El Dorado County Office of Education

cc: Rob Williams, District Superintendent  
Roslynne M. Smith, District Chief Fiscal Officer  
Robbie Montalbano, EDCOE Associate Superintendent  
Diane Lacombe, EDCOE Senior Director, External Business



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.2 Interdistrict Transfer Request Guidelines

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent  
John Foley, Board of Trustees President

EXPLANATION: Dr. Williams and the Board of Trustees will discuss guidelines for processing the Interdistrict Transfer Requests.

BACKGROUND: The Board of Trustees is interested in keeping as many children in the Black Oak Mine Unified District as possible. The Board of Trustees and the Superintendent will discuss process as well as the law and Board Policy.

**INTERDISTRICT ATTENDANCE**

The Board of Trustees recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

*(cf. 0520.3 - Title I Program Improvement Districts)*  
*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*  
*(cf. 5116.1 - Intradistrict Open Enrollment)*  
*(cf. 5118 - Open Enrollment Act Transfers)*

**Interdistrict Attendance Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Codes 46600, 48204)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

**Transportation**

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

**Limits on Student Transfers Out of the District to a School District of Choice**

Transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

*(cf. 3100 - Budget)*  
*(cf. 3460 - Financial Reports and Accountability)*

*Legal Reference: (see next page)*

## INTERDISTRICT ATTENDANCE (continued)

### *Legal Reference:*

#### EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

#### ATTORNEY GENERAL OPINIONS

87 *Ops. Cal. Atty. Gen.* 132 (2004)

84 *Ops. Cal. Atty. Gen.* 198 (2001)

#### COURT DECISIONS

*Walnut Valley Unified School District v. the Superior Court of Los Angeles County*, (2011) 192

*Cal. App. 4th* 234

*Crawford v. Huntington Beach Union High School District*, (2002) 98 *Cal. App. 4th* 1275

### *Management Resources:*

#### CSBA PUBLICATIONS

*Transfer Law Comparison, Fact Sheet*, March 2011

#### WEB SITES

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

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

**INTERDISTRICT ATTENDANCE****Interdistrict Attendance Permits**

In accordance with an agreement between the Board of Trustees and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

*(cf. 5131.2 - Bullying)*

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

*(cf. 6159 - Individualized Education Program)*

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
4. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
6. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.

**INTERDISTRICT ATTENDANCE (continued)**

8. When the student will be living out of the district for one year or less.
9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

*(cf. 5113.1 - Chronic Absence and Truancy)*

10. When there is valid interest in a particular educational program not offered in the district of residence.
11. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

*(cf. 5145.6 - Parental Notifications)*

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

*(cf. 5119 - Students Expelled from Other Districts)*

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



**INTERDISTRICT ATTENDANCE (continued)**

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

Regulation  
approved: October 11, 2012

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

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 14.3 Strategic Area of Self-Evaluation

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

EXPLANATION: The Board of Trustees will discuss the Strategic Area from the Self-Evaluation from June 2013.

BACKGROUND: The Board of Trustees evaluated themselves in six areas: Contextual, Educational, Interpersonal, Analytical, Political, and Strategic. They have decided to discuss each area of the evaluation in depth at future board meetings.

STRATEGIC				
This action occurs:	Frequently	Occasionally	Rarely	Never
1. Board devotes more time to putting out fires than it devotes to preparing for the future.	10 9 8	7 6 5	4 3 2	1 0
2. Board sets clear organizational priorities for the year ahead.	10 9 8	7 6 5	4 3 2	1 0
3. At least once a year, board asks the superintendent to articulate his/her vision for the school district's future and offer strategies to realize that vision.	10 9 8	7 6 5	4 3 2	1 0
4. Board discusses where the school district will be five years from now.	10 9 8	7 6 5	4 3 2	1 0
5. Within the past year, board has reviewed school district strategies for attaining long-term goals.	10 9 8	7 6 5	4 3 2	1 0
6. I have been at board meetings where discussion focused on identifying or overcoming school district weaknesses.	10 9 8	7 6 5	4 3 2	1 0
7. Board makes explicit use of long-term priorities of the school district in dealing with current issues.	10 9 8	7 6 5	4 3 2	1 0
8. Board compares reports on schools' progress with the district's long-term goals.	10 9 8	7 6 5	4 3 2	1 0
9. Board has a procedure in place for conducting superintendent evaluations.	10 9 8	7 6 5	4 3 2	1 0
10. Board is periodically advised of availability of outside funds, such as state and federal grants, special programs, community resources, research programs and special construction funds.	10 9 8	7 6 5	4 3 2	1 0
<b>SCORE:</b> Use a grading scale from one of the school sites.	_____ / 100 _____ %		<b>*GRADE:</b>	

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.1 Board Policy 1312.3 Uniform Complaint Procedures

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to BP 1312.3 Uniform Complaint Procedures.

BACKGROUND: BP/AR 1312.3 Uniform Complaint Procedures has been updated to reflect the new law which mandates the use of uniform complaint procedures for resolving complaints of alleged violations of law which prohibits fees, deposits, or charges for student participation in educational activities. Policy and regulation has also been updated to reflect the use of uniform complaints of discrimination, harassment, intimidation, and bullying, as required by the California Department of Education (CDE) through the Federal Program Monitoring process.

**UNIFORM COMPLAINT PROCEDURES**

The Board of Trustees **has the primary responsibility to ensure compliance** with applicable state and federal laws and regulations governing educational programs. The district shall investigate **and seek to resolve** any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, **harassment, intimidation, or bullying** in accordance with the district's uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, **harassment, intimidation, or bullying** in district programs and activities based on actual or perceived characteristics of race **or ethnicity**, color, ancestry, **nationality**, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 4030 - Nondiscrimination in Employment)*  
*(cf. 4031 - Complaints Concerning Discrimination in Employment)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with **the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs.**

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 3260 - Fees and Charges)*  
*(cf. 3320 - Claims and Actions Against the District)*  
*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 3555 - Nutrition Program Compliance)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6174 - Education for English Language Learners)*  
*(cf. 6175 - Migrant Education Program)*

**UNIFORM COMPLAINT PROCEDURES (continued)**

(cf. 6178 - Career Technical Education)  
(cf. 6178.1 - Work-Based Learning)  
(cf. 6178.2 - Regional Occupational Center/Program)  
(cf. 6200 - Adult Education)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for **any complaint alleging discrimination, harassment, intimidation, or bullying**, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)  
Legal Reference: (see next page)

**UNIFORM COMPLAINT PROCEDURES (continued)**

*Legal Reference:*

**EDUCATION CODE**

200-262.4 Prohibition of discrimination  
 8200-8498 Child care and development programs  
 8500-8538 Adult basic education  
 18100-18203 School libraries  
 32289 School safety plan, uniform complaint procedures  
 35186 Williams uniform complaint procedures  
 37254 Intensive instruction and services for students who have not passed exit exam  
 41500-41513 Categorical education block grants  
 48985 Notices in language other than English  
**49010-49013 Student Fees**  
 49060-49079 Student records  
 49490-49590 Child nutrition programs  
 52160-52178 Bilingual education programs  
 52300-52490 Career technical education  
 52500-52616.24 Adult schools  
 52800-52870 School-based program coordination  
 54000-54028 Economic impact aid programs  
 54100-54145 Miller-Unruh Basic Reading Act  
 54400-54425 Compensatory education programs  
 54440-54445 Migrant education  
 54460-54529 Compensatory education programs  
 56000-56867 Special education programs  
 59000-59300 Special schools and centers  
 64000-64001 Consolidated application process  
**GOVERNMENT CODE**  
 11135 Nondiscrimination in programs or activities funded by state  
 12900-12996 Fair Employment and Housing Act  
**PENAL CODE**  
 422.55 Hate crime; definition  
 422.6 Interference with constitutional right or privilege  
**CODE OF REGULATIONS, TITLE 5**  
 3080 Application of section  
 4600-4687 Uniform complaint procedures  
 4900-4965 Nondiscrimination in elementary and secondary education programs  
**UNITED STATES CODE, TITLE 20**  
 6301-6577 Title I basic programs  
 6601-6777 Title II preparing and recruiting high quality teachers and principals  
 6801-6871 Title III language instruction for limited English proficient and immigrant students  
 7101-7184 Safe and Drug-Free Schools and Communities Act  
 7201-7283g Title V promoting informed parental choice and innovative programs  
 7301-7372 Title V rural and low-income school programs

*Management Resources:*

**WEB SITES**

CSBA: <http://www.csba.org>  
 California Department of Education: <http://www.cde.ca.gov>  
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

**Policy BLACK OAK MINE UNIFIED SCHOOL DISTRICT**  
 adopted: February 13, 2014 Georgetown, California

**UNIFORM COMPLAINT PROCEDURES**

Except as the Board of Trustees may otherwise specifically provide in other board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulation governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

*(cf. 1312.1 – Complaints Concerning District Employees)*  
*(cf. 1312.2 – Complaints Concerning Instructional Materials)*  
*(cf. 1312.4 – Williams Uniform Complaint Procedures)*  
*(cf. 4031 – Complaints Concerning Discrimination in Employment)*

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language (Education Code 234.1, 48985)

*(cf. 5145.6 – Parental Notifications)*

**Compliance Officers**

The following compliance officer shall receive and investigate complaints and shall ensure district compliance with law.

Superintendent  
6540 Wentworth Springs Road  
Georgetown, California 95634  
(530) 533-8300

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

*(cf. 9124 - Attorney)*

**Notifications**

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)



## UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 0420 - School Plans/Site Councils)  
(cf. 1220 - Citizen Advisory Committees)  
(cf. 3260 - fees and Charges)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process including, **if applicable**, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
  - a. The district **has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.**
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. **A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.**
  - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 **calendar** days of receiving the district's decision.
  - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
  - f. Copies of the district's uniform complaint procedures are available free of charge.

### Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs or has committed unlawful discrimination.

**UNIFORM COMPLAINT PROCEDURES (continued)**

All complaints shall be investigated and resolved within 60 days of the receipt of the complaint.

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

**Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, **harassment, intimidation, or bullying** may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, **harassment, intimidation, or bullying** or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date when the alleged discrimination, **harassment, intimidation, or bullying** occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, **harassment, intimidation, or bullying**. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

**A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

**Step 2: Mediation**

Within three **business** days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

**UNIFORM COMPLAINT PROCEDURES (continued)**

Before initiating the mediation of a **complaint alleging discrimination, harassment, intimidation, or bullying**, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

**Step 3: Investigation of Complaint**

Within 10 **calendar** days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and/or other information related to the allegation in the complaint **and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant.** (5 CCR 4631)

**Step 4: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five **business** days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

**UNIFORM COMPLAINT PROCEDURES (continued)**

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 **calendar** days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

**Step 5: Final Written Decision**

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 **calendar** days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, **harassment, intimidation, or bullying** complaint based on state law shall include a notice that the complainant must wait until 60 **calendar** days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

**If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)**

**Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

**The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)**

**UNIFORM COMPLAINT PROCEDURES (continued)**

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including **when** the district has not taken action within 60 **calendar** days of the date the complaint was filed with the district. (5 CCR 4650)

**Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For **complaints alleging discrimination, harassment, intimidation, and bullying** based on state law, a complainant shall wait until 60 **calendar** days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

Regulation **BLACK OAK MINE UNIFIED SCHOOL DISTRICT**  
approved: February 13, 2014 Georgetown, California

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.2 Board Policy 5131.62 Tobacco

MEETING DATE: February 13, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the revisions made to BP 5131.62 Tobacco.

BACKGROUND: The Board of Trustees reviewed, discussed, and revised the board policy.

**TOBACCO**

The Board of Trustees recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education including youth development activities, and intervention and cessation activities and/or referrals.

*(cf. 5141.23 - Asthma Management)*

**Prohibition Against Tobacco Use**

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, **electronic cigarettes, smokeless tobacco, snuff, chew packets, and betel. This prohibition applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time.** (Education Code 48900, 48901)

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 5131 - Conduct)*

*(cf. 5144 - Discipline)*

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

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

Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. (Education Code 48900, 48901)

**Prevention Instruction**

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

**Intervention/Cessation Services**

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. When appropriate, such intervention services may be provided as an alternative to suspension for tobacco possession.

*(cf. 1020 - Youth Services)*

**TOBACCO (continued)**

*(cf. 5141.6 - School Health Services)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

**Program Planning**

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

*(cf. 1220 - Citizen Advisory Councils)*  
*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

*(cf. 5030 - Student Wellness)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.63 - Steroids)*

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may modify the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which has received funding from the tobacco industry.

*(cf. 1325 - Advertising and Promotion)*  
*(cf. 3290 - Gifts, Grants and Bequests)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

**Program Evaluation**

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids



**TOBACCO** (continued)

Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

*(cf. 0500 - Accountability)*

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 6162.8 - Research)*

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

*Legal Reference: (see next page)*

DRAFT

**TOBACCO (continued)***Legal Reference:*EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

ATTORNEY GENERAL OPINIONS88 *Ops. Cal. Atty. Gen.* 8 (2005)*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008**Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003**Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000*WEST ED PUBLICATIONS*Guidebook for the California Healthy Kids Survey*WEB SITESCSBA: <http://www.csba.org>

California Department of Education, Tobacco-Use Prevention Education:

<http://www.ede.ca.gov/ls/he/at/tupe.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use:

<http://www.cdc.gov/tobacco>Safe and Healthy Kids Annual Report: <http://hk.duerrevaluation.com>U.S. Department of Education: <http://www.ed.gov>U.S. Surgeon General: <http://www.surgeongeneral.gov>

Policy

adopted: October 11, 2012

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

Georgetown, California

## TOBACCO

### Tobacco-Use Prevention Education Program

The district's tobacco-use prevention program shall provide students in grades 6-12 instruction which addresses the following topics: (Health and Safety Code 104420)

1. Immediate and long-term undesirable physiologic, cosmetic, and social consequences of tobacco use
2. Reasons that adolescents say they smoke or use tobacco
3. Peer norms and social influences that promote tobacco use
4. Refusal skills for resisting social influences that promote tobacco use

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

As appropriate, the district shall provide or refer students in grades 7-12 to tobacco-use intervention and cessation activities. (Health and Safety Code 104420)

*(cf. 1020 - Youth Services)*

*(cf. 5141.6 - School Health Services)*

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

These services shall be directed toward current users and shall be voluntary for students who desire assistance in ceasing the use of tobacco.

In addition to targeting students who currently use tobacco, the district's program shall target students most at risk for beginning to use tobacco as identified through a local needs assessment.

The district shall provide or refer every pregnant and parenting minor enrolled in the district to tobacco-use prevention services. Such services may be integrated with existing programs for pregnant and parenting minors and shall include: (Health and Safety Code 104460)

1. Referral to perinatal and related support services
2. Outreach services and assessment of smoking status
3. Individualized counseling and advocacy services
4. Motivational messages
5. Cessation services, if appropriate

**TOBACCO** (continued)

6. Incentives to maintain a healthy lifestyle
7. Follow-up assessment
8. Maintenance and relapse prevention services

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

**DRAFT**

Regulation  
approved: February 13, 2014

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



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.1 District Student Calendar for 2013-14 - Amended

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the rescheduling of the minimum day on December 9 (snow day) to March 3, for teacher/staff collaboration.

BACKGROUND: The Amended 2013-14 Student Calendar was approved by the Board of Trustees at the September 12, 2013 Board Meeting.

# Black Oak Mine Unified School District

All students will be healthy, responsible, productive citizens, skilled workers, lifelong learners and contributors to their local and world communities.

## District Calendar 2013-14

Board Approved 9-12-13 with 4-minimum days  
Revised 12-11-13 for 2-Snow Days

### July

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### September

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### November

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### January

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### March

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### May

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### August

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### October

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### December

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### February

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### April

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### June

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

9

### July

4 - Federal Holiday - Independence Day - District Closed

### August

16 - Teacher Workday - No Students

19 - Teacher Workday - No Students

20 - First Day of School

### September

2 - Federal Holiday - Labor Day - District Closed

### October

7 - Minimum Day all students-Teacher collaboration

14-18 Northside and Otter Creek School Minimum Days

21-25 Georgetown & ARCS School Minimum Days

### November

4 - Minimum Day all students-Teacher collaboration

11 - Federal Holiday - Veterans Day - District Closed

23-29 - School Recess

26 - Federal Holiday - Thanksgiving Day - District Closed

29 - District Holiday - District Closed

### December

9 - 10 Snow Days

18 - 20 GSHS/Divide High Minimum Days

20 - End of 1st Semester - (82 days)

Dec 23- Jan 3 - Winter Break

25 - Legal Holiday - Christmas Day - District Closed

### January

1 - Legal Holiday - District Closed

6 - Return from Winter Break

13 - Minimum Day all students-Teacher collaboration

20 - Federal Holiday - MLK Birthday - District Closed

### February

14 - District Holiday - Lincoln's Birthday - District Closed

17 - Federal Holiday - President's Day - District Closed

### March

3 - Minimum Day all students-Teacher collaboration

14 - End of Third Quarter (47 days)

### April

14-18 Spring Break

20 - Easter

21 - Regular School Day

### May

23 - Regular School Day

26 - Federal Holiday - Memorial Day - District Closed

### June

3-4 GSHS & Divide Minimum Days

5 - Last Day of School, End of Second Semester - (98 Days);

Minimum Day ALL Schools

6 - No School



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.2 Title II of the Americans with Disability Act (ADA)  
Transition/Barrier Removal Plans

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the plan for correcting the deficiencies listed in the report provided by Schools Insurance Groups.

BACKGROUND: In compliance with Title II of the Americans with Disability Act (ADA) Schools Insurance Group has prepared the Transition/Barrier Removal Plan for Black Oak Mine Unified School District. The report includes a priority rating for each recommendation to provide guidance for our District in determining the sequence of correcting these deficiencies.

The ADA Transition/Barrier Removal Plans Volumes 1 through 3 are available for viewing at the District Office.





Date            **January 30, 2014**

To:            Dr. Robert Williams, Superintendent

From:         John M. Falappino, Executive Director *John M. Falappino*

Re:            Americans with Disability Act (ADA) Transition/Barrier Removal Plans

Enclosed is your District's ADA Transition/Barrier Removal Plan. This Plan was prepared for **Black Oak Mine Unified School District** by Schools Insurance Group's representatives. The plan and its details can be accessed at [www.dactrak.com](http://www.dactrak.com)

**Please contact Jennie Grover at DAC (1-800-743-7067) and she will give you a password to access your data.**

The report includes a priority rating for each recommendation to provide guidance for you and your staff in determining the sequence of correcting these deficiencies. The priority ratings go from 1 to 7. Included in the binder is a listing of all findings by priority.

SIG strongly recommends that you review the priority of each finding and encourage the District to adjust the priorities as needed with input from District Staff or the Community. This process is part of the requirements of Title II of the American with Disabilities Act. **A procedure for recording progress on deficiencies is enclosed with this memo.**

The completion of the ADA Transition/Barrier Removal Plan is just the **FIRST** step in completing a self-evaluation of all the District's policies and practices related to Title II requirements. **IN ADDITION**, the District **MUST** take the following steps:

- ✓ Designate an ADA Coordinator for your District. This individual should be the person who is responsible for facilities at the District and is in a management position.
- ✓ Have your Board approve the plan and make it a public document available for review by any member of the public.
- ✓ Put in place a mechanism where suggestions and comments from the public can be incorporated into the plan.
- ✓ Adopt grievance procedures that provide for the prompt and equitable resolution of complaints alleging any action prohibited by the ADA
- ✓ Publish notice of nondiscrimination on the basis of handicap and the identity of the ADA Coordinator for your district.

Enclosed with this correspondence are copies of the Federal regulations outlining the basic elements of the ADA.

If you have any questions concerning this document, please call Mike Bryant from Wells Fargo Insurance Services at (530) 271-2721 or call me at the SIG office 1-800-442-4199 ext 204.

## Priority Definition List

**Schools Insurance Group** has selected seven priority levels that will be set to prioritize barrier removal. Below are the seven levels and examples of findings for each level:

Priority Level	Noncompliant Area or Finding	Examples	
1	Possible safety or hazard	<ul style="list-style-type: none"> <li>✓ Current accessibility complaint</li> <li>✓ Injury due to item or element</li> <li>✓ Tripping hazard</li> <li>✓ Sharp corner</li> </ul>	<ul style="list-style-type: none"> <li>✓ Object in the path of travel</li> <li>✓ Protruding object</li> </ul>
2	Easy or inexpensive to correct	<ul style="list-style-type: none"> <li>✓ Door pressures &amp; door stops</li> <li>✓ Trash cans or shrubbery encroaching into the path of travel</li> <li>✓ Faded ISA</li> <li>✓ Incomplete striping</li> <li>✓ Missing or vandalized sign</li> <li>✓ Striping stairs</li> </ul>	<ul style="list-style-type: none"> <li>✓ Coat hook-remove, adjust or repair</li> <li>✓ Contact vendor to replace or repair</li> <li>✓ Blue outline</li> <li>✓ Sink cabinet hardware</li> </ul>
3	Some items may be completed by staff; minimal expense	<ul style="list-style-type: none"> <li>✓ Signage</li> <li>✓ Striping in parking lots to correct width and length</li> <li>✓ Striping crosswalks</li> <li>✓ Striping on stairs</li> <li>✓ Grab bars-add, replace, remove or adjust</li> <li>✓ Relocate or replace dispensers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wrap supply lines</li> <li>✓ Pipe wrapping</li> <li>✓ Replace grates</li> <li>✓ Benches</li> <li>✓ Add accessible parking space</li> <li>✓ Add accessible picnic tables</li> </ul>
4	More expense and some design may be required	<ul style="list-style-type: none"> <li>✓ Replace or relocate door handles</li> <li>✓ Relocate or add grab bars</li> <li>✓ Relocate or add mirrors, dispensers</li> <li>✓ Handrails and handrail extensions</li> <li>✓ Thresholds</li> </ul>	<ul style="list-style-type: none"> <li>✓ Door latch clearance</li> <li>✓ Sinks &amp; Tables - height</li> <li>✓ - toe kicks</li> <li>✓ Access aisle on wrong side of parking space</li> <li>✓ Minor plumbing</li> </ul>
5	Expensive and may need to be incorporated into other projects; May impact use of building during remodeling or construction	<ul style="list-style-type: none"> <li>✓ Curb ramps</li> <li>✓ Sidewalks</li> <li>✓ Drinking fountains</li> <li>✓ Level landings at ramps</li> <li>✓ Ramps</li> <li>✓ Slopes in parking areas or paths of travel, or showers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Lav./Urinal/Toilet height</li> <li>✓ Landing slope</li> <li>✓ Play area access problem</li> <li>✓ Transfer point access; # of play components</li> <li>✓ Counter height</li> </ul>

Priority Level	Noncompliant Area or Finding	Examples	
6	Requires design and expensive; plan checks and approvals; permits; May impact use of building	<ul style="list-style-type: none"> <li>✓ Items needing design</li> <li>✓ Restroom remodels</li> <li>✓ Clear floor space</li> <li>✓ Ramps with switch-backs</li> </ul>	<ul style="list-style-type: none"> <li>✓ Audible/ visual alarm system</li> <li>✓ Other expensive remodeling or renovation</li> <li>✓ Door Height</li> </ul>
7	Noncompliant item to be removed or will no longer be a barrier	<ul style="list-style-type: none"> <li>✓ Employee only area</li> <li>✓ To be demolished, removed or relocated</li> <li>✓ Will no longer be used</li> <li>✓ Leased site; not owned</li> <li>✓ Site maintained by another agency</li> </ul>	<ul style="list-style-type: none"> <li>✓ Code is expected to change and the items that are now noncompliant may become compliant with the new codes</li> <li>✓ Minor deviation from code</li> <li>✓ Errors (i.e. shown as a problem in report, but deemed to be compliant)</li> </ul>

## **Americans with Disability Act (ADA)**

### **Transition/Barrier Removal Plan**

Black Oak Mine Unified School District received a three volume set of ADA barrier removal actions, prepared by SIG, (Schools Insurance Group), on January 7<sup>th</sup> in a meeting with Michael A. Bryant, (Vice President, Wells Fargo Insurance Services.)

Volume 1 covers American River Charter School, Divide High, and the District Office. Volume 2 covers Northside School, Otter Creek, and Maintenance. Volume 3 covers Golden Sierra High School, Golden Junior High School, and Georgetown School.

The three volumes are broken down into seven priority ranges. (See Attachment)

The Facilities Maintenance Operations Transportation Department is developing plans to implement Priority Levels 1 and 2 into our daily maintenance scheduling, starting immediately. Levels 3 through 7 will be reviewed and implemented into "Deferred Maintenance projects, New Construction Projects, and into the overall 5 year budgeting plan." The overall plan is designed to be used as a tool to help plan and to show progress on the Districts efforts to comply with current ADA standards.

It is recommended that the Board of Trustees accept the ADA Barrier Removal Plan from SIG. Updates on efforts to correct current ADA deficiencies will be provided to the Board of trustees as they are completed by Mark Koontz, Director of Facilities, Maintenance, Operations & Transportation.

1

Priority #1  
Possible Safety or Hazard

2

Priority #2  
Easy or Inexpensive to Correct

3

Priority #3  
Some items may be completed by staff;  
minimal expense

4

Priority #4  
More expense and some design may be  
required

5

Priority #5  
Expensive and may need to be incorporated  
into other projects; May impact use of building  
during remodeling or construction

6

Priority #6  
Requires design and expensive; plan  
checks and approvals; permits; May  
impact use of building

7

Priority #7  
Noncompliant item to be removed or will  
no longer be a barrier

8

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.1 Resignation

MEETING DATE: February 13, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees accept the resignation from Diana Sevier, Teacher at American River Charter 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: 17.2 Retirement Request

MEETING DATE: February 13, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees accept the retirement request from Jack Royal, Bus Driver/Courier.

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





## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.3 Retirement Requests

MEETING DATE: February 13, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees approve the retirement requests from the following certificated employees; Dub Wood, Kristin Kraus, Adela Breaux, Claire Williams, Marlene Armes, Theresa Allen, Judy Smith, Leslie Blair and Paul Chollet in accordance with the Certificated Retirement Incentive.

BACKGROUND: Retirement requests from the following teachers will be provided to the Board of Trustees under separate cover from; Dub Wood, Kristin Kraus, Adela Breaux, Claire Williams, Marlene Armes, Theresa Allen, Judy Smith, Leslie Blair and Paul Chollet.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.4 Classified Personnel Action

MEETING DATE: February 13, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to employ Alishia Cleve as an Instructional Aide III.

BACKGROUND: This position is being filled due to a vacancy. The classified personnel action is submitted in accordance with District policy.

## CLASSIFIED PERSONNEL ACTION

### Classified Employment 2013-2014 School Year

Alishia Cleve - Instructional Aide III, American River Charter School. Alishia has many years of experience in education. She most recently worked as a preschool teacher.

sk/board/CLASSIFIED EMPLOYMENT

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.5 Certificated Personnel Action

MEETING DATE: February 13, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to employ Yvonne Yates, Teacher at American River Charter School.

BACKGROUND: This position is being filled due to a vacancy. The certificated personnel action is submitted in accordance with District policy.

American River Charter School  
CERTIFICATED PERSONNEL ACTION

Certificated Employment 2013-2014 School Year

1.0 FTE Teacher

Yvonne Yates – Yvonne has a Multiple Subject Teaching Credential and has been a substitute teacher for many years.

sk/board/Certificated Employment

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.6 Short-Term Employment Action

MEETING DATE: February 13, 2014

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

RECOMMENDATION: It is recommended that the short-term employment action to employ personnel 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 - Coach 2013-2014 School Year

The following coach is being recommended for Golden Sierra High School for the 2013-2014 school year. Background clearance, CPR and First Aid are complete.

Sonny Stephens          Varsity Girls Softball

sk/board/short term coach

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.7 One-time Retirement Incentive – Administrative

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees approve the one-time retirement incentive for Administrative Staff.

BACKGROUND: The Black Oak Mine Unified School District would like to offer a one-time retirement incentive for the 2013-14 school year to Administrative Staff. Administrative Staff who 1) deliver to the District Office on or by March 14, 2014, 4:00 P.M., written notice of their irrevocable resignation and agreement to retire effective on or before the last regular workday of 2013-14 and 2) are at least fifty-five (55) years of age by the first day of school, August 1, 2013 and 3) who have at least ten (10) years of service with the District, may apply for this retirement option as follows: Administrators who meet the eligibility requirements listed will be offered 50% of the difference of the anticipated savings between the total compensation earnable in the next two years by the administrator and the two years total compensation of an administrator who would be paid on step 4 of the same range, using the salary in effect on the date of retirement. Total compensation includes salary, statutory benefits and the District provided benefits.

**Retirement Incentive Application  
Offered by the  
Black Oak Mine Unified School District  
To the Administrative Staff**

The Black Oak Mine Unified School District is pleased to offer a retirement incentive for the administrative staff. You must be at least 55 years of age on the 1<sup>st</sup> day of school for the 2013-2014 school year and have at least 10 years of service with the district. Administrators who meet the eligibility requirements listed will be offered 50% of the difference of the anticipated savings between the total compensation earnable in the next two years by the administrator and the two years total compensation of an administrator who would be paid on step 4 of the same range, using the salary in effect on the date of retirement. Total compensation includes salary, statutory benefits and the District provided benefits. If you decide to take advantage of this incentive, please fill out the information below and return it to the District Office by March 14, 2014 by 4:00 PM.

Name of employee: \_\_\_\_\_ Date: \_\_\_\_\_

Amount due to employee for the incentive: \_\_\_\_\_

- 1) You may use the above amount to take one of the following compensation options:
- a. Health insurance benefits for the retiree and/or his/her spouse for a period of 3 years, starting August 1, 2014 through July 31, 2017, or until the retiree turns 65 years of age, either with or without a retiree contribution.
  - b. Employer Paid 403b or 457 Retirement Plan with employer contributions to be paid by July 31, 2014.

I am selecting option \_\_\_\_\_. I understand that I will also need to submit

Indicate on above line option 1a, or 1b

along with this application, an irrevocable letter of resignation.

\_\_\_\_\_  
*Employee Signature*

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

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**  
In Accordance with AB1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5; CCR, Title V, Section 15449

The proposed agreement is a 2 month agreement that covers the period beginning January 17, 2014 and ending July 31, 2014, and will be acted upon by the Governing Board at its meeting on January 16, 2014. The General Fund is impacted as follows.

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

Certificated

Classified

Confidential/Management

Other

Check one	Cost of 1% *
<input type="checkbox"/>	
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1,515
<input type="checkbox"/>	

\* 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)	-	(51,507)	(35,301)
2	Step and Column - Increase (Decrease) due to movement plus any changes due to settlement			
3	Other Compensation (complete description below)	-	37,016	-
4	Statutory Benefits - Increase (Decrease) In STRS, PERS, FICA, WC, UI, Medicare, etc. (may be included in costs above or shown separately)	-	(6,047)	(4,144)
5	Health/Welfare Benefits - Increase (Decrease)	-	-	-
6	Total Compensation	-	(20,538)	(39,445)
7	Total Number of Represented Employees	3	3	3
8	Total Compensation Average Cost per Employee - Increase (Decrease)	-	(6,846)	(13,148)

%		
Year 1 FY 13 - 14	Year 2 FY 14 - 15	Year 3 FY 15 - 16
	-34.00%	-23.30%
	24.44%	
	-3.99%	-2.74%
	-13.56%	-26.04%

**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 bargaining group have a negotiated cap for Health and Welfare benefits

YES

NO

If yes, please indicate the cap amount.

\$9,600

- 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

In keeping with the Black Oak Mine Teacher's Association Collective Bargaining Agreement, the district must offer an Early Retirement Incentive every three years for the certificated group. Upon mutual agreement between the district and the administration group the district offers the following:

Administrators who are at least 55 years of age on the 1st day of school, of the schoolyear in which they apply for retirement, and who have at least 10 years of service with the district may apply for an early retirement package.

The plan the district is offering is as follows:

(1) Administrators who meet the eligibility requirements listed above, will be offered 50% of the difference of the anticipated savings between the total compensation earnable in the next two years by the member and the two years total compensation of an administrator who would be paid on step 4 of the same range, using the salary schedule in effect on the date of retirement. Total compensation includes salary, statutory benefits and the District provided benefits.

- 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.

This proposed retirement incentive would work in conjunction with other district efforts to address our operating deficit. This retirement incentive is intended to reduce certificated expenses by encouraging employees higher on the pay scale to retire. The district will assess whether these positions will be filled and can hire employees at the lower end of the pay scale.

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

Administrators who are at least 55 years of age on the 1st day of school, of the schoolyear in which they apply for retirement, and who have at least 10 years of service with the district may apply for an early retirement package.

- 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 will not create or increase an operating deficit in the current or subsequent years, rather it should decrease our operating deficit.

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

Current year:

General Fund

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

General Fund will cover these costs from the savings we are able to earn due to the difference of paying employees on the higher end of the salary schedule to hiring new employees on the lower end of the salary schedule.

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)	\$11,386,031
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)	\$ 341,581

**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 1ST INTERIM BUDGET**

<b>CURRENT YEAR 1</b>				
	(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)
<b>REVENUES</b>				
8010-8099 RI/LCFF Sources	8,764,337			\$ 8,764,337
8100-8700 Remaining Revenues	2,385,242			\$ 2,385,242
8900-8999 Contributions & Transfers In	5,000			\$ 5,000
<b>TOTAL REVENUES</b>	<b>11,154,579</b>			<b>\$ 11,154,579</b>
<b>EXPENDITURES</b>				
1000 Certificated Salaries	4,638,287			\$ 4,638,287
2000 Classified Salaries	2,226,721			\$ 2,226,721
3000 Employee Benefits	2,285,605			\$ 2,285,605
4000 Books and Supplies	705,612			\$ 705,612
5000 Services and Operating Expenses	1,113,753			\$ 1,113,753
6000 Capital Outlay	59,000			\$ 59,000
7000 Other	357,053			\$ 357,053
<b>TOTAL EXPENDITURES</b>	<b>11,386,031</b>			<b>\$ 11,386,031</b>
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>(231,452)</b>			<b>(231,452)</b>
<b>BEGINNING BALANCE</b>	<b>1,387,767</b>			<b>\$ 1,387,767</b>
<b>ENDING BALANCE</b>	<b>1,156,315</b>			<b>\$ 1,156,315</b>

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



**IMPACT OF PROPOSED AGREEMENT ON MULTI-YEAR OPERATING BUDGET**  
In accordance with E.C. 42142

**MULTI-YEAR PROJECTION FROM 1ST INTERIM BUDGET**

	YEAR 2			YEAR 3		
	(Col. 1) 2014-15	(Col. 2) Revisions Necessary as a result of proposed settlement	(Col. 4) Total impact on budget (col. 1+2+3)	(Col. 1) 2015-16	(Col. 2) Revisions Necessary as a result of proposed settlement	(Col. 4) Total impact on budget (col. 1+2+3)
<b>REVENUES</b>						
8010-8099 RL/LCFF Sources	8,511,547		\$ 8,511,547	8,545,564		\$ 8,545,564
8100-8700 Remaining Revenues	1,660,245		\$ 1,660,245	1,604,418		\$ 1,604,418
8900-8999 Contributions & Transfers in	5,000		\$ 5,000	5,000		\$ 5,000
<b>TOTAL REVENUES</b>	10,176,792		\$ 10,176,792	10,154,982		\$ 10,154,982
<b>EXPENDITURES</b>						
1000 Certificated Salaries	4,024,490	(14,491)	\$ 4,009,999	3,763,611	(35,301)	\$ 3,728,310
2000 Classified Salaries	2,140,063		\$ 2,140,063	2,089,451		\$ 2,089,451
3000 Employee Benefits	2,269,451	(6,047)	\$ 2,263,404	2,329,145	(4,144)	\$ 2,325,001
4000 Books and Supplies	547,167		\$ 547,167	481,047		\$ 481,047
5000 Services and Operating Expenses	962,086		\$ 962,086	942,062		\$ 942,062
6000 Capital Outlay	-		\$ -	-		\$ -
7000 Other	361,672		\$ 361,672	362,208		\$ 362,208
<b>TOTAL EXPENDITURES</b>	10,304,929	(20,538)	\$ 10,284,391	9,967,524	(39,445)	\$ 9,928,079
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	(128,137)	(20,538)	\$ (107,599)	187,458	(39,445)	\$ 226,903
<b>BEGINNING BALANCE</b>	1,156,315		\$ 1,156,315	1,028,178		\$ 1,028,178
<b>ENDING BALANCE</b>	1,028,178		\$ 1,048,716	1,215,636		\$ 1,255,081

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.8 Resolution #2014-8, Designation of an ADA District Coordinator

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2014-8, Designation of an ADA District Coordinator.

BACKGROUND: In compliance with Title II of the Americans with Disability Act (ADA) Schools Insurance Group has prepared the Transition/Barrier Removal Plans for Black Oak Mine Unified School District. The report includes a priority rating for each recommendation to provide guidance for our District in determining the sequence of correcting these deficiencies. The priority ratings go from 1 to 7. Included in the report is a listing of all findings by priority. It is also required to designate an ADA Coordinator for the District who is responsible for facilities and in a management position.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD RESOLUTION 2014-8

Designation of  
Americans with Disability Act (ADA)  
District Coordinator

WHEREAS, Title II of the Americans with Disability Act requires the designation of an ADA Coordinator for the District: "Such appointment shall be by the resolution of the Governing Board of the Agency."

DESIGNATION

NOW THEREFORE, BE IT RESOLVED that the Black Oak Mine Unified School District Board of Trustees hereby designates the following individual as the District Coordinator in order to fulfill the requirements of the Title II of the Americans with Disability Act:

District Coordinator      Mark Koontz

CERTIFICATION

I CERTIFY THAT THE Governing Board of this Agency by resolution on February 13, 2014 has approved this action.

---

Robert E. Williams, Secretary to the Board of Trustees

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.9 Classified School Employees Week

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2014-3 Classified School Employees Week.

BACKGROUND: Classified School Employees Week is an annual observance during the month of May. The week in which to recognize classified school employees was established many years ago at the State level and the District has traditionally observed the event at the District level by adopting a resolution and at the site level with various activities and/or recognitions. This year the observance is May 19-25, 2014.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD RESOLUTION 2014-3**

**CLASSIFIED SCHOOL EMPLOYEES WEEK**

WHEREAS, Classified School Employees provide valuable services to Black Oak Mine Unified School District schools; and

WHEREAS, Classified School Employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, Classified School Employees play a vital role in providing for the welfare and safety of Black Oak Mine Unified School District students; and

WHEREAS, the Black Oak Mine Unified School District Board of Trustees recognizes the contribution of Classified School Employees to quality education in our community;

NOW, THEREFORE BE IT RESOLVED that the Black Oak Mine Unified School District joins all other public agencies in California in designating May 19-25, 2014, as Classified School Employees Week.

Dated this 13<sup>th</sup> day of February, 2014, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of \_\_\_\_ ayes and \_\_\_\_ noes.

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John Foley, President  
Board of Trustees

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Darcy Knight, Clerk  
Board of Trustees

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.10 National Day of the School Nurse

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2014-4 National Day of the School Nurse.

BACKGROUND: The National Day of the School Nurse is an annual observance during the month of May. The special day on which to recognize nurses was established several years ago at the State level and the District has traditionally observed the event at the District level by adopting a resolution and at the site level with various activities and/or recognitions. This year the observance is May 6, 2014.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD RESOLUTION 2014-4**

**DAY OF THE SCHOOL NURSE**

WHEREAS, the children of California represent the future of our great state by investing in them today, we are securing our business, community and state leaders of tomorrow; and

WHEREAS, the physical, mental and emotional well-being of our children is paramount to their growth and development; and

WHEREAS, California's school nurses are dedicated health care professionals who work in collaboration with families, schools and communities to develop and promote comprehensive health care programs for our youth; and

WHEREAS, in addition to providing for students' immediate health needs, school nurses continually promote healthy lifestyles and provide health and safety education to students and staff; and

WHEREAS, Californians are encouraged to promote the good health of our students and recognize school nurses for their contributions to the health of our children;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees and the District's administrators do hereby proclaim May 6, 2014, as "National Day of School Nurses" in the Black Oak Mine Unified School District and encourage all citizens to join in this very special observance and show their sincere appreciation for nurse.

Dated this 13<sup>th</sup> day of February, 2014, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ noes.

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John Foley, President  
Board of Trustees

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Darcy Knight, Clerk  
Board of Trustees

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.11 California Day of the Teacher

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2014-5 California Day of the Teacher.

BACKGROUND: The Day of the Teacher is an annual observance during the month of May. The special day on which to recognize teachers was established several years ago at the State level and the District has traditionally observed the event at the District level by adopting a resolution and at the site level with various activities and/or recognitions. This year the observance is May 6, 2014.



**BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD RESOLUTION 2014-5**

**CALIFORNIA DAY OF THE TEACHER**

WHEREAS, the children of California represent the future of our great state; and

WHEREAS, paramount to their success in tomorrow's world is their effective personal and intellectual development; and

WHEREAS, the educators of the Golden State provide the vital lessons that enable our youth to mature and reach their fullest potential; and

WHEREAS, the guidance, support and inspiration that teachers provide to students is invaluable and contributes tremendously to the well-being of our great state; and

WHEREAS, it is fitting that all Californians pay tribute to our teachers and their lasting achievements on behalf of our children and the future of the Golden State;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees and the District's administrators do hereby proclaim May 6, 2014, as "Day of the Teacher" in the Black Oak Mine Unified School District and encourage all citizens to join in this very special observance and show their sincere appreciation for our teachers.

Dated this 13<sup>th</sup> day of February, 2014, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ noes.

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John Foley, President  
Board of Trustees

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Darcy Knight, Clerk  
Board of Trustees

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.12 Week of the School Administrator

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution 2014-10 Week of the School Administrator.

BACKGROUND: The State of California has declared the first full week of March (March 2-8, 2014) as the "Week of the School Administrator" per Education Code 44051.1. "School Administrator" is a broad term which includes superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other school district employees. School leaders are to be commended for the contributions they make to successful student achievement.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD RESOLUTION 2014-10**

**WEEK OF THE SCHOOL ADMINISTRATOR**

WHEREAS, Leadership Matters for California's public education system and the more than 6 million students it serves; and

WHEREAS, School administrators are passionate, lifelong learners who believe in the value of quality public education; and

WHEREAS, The title "school administrator" is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other school district employees are considered administrators; and

WHEREAS, providing quality service for student success is paramount for the profession; and

WHEREAS, Most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California's superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement; and

WHEREAS, Public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

WHEREAS, School leaders depend on a network of support from school communities - fellow administrators, teachers, parents, students, businesses, community members, board of trustees, colleges and universities, community and faith-based organizations, elected officials, and district and county staff and resources - to promote ongoing student achievement and school success; and

WHEREAS, Research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state; and

WHEREAS, the State of California has declared the first full week of March as the "Week of the School Administrator" in Education Code 44015.1; and

WHEREAS, The future of California's public education system depends upon the quality of its leadership;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Black Oak Mine Unified School District do hereby proclaim March 2-8, 2014, as "Week of the School Administrator" in the Black Oak Mine Unified School District and all school leaders be commended for the contributions they make to successful student achievement.

Dated this 13th day of February, 2014, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ noes.

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John Foley, President  
Board of Trustees

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Darcy Knight, Clerk  
Board of Trustees



**MINUTES OF A REGULAR MEETING  
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
January 16, 2014**

**CALL TO ORDER**      17.13

The Regular Meeting of the Board of Trustees was called to order by President Foley at 5:15 P.M. at 6540 Wentworth Springs Road, Georgetown.

Present: John Foley, Jeff Shurtz, Darcy Knight, Joe Scroggins, Steve DePue, and Dr. Robert Williams, Superintendent.

**CLOSED SESSION**

After announcing the topics in Open Session, the Board met in Closed Session and discussed Short Term Employment; Public Employee Employment: Resignations; Confidential Pupil Matter Interdistrict transfer appeal hearings #002 & #003; Conferenced with Robert Williams, District Labor Negotiator, Shelly King, Roslynne Manansala-Smith, Regarding labor Negotiations with the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660. Classified and Certificated Administration Retirement Incentives.

**OPEN SESSION**

The Open Session of the Board reconvened at 7:08 p.m.

Present: Board members, Members of the audience (including staff/community)

**DISCLOSURE OF ACTION  
TAKEN, IF ANY, IN CLOSED  
SESSION**

3.4 #002 The board shared that they took action and decided to uphold the denial for the transfer. Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y  
3.5 #003 The board shared that they took action and decided to uphold the denial for the transfer. Vote: 4 to 1 Foley Y Scroggins N Knight Y Shurtz Y DePue Y

**PLEDGE OF ALLEGIANCE**

The pledge was led by Mr. Foley.

**ADOPTION OF THE AGENDA  
ACTION M-14-01**

It was moved by Mr. DePue, seconded by Mr. Scroggins and carried unanimously to adopt the agenda. Pull 16.5 from consent agenda weren't able to have a discussion about this item. Move to table 16.5  
Vote: 5 to 0 Foley Y Scroggins Y Knight Y Shurtz Y DePue Y

**COMMUNICATIONS**  
Written Communications

Mrs. Knight commented that she would like to make sure that all staff knows that she is not okay with just a 3% raise, but please be patient with the Board.

Mr. DePue commented that he received postcards regarding raises.

Mr. Shurtz, Mr. Scroggins and Mr. Foley also commented that they received postcards.

Mr. Foley pointed out that he had also received the EDCOE 1<sup>st</sup> interim letter.

**Oral Communications**

Judy Smith, teacher at Georgetown School handed out a letter to the Board.

Kristin Kraus, teacher at Georgetown School, read Liz Ketelle's address to the Board from 1990.

Stewart Schrader parent, asked for interdistrict transfer for daughter that was denied.

Gary Hines, parent of students at Georgetown School, wants answers and policy on infectious diseases.

**RECOGNITIONS**

Joel Butler was recognized by Dr. Williams. Joel was presented with a certificate.

**B.O.M.T.A. REPORT**

Bill Sammons, BOMTA President, gave report to Board of Trustees regarding salary increase. BOMTA sent postcards to Board members.

**C.S.E.A. REPORT**

Ronald Ebitson, CSEA Vice President, gave report to Board of Trustees

STUDENT REPORT

MacKenzie Clark, Student Rep., gave update for each site

SUPERINTENDENT'S REPORT

Dr. Robert Williams reported, see handout from Dr. Williams.

INFORMATION & DISCUSSION

## 2014-15 Budget Assumptions

Mrs. Manansala-Smith developed a draft for the 2014-15 Budget Assumptions. Does not include Governors Budget.

## Williams Uniform Complaint Procedures Policy Quarterly Report

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. There were no complaints for the period October 1, 2013 through December 31, 2013.

## Board Policy 5131.62 Tobacco

The Board of Trustees will consider reviewing and revising Board Policy 5131.62 Tobacco. The Board would like the update to include any type of nicotine devises.

## Board Policy 1312.3 Uniform Complaint Procedures

The Board of Trustees will consider reviewing and revising Board Policy 1312.3 Uniform Complaint Procedures. This is in regard to new laws from CSBA. The Board needs to help guide the District through these changes.

## Political Area from Board Self-Evaluation

The Board discussed the Political area from the Board Self-Evaluation from June 2013. Mr. Foley opened discussion. Mr. DePue stated that the Board is very strong in participating in meetings. Question 10 is the only one that is not necessarily legislation strong but do participate in other state and federal activities. Mrs. Knight talked about how sometimes Board members don't realize how their decisions impact certain people that aren't always connected to school. Mrs. Knight would like us to post the agendas in other places for community member to see. Mr. Foley feels that in most areas the Board is pretty consistent.

NEW BUSINESS2012-2013 Audit Report  
ACTION M-14-02

It was moved by Ms. Knight, seconded by Mr. DePue, and carried unanimously to approve the 2012-13 Audit Report. Michelle Hansen gave the audit report and discussed findings.

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

2013-14 Budget Guidelines  
ACTION M-14-03

It was moved by Mr. Depue, seconded by Mr. Shurtz and carried unanimously to approve the 2014-15 Budget Guidelines.

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

Mrs. Manansala-Smith walked the Board through this item. Mrs. Knight asked about cafeteria funds. Mr. Scroggins asked about the no condiment diet. Dr. Williams pointed out that we will be getting funds for prop. 39 about \$109,000 for the District.

2013-14 Budget Calendar  
ACTION M-14-04

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

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

Mr. DePue asked about the LCAP and public comment period. Mr. Foley stated that this is part of the reason why we are meeting with different groups and receiving comments.

American River Charter School  
Annual Report  
ACTION M-14-05

It was moved by Mr. Scroggins, seconded by Ms. Knight and carried unanimously to accept the 2012-13 American River Charter School Annual Report.

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

Mrs. Knight would like Ms. Whittington to give the Board names of parents to recognize at one of the District Board meeting.

CONSENT AGENDA  
ACTION M-14-06

It was moved by Mr. Shurtz, seconded by Ms. Knight, and carried unanimously to approve the consent agenda. Pulled item 16.5

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

<b>Short-Term Employment Action</b>	Approved to employ 8 <sup>th</sup> Grade and Varsity Girls Basketball Coaches at Golden Sierra Junior-Senior High School, Meagan Wright and Kevin Niles.
<b>Public Employee Employment Action</b>	Approved the employment of Sarah Knight and Donna Soldano as Early Mental Health Specialists.
<b>Resignations</b>	Accepted the resignations from Classified employees Tracie Thill, and Candi Dzurella
<b>Agreement Between the California School Employees Association, Gold Chain Chapter #660 and Black Oak Mine Unified School District</b>	Approved the agreement between the California School Employees Association, Gold Chain Chapter #660 and Black Oak Mine Unified School District.
<b>One-Time Retirement Incentive for Administration</b>	Pulled this item (16.5)
<b>Resolution #2014-01, Surplus Property Program</b>	Approved Board Resolution #2014-01, Surplus Property Program.
<b>Minutes – December 12, 2013</b>	Approved the minutes from the regular meeting on December 12, 2013.
<b>Purchase Orders, Warrants, Bids and Quotes</b>	Approved the 2013-14 fiscal year Batch Numbers 4045-4065 dated December 5 through December 19, 2013 for the General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund; and Batch Numbers 4026-4027 dated December 5 <sup>th</sup> , and 13 <sup>th</sup> , 2013, for the R.O.P. fund for a total of \$845,200.75.
<b>Gifts</b>	Accepted the gift donated by Adela Breaux.
<b>Field Trips</b>	Approved (2) overnight field trips for Golden Sierra Junior-Senior High School.
<b><u>REPORTS OF THE BOARD</u></b>	<p>Mr. Shurtz thanked Ms. Judy Smith for a copy of her speech tonight.</p> <p>Mr. Scroggins thanks many for helping with basketball tournaments and games.</p> <p>Mrs. Knight stated that she enjoyed talking with Mr. Scroggins and others who attended our basketball games. She also stated how she and Mr. Foley attended a meeting at the State Department this morning. The State Department was asking for feedback. Mrs. Knight shared many questions that took place at the meeting. Mr. Foley also commented on the meeting at the State Department. Mr. Foley would like the District to look into having one of the LCFF Broadcasts brought to our District.</p> <p>The special meeting of the Board is Tuesday, January 21, 2014 at 6PM @ Golden Sierra Junior-Senior High School. We may need a closed session but Rob will look into this. John asks if the Board would like to go back to closed session at 9:21 PM. The next regular meeting of the Board is Thursday, February 13, 2014.</p>
<b><u>FUTURE MEETINGS</u></b>	
<b><u>CLOSED SESSION</u></b>	The Board went back into closed session 9:22 PM.
<b><u>ADJOURNMENT</u></b>	The meeting was adjourned at 9:22 p.m.
<b>Respectfully submitted,</b>	
<hr/> Robert Williams, Ed.D. Secretary of the Board	<hr/> John Foley President of the Board <hr/> Date



**SPECIAL MINUTES OF A REGULAR MEETING  
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
January 21, 2014**

<u><b>CALL TO ORDER</b></u>	17.14	The Special Meeting of the Board of Trustees was called to order by President Foley, at 6:00 P.M. at 5101 Garden Valley Rd., Garden Valley, California  Present: John Foley, Jeff Shurtz, Darcy Knight, Joe Scroggins, Steve DePue and Dr. Robert Williams, Superintendent.
<u><b>PLEDGE OF ALLEGIANCE</b></u>		The Pledge of Allegiance was led by Mr. Hendrix.
<u><b>ADOPTION OF THE AGENDA ACTION M-14-07</b></u>		<b>It was moved by Mr. DePue, seconded by Mrs. Knight, and carried unanimously to adopt the agenda. 5 to 0</b>
<u><b>COMMUNICATIONS</b></u> Written Communications Oral Communications		None Mr. Sammons spoke on the low numbers in our district. Student, Celeste Meider, from Mr. Hendrix Econ. class presented the "Student Bill of Rights". Students from grades 7-12 gave input for this presentation. Mr. Bryant, Science teacher, spoke about the great trip twelve GSHS students and three chaperones took to Costa Rica over Christmas Break. Roslynne Manansala-Smith, Drew Woodall, and Dr. Robert Williams provided information to the Board of Trustees and to the public on LCFF and LCAP.
<u><b>CONSENT AGENDA ACTION M-14-08</b></u>		<b>It was moved by Mr. DePue, seconded by Mr. Shurtz, and carried unanimously to adopt the agenda. 5 to 0</b>
Resolution #2014-02, FY 13/14 School Bus Replacement Project		Adopted Board Resolution #2014-02, FY 13/14 School Bus Replacement Project
<u><b>ADJOURNMENT</b></u>		The meeting was adjourned at 7:32 P.M.
Respectfully submitted,		
_____ Robert Williams Secretary to the Board	_____ John Foley President of the Board	_____ Date

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.15 Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that 2013-14 fiscal year Batch numbers 4066-4076 dated January 7 to January 29, 2014 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund for a total of \$569,251.23, 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	391,226.57
Charter School Fund 09	19,106.94
Cafeteria Fund 13	10,590.10
Building Fund 21	3,652.50
School Facilities Fund 35	797.00
Bond Interest & Redemption Fund 51	143,878.12
Total	569,251.23



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.16 Gifts

MEETING DATE: February 13, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the gift donated by Georgetown Lumber & Hardware be accepted.

BACKGROUND: The following gift was donated to the District:

Garden mulch for the garden area at American River Charter School, a \$20.00 value.

Pursuant to District practice, the Board of Trustees may accept on behalf of and for the District, any bequest, gift of money, or gift of property that is presented to the District. The donor may request that the donation be used for a specific program or at a specific school site. A letter of appreciation will be sent to the donor(s).

AMERICAN RIVER CHARTER SCHOOL / Black Oak Mine Unified School  
District  
Robert E. Williams, Ed.D.,  
Superintendent

Post Office Box 4510  
Georgetown, CA 95634  
(530) 333-8300  
Fax: (530) 333-8303

Website: [www.arcs-ca.schoolloop.com](http://www.arcs-ca.schoolloop.com)

### Request for Board Acceptance of Gift

To:	Robert Williams
From:	Susan Whittington
Re:	Request for Board Acceptance of Gift
Date:	1-7-14
Description of Gift:	Mulch for garden area
Donor Estimated Value:	\$20.00
Donated By:	Georgetown Lumber & Hardware
Mailing Address:	
Donor Requests Gift To Be Used At/For:	Landscaping at ARCS