

**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>January 16, 2014</b>
<b>TIME:</b>	<b>5:15 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 - 5:15 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 Short-Term Employee Employment - Girls Basketball Coaches (2)
  - 3.2 Public Employee Employment - Resignations (2)
  - 3.3 Public Employee Employment-Mental Health Specialist (2)
  - 3.4 Student Interdistrict Transfer Appeal Hearing #002
  - 3.5 Student Interdistrict Transfer Appeal Hearing #003
  - 3.6 Conference with Robert Williams, District Labor Negotiator, Regarding Labor Negotiations with the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660
  - 3.7 Retirement Incentives, Classified Staff & Certificated Administrative Staff
- 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 - 7:10 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.

Joel Butler

10.0 B.O.M.T.A. REPORT - 7:20 P.M.

11.0 C.S.E.A. REPORT - 7:30 P.M.

12.0 STUDENT REPRESENTATIVE TO THE BOARD REPORT - 7:40 P.M.

13.0 SUPERINTENDENT'S REPORT - 7:50 P.M.

14.0 INFORMATION & DISCUSSION - 8:00 P.M.

14.1 2014-15 Budget Assumptions (Pages 1-6)

EXPLANATION: The Budget Assumptions do not reflect the recently released Governor's 2014-15 and will be updated as other information becomes available.

14.2 Williams Complaint Policy Quarterly Report (Pages 7-8)

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

14.3 Board Policy 5131.62 Tobacco (Pages 9-16)

EXPLANATION: The Board of Trustees will consider reviewing and revising Board Policy 5131.62 Tobacco.

14.4 Board Policy 1312.3 Uniform Complaint Procedures (Pages 17-26)

EXPLANATION: The Board of Trustees will consider reviewing and revising Board Policy 1312.3 Uniform Complaint Procedures.

14.5 Political Area from Board Self-Evaluation (Pages 27-28)

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

15.0 NEW BUSINESS – 8:15 P.M.

15.1 2012-13 Audit Report (Pages 29-34)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the 2012-13 Audit Report.

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

15.2 2014-15 Budget Guidelines (Pages 35-36)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the 2014-15 Budget Guidelines.

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

15.3 2014-15 Budget Calendar (Pages 37-38)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the 2014-15 Budget Calendar.

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

15.4 American River Charter School Annual Report (Pages 39-50)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to accept the 2012-13 American River Charter School Annual Report.

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

16.0 CONSENT AGENDA – 9:15 P.M.

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

16.1 Short-Term Employment Action (Pages 51-52)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to employ two (2) Golden Sierra Junior-Senior High School Coaches; Kevin Niles, Varsity Girls Basketball and Meagan Wright, 8<sup>th</sup> Grade Girls Basketball.

16.2 Public Employee Employment (Pages 53-54)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to employ Sarah Knight and Donna Soldano as Early Mental Health Specialists.

16.3 Resignations (Pages 55)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to accept the resignations from Tracy Thill, Instructional Aide at American River Charter School and Candi Dzurella, Instructional Aide at Golden Sierra Junior-Senior High School.

16.4 Agreement Between the California School Employees Association, Gold Chain Chapter #660 and Black Oak Mine Unified School District. (Pages 57-66)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the agreement between the California School Employees Association, Gold Chain Chapter #660 and Black Oak Mine Unified School District.

16.5 One-Time Retirement Incentive – Administrative (Pages 67-76)

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

16.6 DGS State & Federal Surplus Property Program Resolution #2014-01 (Pages 77-78)

RECOMMENDATION: It is recommended that the Board of Trustees approve the Board Resolution #2014-01, DGS State & Federal Surplus Property Program.

16.7 Minutes – December 12, 2013 (Pages 79-82)

RECOMMENDATION: It is recommended that the Board of Trustees approve the minutes from the regular board meeting on December 12, 2013.

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

RECOMMENDATION: It is recommended that 2013-14 fiscal year Batch Numbers 4045-4065 dated December 5, 2013 through December 19, 2013 for the General Fund, Charter School Fund, Cafeteria Fund, School Facilities Fund and Batch Numbers 4026-4027 dated December 5 and 13, 2013, for the R.O.P. Fund for a total of \$845,200.75 be approved.

16.9 Gifts (Pages 85-86)

RECOMMENDATION: It is recommended that the gift donated by Adela Breaux be accepted.

16.10 Field Trips (Pages 87-89)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve two (2) overnight field trips for Golden Sierra Junior-Senior High School.

17.0 REPORTS OF THE BOARD OF TRUSTEES – 9:20 P.M.

18.0 FUTURE MEETINGS

The next proposed special meeting of the Board is scheduled for Tuesday, January 21, 2014 and the next regular meeting is scheduled for Thursday, February 13, 2014

19.0 CLOSED SESSION

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

20.0 ADJOURNMENT

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 2014-15 Budget Assumptions

MEETING DATE: January 16, 2014

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

EXPLANATION: The Budget Assumptions do not reflect the recently released Governor's 2014-15 and will be updated as information becomes available.

BACKGROUND: In keeping with the 2014-15 Budget Calendar timelines, the District's Chief Fiscal Officer, Roslynne Manansala-Smith, developed a draft of the 2014-15 Budget Assumptions.

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT

## 2014-15 BUDGET ASSUMPTIONS

### PURPOSE:

The purpose of this set of budget assumptions is to assist the District in developing and maintaining the 2014-15 budget. The intent of the recent enactment of the Local Control Funding Formula was to provide a funding mechanism that is simple and transparent while allowing school district's maximum flexibility in allocating resources to meet local needs. It is important to note that while the formula itself is relatively straightforward, the transition from revenue limit funding to the LCFF is very complex mainly due to the state's commitment to ensure all school districts are funded at no less than what they received in 2012-13. The reality is that this is simple in concept and extremely complex in application. With this in mind, it is important to note that school districts statewide are in a very fluid environment. CDE guidance is still being developed and information could change.

The assumptions listed below are based upon the most current guidance from CDE, District input and prior year trends as well as external sources (such as SSC, EDCOE) when appropriate.

### OVERALL ASSUMPTIONS FOR BUDGET:

1. 2013-14 CBEDS enrollment of 1,157 is projected to fall by 52 , to 1,105 in 2014-15.
2. Due to declining enrollment in 2014-15, LCFF ADA will be based on 2013-14 ADA and is estimated to fall to 1,215.14 for 2014-15.
3. The number of schools operated by the District in 2014-15 is six (6): Golden Sierra Junior Senior High School, Divide High School, Georgetown School, Northside School, Otter Creek School and American River Charter School.
4. Assumptions for charter school budget are not included in this document.
5. Both site budget and staffing allocations will be by formulas as follows:
  - 5.1 Site budget formula:

K-5 =	\$37.91 / Student
6-8 =	\$51.44 / Student
9-12 =	\$72.43 / Student
Independent Study =	Per grade level formula above
Athletic Supplies - 6-8 =	\$4.75/Student
GSJS Athletic Supplies/Equip Refurb =	\$5,700
Athletic Officials GSJS (7-12) =	\$25,500
  - 5.2 Department budget formulas:

District Office (including Supt Budget) =	No change from prior year.
Maintenance =	No change from prior year.
Operations =	No change from prior year.
Transportation =	No change from prior year.

5.3 Staffing formula guidelines: (Does not include Special Education)

K-3 =	28/1*
4-6 =	33/1
7-12 =	35/1
Divide High =	25/1
Otter Creek =	24/1
Ind. Study =	26/1
ROP =	18/1

\*Important to note under LCFF, in order for districts to receive the additional K-3 CSR Grade Span Adjustment, school districts must make progress toward an average class enrollment of no more than 24 pupils in grades K-3 per school site. This progress must be equivalent to the percentage of Gap funding. Currently for 2014-15, this percentage of Gap funding is estimated at 16.49%.

While the exact calculation of how this will be determined by CDE is not yet determined, the district is working to meet the 16.49% progress for the K-3 grade spans at all school sites.

DRAFT

## REVENUE ASSUMPTIONS:

1. The District projected LCFF amount is based on most recent School Services Fiscal Dartboard projection, the EDCOE LCFF Calculator and from the BASC Common Message from our County Office of Education. For 2014-15, the COLA is projected at 1.87%, the LCFF Gap Funding at 16.49% and the district is funded at 18% below its LCFF target.

The Education Protection Account (Prop 30) is a component of an LEA's total LCFF entitlement. EPA projected total for 2014-15 is about \$1.3 million of our total LCFF entitlement.

2. Forest Reserve funds have not been re-authorized for 2014-15; revenue will not be included in budget until 2014-15 is re-authorized.
3. Special Education will be funded outside of the LCFF, with funding for ADA growth and an estimated 0.86% COLA.
5. Funding projections for continuing Federal categorical programs are included in the budget at a projected 5.2% reduction until federal sequestration cuts to education are resolved.
6. Unrestricted Lottery revenue is estimated at the rate of \$126 per ADA. The restricted Proposition 20 Lottery revenue is estimated at the rate of \$31 per ADA.
7. Categorical program carryover funds that remain are considered restricted and will continue to be included as either deferred revenue or as part of the restricted ending balance, depending on the definition of the resource.
8. Deferred Maintenance funding has been rolled into the LCFF. The board has confirmed its commitment of funds to Deferred Maintenance Fund 14 at the November 2013 board meeting. The ending balance from June 30, 2014 will remain in Fund 14 and \$67,948 will be transferred from Fund 01 to Fund 14 for the 2014-15 school year.
9. Transportation fee rates will remain unchanged from prior year. Analysis may indicate a need to increase fees in future years.

Home to School Transportation funding was also rolled into the LCFF. Districts are required to meet a Maintenance of Effort, to at least spend what we received from the state in 2012-13. Until further guidance is received from CDE, the District will still track Home to School Transportation expenses in resource 7230. Since revenue for this program is received with LCFF, this will require a projected contribution of \$782,546 to resource 7230.

10. Facility Use Fee Schedule has been approved by the board and an updated Memorandum of Understanding has been signed with Georgetown Divide Recreation District (GDRD). The District will work with GDRD in January 2104 for the first payment this year and will include this revenue in the next budget update at 2<sup>nd</sup> Interim.
11. Funding for the Mandate Block Grant is based on average daily attendance (ADA) using prior year 2013-14 ADA for Grades K-8 and Grades 9-12. Currently the district is using the 2013-14 rates:  
School Districts: \$28/ADA for Grades K-8 & \$56/ADA for Grades 9-12  
Charter Schools: \$14/ADA for Grades K-8 & \$42/ADA for Grades 9-12
12. The two year funding grant for Common Core State Standards Implementation has been included in the 2013-14 budget. The estimated carryover from 2013-14 is about \$141,000.



## EXPENDITURE ASSUMPTIONS:

1. Step increases will be reflected for those certificated, classified, confidential, and administrative employees who qualify for movement based upon their longevity with the District. The estimated certificated amount for 2014-15 is currently estimated at about \$51,000, or about 1.3%. The classified amount for 2014-15 is currently estimated at about \$15,000, about 1.4%.
2. Costs resulting from a paid leave of absence will be budgeted under the corresponding funding source. Funding for retirement compensation will be allocated according to GASB 45 requirements.
3. Column increases will be budgeted for those certificated employees who have indicated completion of the required number of units. The amount for 2014-15 is currently estimated at \$2,500.
4. For most categorically funded programs, the positions allocated will reflect the funding available. Though the district will strive to maintain positions at the minimum level needed, programs such as Special Education and Home to School Transportation will require a contribution from the unrestricted budget.

5. Benefits:

5.1 The rates below reflect the 2013-14 rates

<u>Certificated Employees</u>		<u>Classified Employees</u>	
STRS -	8.25%	PERS -	11.42%
Medicare -	1.45%	Medicare -	1.45%
Unemployment -	0.05%	Unemployment -	0.05%
Workers Comp -	1.99%	Workers Comp -	1.99%
Total Fixed Benefits -	11.35%	OASDI -	6.20%
		Total Fixed Benefits -	21.11%

- 5.2 Health insurance premium cap amounts for 2013-14 are incorporated in the budget.
6. Utility costs are projected at prior year levels plus a COLA of 3% for potential rate increases and adjustments for school site relocations.
  7. Fuel costs are projected based upon market rates and historic analysis of gallons used and cost per gallon in prior years.
  8. The annual contract for services with the El Dorado County Office of Education currently estimated at about \$75,000 for 2014-15.
  9. Inter-program indirect costs will be calculated at the maximum allowable rate per program. The District-approved indirect cost rate for 2013-14 is 7.44% and is used until the 2014-15 rate is approved.
  10. The established reserve for Economic Uncertainties (EUR) approved by the Board of Trustees is maintained at 4%, 1% above the state minimum.
  11. Technology Budget: The budget will remain at the 2013-14 level.
  12. In order to keep the district financial status "Positive", the district will need to implement reductions in the amounts discussed in the Multi Year Projections narrative assumptions.

Adopted:



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Williams Uniform Complaint Procedures Policy Quarterly Report

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent

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

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

For the period October 1, 2013 through December 31, 2013 there are no complaints to report.

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

To: Jeremy M. Meyers, County Superintendent

District: Black Oak Mine Unified School District

Person completing this form: Carla Koontz Title: Superintendent Secretary

Quarterly Report Submission Date:  
(check one)

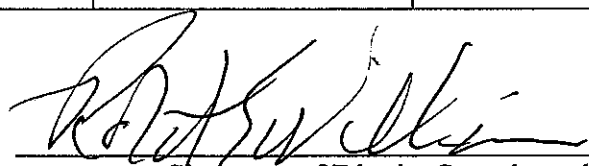
- ☐ April 2013  
☐ July 2013  
☐ October 2013  
☒ January 2014

Date for information to be reported publicly at governing board meeting: January 16, 2014

Please check the box that applies:

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

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

  
\_\_\_\_\_  
Signature of District Superintendent

12.31.13  
\_\_\_\_\_  
Date  
8

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Board Policy 5131.62 Tobacco

MEETING DATE: January 16, 2014

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

EXPLANATION: The Board of Trustees will consider reviewing and revising BP 5131.62 Tobacco.

BACKGROUND: The Board of Trustees will review, discuss, and possibly revise the policy.

Board members that have suggestions for changes should contact Dr. Williams by January 31, 2014.

**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)*

BP 5131.62(b)

## **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

BP 5131.62(c)

## **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)*



**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 OPINIONS

88 Ops. Cal. Atty. Gen. 8 (2005)

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSHealth Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000WEST ED PUBLICATIONSGuidebook for the California Healthy Kids SurveyWEB SITESCSBA: <http://www.csba.org>

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.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>

**Students**

AR 5131.62(a)

**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

AR 5131.62(b)

**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: Board Policy 1312.3 Uniform Complaint Procedures

MEETING DATE: January 16, 2014

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

EXPLANATION: The Board of Trustees will consider reviewing and revising 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.

Board members that have suggestions for changes should contact Dr. Williams by January 31, 2014.

**UNIFORM COMPLAINT PROCEDURES**

The Board of Trustees ~~recognizes the district's responsibility to comply~~ [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] ~~and shall seek to resolve those complaints~~ 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; ~~the perception of one or more of such characteristics;~~ 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, ~~and the development and adoption of the school safety plan.~~

*(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)*  
~~*(cf. 6162.52 - High School Exit Examination)*~~  
~~*(cf. 6179 - Supplemental Instruction)*~~  
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: ~~October 11, 2012~~ [December 12, 2013] 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) 338-8300

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, pursuant to Education Code 262.3, 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 ~~is primarily~~ [has the primary] responsibility for [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. ~~An~~ [A complaint alleging] unlawful discrimination, ~~complaint~~ [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.

AR 1312.3(c)

## **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.

AR 1312.3(d)

### **UNIFORM COMPLAINT PROCEDURES (continued)**

Before initiating the mediation of a ~~discrimination complaint~~ [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.

AR 1312.3(e)

#### **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 ~~When appealing to the CDE, the complainant [and the appeal]~~ shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or  
AR 1312.3(f)

#### UNIFORM COMPLAINT PROCEDURES (continued)

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)

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 ~~cases in which~~ [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 ~~discrimination complaints~~ [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: ~~October 11, 2012~~ [February 13, 2014] Georgetown, California

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Political Area of Self-Evaluation

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent

EXPLANATION: The Board of Trustees will discuss the Political 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.

POLITICAL				
This action occurs:	Frequently	Occasionally	Rarely	Never
1. Board shows an awareness of the impact its decisions will have on the community.	10 9 8	7 6 5	4 3 2	1 0
2. Board encourages the public to attend board meetings.	10 9 8	7 6 5	4 3 2	1 0
3. Board actively cooperates with the news media to spread information about schools programs.	10 9 8	7 6 5	4 3 2	1 0
4. Board has formed ad hoc committees/task forces that include staff and community representatives as well as board members.	10 9 8	7 6 5	4 3 2	1 0
5. Board offers committees referenced in #4 opportunities to report at meetings.	10 9 8	7 6 5	4 3 2	1 0
6. Board and its members maintain channels of communication with key community leaders.	10 9 8	7 6 5	4 3 2	1 0
7. If the board thinks a group of constituents is likely to disagree with an action it's considering, it makes sure to learn how the public feels before rendering the decisions.	10 9 8	7 6 5	4 3 2	1 0
8. Board has adopted a policy on parent and public relations/involvement, which it references and reviews.	10 9 8	7 6 5	4 3 2	1 0
9. Board withstands the pressure of special interest groups.	10 9 8	7 6 5	4 3 2	1 0
10. Board is actively involved in state and federal education legislation.	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: 2012-13 Audit Report

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent  
Presented by:  
Michelle Hanson, Goodell, Porter, Sanchez & Bright LLD

RECOMMENDATION: It is recommended that the Board of Trustees approve the 2012-13 Audit Report.

BACKGROUND: Education Code 41020 requires that an annual audit of District funds be conducted by a certified public accountant. Each audit is to include an accounting of all funds of the District, General Fund and Special Funds, pursuant to standards and procedures developed in accordance with Education Code 41020.5. After approval by the Board of Trustees, a copy of the audit is filed with the El Dorado County Office of Education, the State Department of Education and the State Department of Finance.

Our auditor of record for 2012-13 was Goodell, Porter, Sanchez & Bright LLD. Michelle Hanson, a representative of Goodell, Porter, Sanchez & Bright LLD will present the audit at the Board meeting.

A copy of the audit is being provided under separate cover for the Board of Trustees. If anyone would like a copy please contact Carla Koontz at 530-333-8300.

GOODELL,  
PORTER,  
SANCHEZ &  
BRIGHT, LLP

C E R T I F I E D  
P U B L I C  
A C C O U N T A N T S

JOHN L. GOODELL, CPA  
VIRGINIA K. PORTER, CPA  
BEVERLY A. SANCHEZ, CPA  
SUZY H. BRIGHT, CPA  
RICHARD J. GOODELL, CPA  
MICHELLE M. HANSON, CPA

December 4, 2013

To The Board of Trustees  
Black Oak Mine Unified School District  
P.O. Box 4510  
Georgetown, CA 95634

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Black Oak Mine Unified School District for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated March 27, 2013. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Findings**

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statement is Note 1 - Significant Accounting Policies and finding 2013-1 related to ongoing deficit spending.

The disclosures in the financial statements are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representation*

We have requested certain representations from management that are included in the management representation letter dated December 4, 2013.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

The District continues to deficit spend. Our report includes a material weakness finding and the recommendation that actual 2013-2014 results be constantly compared to the budget. The District must develop a sustainable plan to eliminate deficit spending in future years.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Matters*

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Trustees and management of Black Oak Mine Unified School District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

GOODELL, PORTER, SANCHEZ & BRIGHT, LLP



Michelle Hanson  
Certified Public Accountant

MH:jn

Black Oak Mine Unified School District  
Schedule of Unrecorded Adjustments  
As of and for the Year Ended June 30, 2013

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The following items represent potential adjustments that were not recorded as adjustments to the financial statements because they are considered immaterial both individually and in the aggregate.

Cafeteria Fund

Stores Inventory	\$1,890	
Books, Supplies & Rep Equipment		\$1,890

*To adjust inventory balance on general ledger to  
actual inventory on hand at June 30, 2013.*

Student Body

Cash on Hand in Bank	\$2,668	
Total Disbursements		\$2,668

*To adjust bank balance for apparently stale checks  
at Golden Sierra High School.*

We did not adjust the amount reported for Cash in County Treasury at June 30, 2013 to the current fair value amount. Had we recorded the adjustment, the District's total amount reported as Cash in County Treasury would decrease \$726.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 2014-15 Budget Guidelines

MEETING DATE: January 16, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees approve the 2014-15 Budget Guidelines.

BACKGROUND: A draft of the 2014-15 Budget Guidelines was prepared by the Superintendent and Chief Fiscal Officer and is now being presented to the Board of Trustees for approval.

# **BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

## **2014-15 BUDGET GUIDELINES**

1. The District's goal while budgeting will be to eliminate or greatly reduce deficit spending,
2. In developing the budget, the prime consideration will be the provision of a quality educational program that meets District and State standards at all grade levels, with the driving force being the District Strategic Plan and Local Control Accountability Plan (LCAP) adopted by the Board of Trustees.
3. The budget shall include a General Fund Reserve for Economic Uncertainty of no less than 4% of the total General Fund appropriations in classes 1000 through 5000.
4. The LCFF allows local boards to utilize Base Grant funds to benefit the district, therefore, an allowance budgeted for deferred maintenance, adopted textbooks and technology are included.
5. Allowance shall be made for increases and/or decreases in the cost of services and supplies such as: gasoline, propane, diesel fuel, electricity, insurance, water, postage, trash collection, telephone service, lease agreements, debt repayment, employee retirement contributions or benefits mandated by law.
6. The budget document shall include the associated salary and fringe benefit costs within each program area.
7. Unless there is a mandated level of Base Grant participation, all categorical programs shall be self-supporting and, where allowable, shall include allocations for indirect costs. Transportation and Special Education are recognized as not being self-supporting; however, a goal of self-support shall be expected and monitored.
8. Provision shall be made for the preservation of existing facilities and equipment through capital improvements and preventive maintenance, to the extent of our financial ability.
9. Supply and equipment allocations in effect for the current year shall be reviewed and adjusted as necessary. Equipment replacement will be funded in accordance with available resources.
10. Staffing ratios shall be maintained or developed to support the instructional program.
11. Funds shall be made available in the budget to support current and anticipated collective bargaining commitments.
12. The budget document shall be prepared by major program areas to allow for ready comparison among other programs and with previous years. Detailed budget information shall be available so that the Board and the public can examine the components of a specific program.
13. The budget document shall show budgeted expenditures for each category in the current year and proposed expenditures for the following year.
14. All special funds, such as the Building, Cafeteria, Developer Fee and Special Reserve Funds, etc., shall be included in the budget document.
15. When the Board authorizes a new project or program, it shall specify the allocation or reallocation of resources required.
16. Any proposed increase or reduction from prior year expenditure levels shall be reported in the annual SACS Financial Reports.

Adopted:



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 2014-15 Budget Calendar

MEETING DATE: January 16, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees adopt the 2014-15 Budget Calendar.

BACKGROUND: The initial process of budget development begins annually with the preparation of a calendar which designates the timelines for various meetings and schedules for the Board of Trustees and the Parent and District LCAP Advisory Committee.

The 2014-15 calendar may need to be revised as the school year proceeds to schedule unanticipated events or additional meetings. A Board Study Session on the 2014-15 Budget has been scheduled for May 1, 2014.

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT 2014-15 BUDGET CALENDAR

DUE DATE	ACTION	RESPONSIBILITY
December 2013	Submit to Superintendent Enrollment Projections with Revisions/Recommendations & Preliminary Staffing	Principals
January 9, 2014	Develop 2014-15 Budget Calendar, Budget Guidelines & Budget Assumptions	Superintendent/Chief Fiscal Officer
January 14, 2014	Distribute Enrollment Projections, staffing formulas, basic allocations and draft Budget Calendar and Guidelines to Management Team	Superintendent/Chief Fiscal Officer
January 16, 2014	Review 2014-15 Budget Assumptions Draft Review & Adopt: 2014-15 Budget Calendar & Budget Guidelines	Board of Trustees
January 28, 2014	Review 2014-15 Budget Calendar, Budget Guidelines, Budget Assumptions, & Local Control Accountability Plan (LCAP) Draft Template and Timelines	Board of Trustees, LCAP Committees- Parent & District Advisory Committees
January 31, 2014	State Board of Education adopts Local Control Funding Formula (LCFF)/LCAP Spending Regulations	State Board of Education (CDE)
February 13, 2014	Update if needed, based on State Adopted LCFF/LCAP Spending Regulations: 2014-15 Budget Calendar, Budget Guidelines & Budget Assumptions  Review Governor's Proposed Budget  Staffing - Reduction/Layoff Resolutions	Board of Trustees
March 13, 2014	Approve 2013-14 2nd Interim Report  Staffing - Reduction/Layoff Resolutions	Board of Trustees
March 31, 2014	State Board of Education adopts LCAP Template  Review Governor's Proposed Budget	Board of Trustees, LCAP Committees- Parent & District Advisory Committees
April 2014	Update (if needed): 2014-15 Budget Calendar, Budget Guidelines & Budget Assumptions  Develop LCAP	District Administrators, LCAP Committees- Parent & District Advisory Committees
May 2014	Submit final authorized staffing to Superintendent  Submit Site Budgets to CFO	Personnel Services Coordinator  Principals
May 1, 2014	Special Board Study Session on 2014-15 LCAP & Budget	Board of Trustees
June 13, 2014	Distribute 2014-15 Budget & LCAP to Management Team & LCAP Committees	Superintendent/Chief Fiscal Officer
June 13, 2014	Public copy of 2014-15 Budget available at District Office	Chief Fiscal Officer
June 19, 2014	Hold Public Hearing on 2014-15 Budget Adopt District LCAP Adopt 2014-15 Budget	Board of Trustees
June 30, 2014	File adopted 2014-15 LCAP, Budget (SACS financial reports) with the El Dorado County Office of Education (EDCOE)	Chief Fiscal Officer
August 2014	El Dorado County Office reviews LCAP, questions submitted from EDCOE and answered by districts	EDCOE, Superintendent/Chief Fiscal Officer
September 2014	Review EDCOE recommendations Approve 2013-14 SACS Unaudited Actuals Financial Report	Board of Trustees
September 2014	File SACS 2013-14 Unaudited Actuals Financial Report with EDCOE	Chief Fiscal Officer
October 2014	EDCOE approves LCAP	EDCOE
December 2014	Approve 2014-15 First Interim Report	Board of Trustees
March 2014	Approve 2014-15 Second Interim Report	Board of Trustees
May 2014	Approve 2014-15 Third Interim Report (if needed)	Board of Trustees

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 2012-13 American River Annual Report

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent  
Susan Whittington, Charter School Director

RECOMMENDATION: It is recommended that the Board of Trustees accept the 2012-13 American River Charter School Annual Report.

BACKGROUND: The American River Charter School Annual Report was compiled by the American River Charter Staff and is an annual requirement. This report was done with the leadership of Susan Whittington, in collaboration with the rest of the American River Charter School staff members.



"Soaring to New Heights Together"

# American River Charter School 2012-13

## Annual Report to the BOMUSD Board of Trustees

January 16, 2014

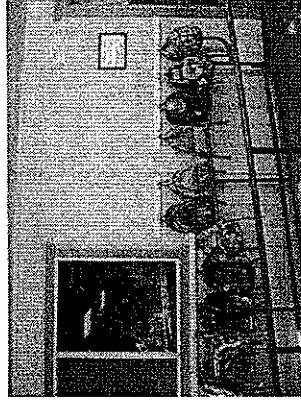


# Mission Statement

- American River Charter School will provide a rigorous, challenging, and adventurous education. Varied programs, responsive to student and family needs, will be interesting and complex. Satisfying, high-quality student performance will be the result of powerful instruction and diligent, persistent student effort. The atmosphere will be joyful, trusting and respectful. Students will become skillful, curious, life-long learners who are, themselves, creative problem solvers and caring global citizens.

# Enrollment and Special Education

## 2010-13



Average Enrollment at P-2

2010-11= 169.4

2011-12= 173.8

2012-13= 176

2013-14= 215 current 1-6-14

Number Students with IEP's (Individual Education Plan)

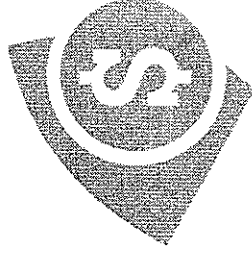
2010-11- 14 out of 169 =8 %

2011-12- 17 out of 174=9.7%

2012-13- 15 out of 170=8 %

2013-14 – 18 out of 215 8.4%

# Looking at the numbers 2010-14



	2010-11 (165)	2011-12 (168)	2012-13 (176)	2013-14 200(projected)
<b>Beginning balance</b>	0	\$ 153,552	\$168,387	302,411
ARCS Revenue:	834,412	982,664	1,048,754	1,394,969
ARCS Expenditures:	797,049	967,829	914,729	1,265,886
Ending balance	153,552	168,387	302,411	431,494
Total paid to BOMUSD	<b>\$228,965</b>	<b>\$276,451</b>	<b>\$302,030</b>	<b>\$335,096</b>

# Parent/Guardian Survey: May 2012

## Georgetown Site

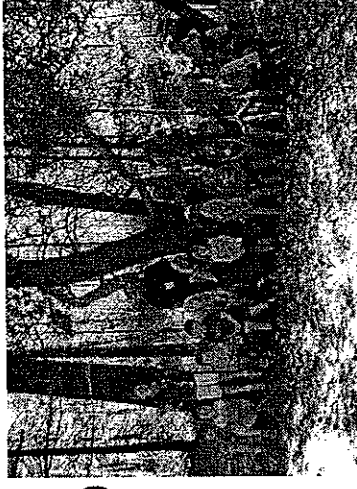
- Number Responses 30/65 families or 46%

Top four reasons for choosing this program- school culture, individual academic attention, enrichment, smaller class size

Overall attitude to ARCS- very positive or positive =29/30

Rate ARCS teachers teaching state standards- average or above =26/30

Rate communication = well informed=22/30



## Home School Program

- Number Responses 20/50 or 40%

Top four reasons for choosing this program- Enrichment, family needs, individual academic attention Instructional Funds

Overall attitude to ARCS=very positive 10, positive 9. negative 1

Rate ARCS teachers teaching state standards= above average 14, average 6

Rate communication= well informed=15, not well informed =5



# Site Parent Sample Comments:

## How do you feel our school culture is developing?

We love it, but without previous history to compare... We have observed a positive concern, committed support, safe to risk and explore. Pleased.

Very well, we love ARCS! After starting kindergarten here, we can't imagine being anywhere else. We are attracting parents that are looking for the best education and environment for their children resulting in culturing development.

Very well and steady.

This is our first year and we have been happy.

First year and so far we love everything about this school.

I think it is known as the school for troubled kids( those with behavior problems) and also appears to be behind other schools in books, Why?

I think programs are growing very fast and the school is developing its identity, families are very involved and interested.

Don't have enough time to say.

Yes, I feel the teachers and staff care about each child.

Each year has been a step forward.

Families are becoming a community and building friendships.

I love the teachers and all the aides, the small class size are a positive.

This is our first ear, but we all like it very much. Everyone is caring.

I feel there is a slide away from our behavior standards, allowing electronics.

Growing in many positive ways.

Poor communication and lack of structure.

## Home School Parents Sample Comments:



### **If you could change anything about ARCS what would it be?**

Nothing.

I would like to see better communication between the home study and site based school. I would like to be able to orders later into the second semester and kits that are complete for crafts, like Klutz. Overall I believe ARCS is moving in a positive way.

I would like to see less you and us from the principal.

I feel the homeschool and site based programs should be divided. Homeschool families are misunderstood and not cared for as they should be. Home school needs a different Director.

Need more clear and consistent policies.

pro homeschool admin and staff.

Nothing.

Having to give back learning resources before summer. We would like to continue his education through break.

Planned field trips for homeschoolers.

More info flow, admin support, more parent involvement in decision making.

The separation of home school and site program.

Nothing I can think of. We have been very pleased.

We would like less standardized learning, but understand that it is part of district requirements.

More funds per child.

# Parent Volunteers

We have awesome parent volunteers, which is why some parents choose ARCS. Our Home School Parents give 100% to the education of their children. Our Home School students made great gains in Math this year, this is due to the diligence of the parents. At the site program we have 81 families volunteering over 1000 hours this fall. This includes fundraising, festivals and teacher support.

## WHY ARCS?

Parent Involvement  
Learning by Doing  
Home schooling options  
Music/Drama/Art  
Love and Logic  
Vendor classes  
Common Core

Parent Leadership  
Smaller class sizes  
Service Learning  
HET model  
Field trips  
Guest teachers  
Family friendly

# Assessments and Accountability

- CAHSEE ARCS sophomores passed the California High School Exit Exam

2010-11 8/10

2011-12 10/12

2011-12 5/6

## 2011

- API Yes- first year school
- API 758
- AYP No- Met 5/7
- Met AYP -Participation Rate-Yes
- Met AYP -Percent Proficient-No

## 2012

- API Yes- Met Growth Criteria
- API 768
- AYP- No Met 6/7
- Met AYP-Participation Rate- Yes
- Met AYP -Percent Proficient-No

## 2013

- API Yes- Met Growth Target
- API 784
- AYP -No Met 6/7
- Met AYP Participation-Yes
- Met AYP Percent Proficient No

# ARCS Programs 2012-13

American River Charter has active programs

## Home School and Site

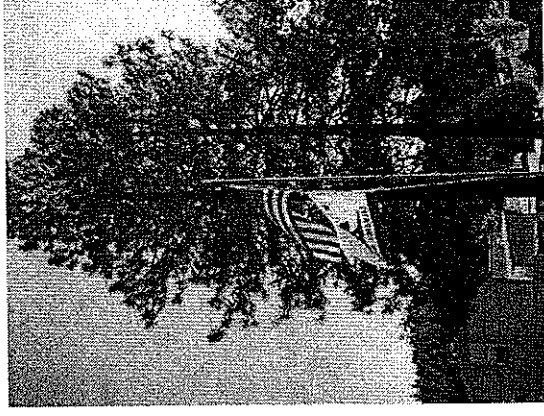
- Camping trips- Nature Area hiking
- Performances (plays and music)
- Many guest speakers/ US Forest Service, authors
- 28 field trips for ARCS students
- Service Learning projects/Canned Food Drive

## Friends of American River Charter-Parent led fundraising events

- Carwash/ Yard Sales
- Box tops for Education
- Flower Power
- E-scrip/ Mar-val Community Card
- Holiday Market cash back

# Communications

- Monthly ARCS newsletters
- Monthly Calendar
- Google Calendar on website
- ARCS Website
- Class newsletters
- Parent Link Phone calls
- Monthly ARCS Council meetings



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Short -Term Employment Action

MEETING DATE: January 16, 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 - Coaches 2013-2014 School Year

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

Kevin Niles	Varsity Girls Basketball
Meagan Wright	8 <sup>th</sup> Grade Girls Basketball



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Classified Personnel Action

MEETING DATE: January 16, 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 Sarah Knight and Donna Soldano as Early Mental Health Specialists.

BACKGROUND: These positions are being filled due to grant funds. The classified personnel action is submitted in accordance with District policy.

## CLASSIFIED PERSONNEL ACTION

### Classified Employment 2013-2014 School Year

Sarah Knight – Early Mental Health Specialist, Georgetown and Northside. Sarah earned a Bachelor of Science Degree in Sociology from California State University Sacramento in 2012. She currently works as an Infant Care Teacher.

Donna Soldano – Early Mental Health Specialist, Georgetown. Donna is a licensed Marriage and Family Therapist and a Board Certified, Registered Art Therapist.

sk/board/CLASSIFIED EMPLOYMENT

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Letters of Resignation

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees accept the letters of resignation from Tracie Thill, Instructional Aide at American River Charter School and Candi Dzurella, Instructional Aide at Golden Sierra Junior Senior High School.

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



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Agreement Between the California School Employees Association, Gold Chain Chapter #660 and Black Oak Mine Unified School District

MEETING DATE: January 16, 2014

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

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the agreement between the California School Employees Association, Gold Chain Chapter #660 and Black Oak Mine Unified School District.

BACKGROUND: The California School Employees Association, Gold Chain Chapter #660 negotiating team and the District negotiating team have reached a tentative agreement on all articles for the 2012-13 school year.

The tentative agreement was brought forth for ratification by the bargaining unit members on January 13, 2014.

**TENTATIVE AGREEMENT**  
**between**  
**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**  
**and**  
**CSEA, Chapter #660**  
**(Closure through June 30, 2013)**

(January 8, 2014)

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**A.**

**Article X - Compensation and Benefits**

If, after the date of this proposal, the District enters into an agreement with another bargaining unit that provides a greater percentage increase (total compensation) for 2012-2013, the District and CSEA shall meet to negotiate what, if any, additional compensation increase shall be granted to unit members.

The District will offer a one-time retirement incentive for the 2013-2014 school year only. Staff members who: 1) deliver to the District Office on or by February 13, 2014, 4:00 p.m., written notice of their irrevocable resignation and agreement to retire effective on or before the last regular workday of 2013-2014, 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 fifteen (15) years of service with the District, may apply for this retirement option as follows:

Staff members who meet the eligibility requirements above will be offered twenty (20) percent of their current year regular annual salary, payable in one lump sum on or by July 31, 2014.

**B.**

**Article XIV**  
**Transfers, Vacancies and Promotions**

The District agrees to strike D.3.a as follows:

~~The District may interview candidates from both inside and outside the District at the same interview session or concurrently during the selection process.~~

**C.**

**Article XX- Professional Growth and Staff Development**

[Strike existing B.3.] Add:

**New B.3.     The District will offer training to unit members to improve technology or other skills necessary to 1) meet the current demands and projected future**

BOMUSD^CSEA^TENTATIVE AGREEMENT^120313

expectations of their existing positions and/or 2) cross-train for promotional opportunities within the District.

D.

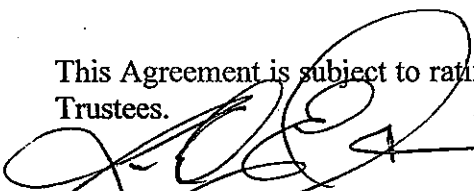
### Completion of Bargaining through 2012-2013

Upon ratification, this Agreement shall close collective bargaining between the parties through the end of the 2012-2013 school year.

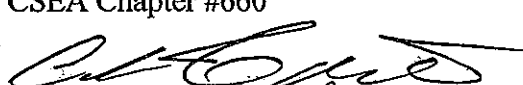
D.

### Ratification

This Agreement is subject to ratification by CSEA Chapter #660 unit members and the Board of Trustees.

  
\_\_\_\_\_  
Ronald E. Ebitson, President  
CSEA Chapter #660

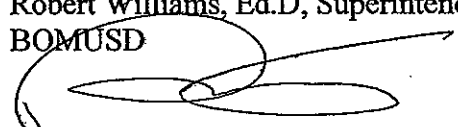
1-8-2014  
December \_\_, 2013  
Jan 8, 2014

  
\_\_\_\_\_  
Carlo Tarantola, CSEA

1/8/14  
December \_\_, 2013

  
\_\_\_\_\_  
Robert Williams, Ed.D, Superintendent  
BOMUSD

1-7-2014  
December \_\_, 2013  
January 8, 2014

  
\_\_\_\_\_  
Paul R. Gant, Negotiator, BOMUSD

December \_\_, 2013  
January 8, 2014

**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 12 month agreement that covers the period beginning July 1, 2012 and ending June 30, 2013, 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% *
x	21,748

\* 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)	-	(23,952)	(14,770)
2	Step and Column - Increase (Decrease) due to movement plus any changes due to settlement			
3	Other Compensation (complete description below)	-	41,263	-
4	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. (may be included in costs above or shown separately)	-	(5,056)	(3,117)
5	Health/Welfare Benefits - Increase (Decrease)	-	-	-
6	Total Compensation	-	12,255	(17,887)
7	Total Number of Represented Employees		7	7
8	Total Compensation Average Cost per Employee - Increase (Decrease)	-	1,751	(2,555)

%		
Year 1 FY 13 - 14	Year 2 FY 14 - 15	Year 3 FY 15 - 16
	-1.10%	-0.68%
	1.90%	
	-0.23%	-0.14%
	0.56%	-0.82%

**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

CURRENT YEAR 1

	(Col. 1) 2013-14 (as of September 2013)	(Col. 2) Revisions Necessary as a result of proposed settlement	(Col. 3) Other Revisions	(Col. 4) Total impact on budget (col. 1+2+3)
<b>REVENUES</b>				
8010-8099 RL/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>11,149,579</b>			<b>\$ 11,149,579</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

Disclosure of Collective Bargaining Agreement

**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)	(Col. 1) 2015-16	(Col. 4) Total impact on budget (col. 1+2+3)
<b>REVENUES</b>								
8010-8099 RI/LCFF Sources	8,511,547		\$ 8,511,547	8,545,564		\$ 8,545,564		\$ 8,545,564
8100-8700 Remaining Revenues	1,660,245		\$ 1,660,245	1,604,418		\$ 1,604,418		\$ 1,604,418
8900-8999 Contributions & Transfers in	5,000		\$ 5,000	5,000		\$ 5,000		\$ 5,000
<b>TOTAL REVENUES</b>	<b>10,176,792</b>		<b>\$ 10,176,792</b>	<b>10,154,982</b>		<b>\$ 10,154,982</b>		<b>\$ 10,154,982</b>
<b>EXPENDITURES</b>								
1000 Certificated Salaries	4,024,490	(14,491)	\$ 4,009,999	3,763,611	(35,301)	\$ 3,728,310		\$ 3,728,310
2000 Classified Salaries	2,140,063		\$ 2,140,063	2,089,451		\$ 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		\$ 2,325,001
4000 Books and Supplies	547,167		\$ 547,167	481,047		\$ 481,047		\$ 481,047
5000 Services and Operating Expenses	962,086		\$ 962,086	942,062		\$ 942,062		\$ 942,062
6000 Capital Outlay	-		\$ -	-		\$ -		\$ -
7000 Other	361,672		\$ 361,672	362,208		\$ 362,208		\$ 362,208
<b>TOTAL EXPENDITURES</b>	<b>10,304,929</b>	<b>(20,538)</b>	<b>\$ 10,284,391</b>	<b>9,967,524</b>	<b>(39,445)</b>	<b>\$ 9,928,079</b>		<b>\$ 9,928,079</b>
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>(128,137)</b>	<b>(20,538)</b>	<b>\$ (148,675)</b>	<b>187,458</b>	<b>(39,445)</b>	<b>\$ 148,013</b>		<b>\$ 148,013</b>
<b>BEGINNING BALANCE</b>	<b>1,156,815</b>		<b>\$ 1,156,815</b>	<b>1,028,178</b>		<b>\$ 1,028,178</b>		<b>\$ 1,028,178</b>
<b>ENDING BALANCE</b>	<b>1,028,678</b>		<b>\$ 1,028,678</b>	<b>1,215,636</b>		<b>\$ 1,215,636</b>		<b>\$ 1,215,636</b>

**Certification No. 1**

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Fiscal Officer of the Black Oak Mine Unified School District, hereby certify that the District can meet the costs incurred for this retirement incentive for the Certificated Administrator group, during the term of the agreement from January 17, 2014 to July 31, 2014.

The budget revisions necessary to meet the costs of the agreement in each year of its term will be submitted upon completion of the 2nd interim report.

\_\_\_\_\_  
District Superintendent  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Fiscal Officer  
(Signature)

\_\_\_\_\_  
Date

**Certification #2**

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the *Public Disclosure of Proposed Bargaining Agreement* in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
District Superintendent (or Designee)  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on \_\_\_\_\_, took action to approved the proposed Agreement with the \_\_\_\_\_ Bargaining Unit.

\_\_\_\_\_  
President (or Clerk), Governing Board  
(Signature)

\_\_\_\_\_  
Date

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: One-time Retirement Incentive – Administrative

MEETING DATE: January 16, 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 3, 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: Staff members who meet the eligibility requirements above will be offered 50% of the difference of the anticipated savings between the 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 3, 2014 by 4:00 PM.

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

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

1) You may choose 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 7 month agreement that covers the period beginning January 17, 2014, 2013 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 checked="" type="checkbox"/> x	21,748
<input type="checkbox"/>	
<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)	-	(23,952)	(14,770)
2	Step and Column - Increase (Decrease) due to movement plus any changes due to settlement			
3	Other Compensation (complete description below)	-	41,263	-
4	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. (may be included in costs above or shown separately)	-	(5,056)	(3,117)
5	Health/Welfare Benefits - Increase (Decrease)	-	-	-
6	Total Compensation	-	12,255	(17,887)
7	Total Number of Represented Employees		7	7
8	Total Compensation Average Cost per Employee - Increase (Decrease)	-	1,751	(2,555)

%		
Year 1 FY 13 - 14	Year 2 FY 14 - 15	Year 3 FY 15 - 16
	-1.10%	-0.68%
	1.90%	
	-0.23%	-0.14%
	0.56%	-0.82%

**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

- 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 classified 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.

Unit members 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 15 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 year, we will have a slight increase in the next year of about \$12,000 to our operating deficit, but this will decrease our operating deficit in the subsequent years, (an estimated \$18,000 in the next year).

- 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 positions are replaced.

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**

**CURRENT YEAR 1**

	(Col. 1) 2013-14 (as of September 2013)	(Col. 2) Revisions Necessary as a result of proposed settlement	(Col. 3) Other Revisions	(Col. 4) Total impact on budget (col. 1+2+3)
<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>11,149,579</b>			<b>\$ 11,149,579</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>

**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)		
REVENUES								
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		
TOTAL REVENUES	10,176,792		\$ 10,176,792	10,154,982		\$ 10,154,982		
EXPENDITURES								
1000 Certificated Salaries	4,024,490		\$ 4,024,490	3,763,611		\$ 3,763,611		
2000 Classified Salaries	2,140,063	17,311	\$ 2,157,374	2,089,451	(14,770)	\$ 2,074,681		
3000 Employee Benefits	2,269,451	(5,056)	\$ 2,264,395	2,329,145	(3,117)	\$ 2,326,028		
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		
TOTAL EXPENDITURES	10,304,929	12,255	\$ 10,317,184	9,967,524	(17,887)	\$ 9,949,637		
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(128,137)	12,255	\$ (110,392)	187,458	(17,887)	\$ 205,345		
BEGINNING BALANCE	1,156,315		\$ 1,156,315	1,028,178		\$ 1,028,178		
ENDING BALANCE	1,028,178		\$ 1,015,923	1,215,636		\$ 1,233,524		

**Certification No. 1**

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Fiscal Officer of the Black Oak Mine Unified School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the California School Employees Association, Gold Chain Chapter #660, during the term of the agreement from January 17, 2014 to July 31, 2014.

The budget revisions necessary to meet the costs of the agreement in each year of its term will be submitted upon completion of the 2nd interim report.

\_\_\_\_\_  
**District Superintendent  
 (Signature)**

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

\_\_\_\_\_  
**Chief Fiscal Officer  
 (Signature)**

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

**Certification #2**

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the *Public Disclosure of Proposed Bargaining Agreement* in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)  
 (Signature)**

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

\_\_\_\_\_  
**Contact Person**

\_\_\_\_\_  
**Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on \_\_\_\_\_, took action to approved the proposed Agreement with the \_\_\_\_\_ Bargaining Unit.

\_\_\_\_\_  
**President (or Clerk), Governing Board  
 (Signature)**

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





## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: DGS State & Federal Surplus Property Program Resolution #2014-01

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider the adoption of Board Resolution #2014-01 DGS State & Federal Surplus Property Program.

BACKGROUND: The District has participated in the Federal Surplus Property Program for several years. Due to changes in personnel and the expiration of our eligibility, the Board must approve a new resolution to enable current personnel to interact with this program on behalf of the District.



# 2014-01

**ELIGIBILITY RENEWAL APPLICATION STATE & FEDERAL SURPLUS PROPERTY PROGRAM**

A. Name of the Organization Black Oak Mine Unified S.D Telephone 530.333.8300  
Address 6540 Wentworth Springs Rd City Georgetown Zip 95634  
Fax Number 530.333.8303 E-mail Address rwilliams@bomusd.org

Organization is a: PUBLIC GOVERNMENTAL AGENCY

- ☐ A. Conservation  
☐ B. Economic Development  
☒ C. Education - ADA  
☐ D. Parks & Recreation  
☐ E. Public Health  
☐ F. Public Safety  
☐ G. Other, Explain \_\_\_\_\_

PRIVATE AGENCY/ORGANIZATION

- ☐ A. Homeless Program  
☐ B. Private Education - ADA  
☐ C. Private Health  
☐ D. Older Americans Act for Sr. Citizens  
☐ E. Other, Explain \_\_\_\_\_

Number of Service Sites \_\_\_\_\_

Total Number of Clients Served Each Day \_\_\_\_\_

**RESOLUTION**

B. "BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
<u>Mark Koontz</u>	<u>Dir. MFO</u>	<u>[Signature]</u>	<u>mkoontz@bomusd.org</u>
<u>Kevin Ahern</u>	<u>Principal</u>	<u>[Signature]</u>	<u>kaherne@bomusd.org</u>
<u>Greg Royal</u>	<u>Mechanic I</u>	<u>[Signature]</u>	<u>grayale@bomusd.org</u>
<u>Joel Butler</u>	<u>Computer Tech</u>	<u>[Signature]</u>	<u>jbutlere@bomusd.org</u>
<u>John Kenny</u>	<u>Maintenance II</u>	<u>[Signature]</u>	<u>jkenny@bomusd.org</u>

\*Note: All signatures must be in original form. No copied or stamped signatures.

The above resolution was PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by the Governing Board of the:

\_\_\_\_\_ by the following vote: AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

I, \_\_\_\_\_ Clerk of the Governing Board known as \_\_\_\_\_

Do hereby certify that the foregoing is a full, true, and correct resolution adopted by the governing board of the above named organization at the meeting thereof held at its regular place of meeting on the date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Signed by: \_\_\_\_\_

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY.

C. AUTHORIZED BY: \_\_\_\_\_  
Printed Name and Title of Chief Administrative Officer

Signature of Chief Administrative Officer

Date

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE# \_\_\_\_\_

**FOR STATE SURPLUS AGENCY USE ONLY**

Renewal Application Approved \_\_\_\_\_ Renewal Application Disapproved \_\_\_\_\_

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

**MINUTES OF A REGULAR MEETING  
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
December 12, 2013**

**CALL TO ORDER**

The Meeting of the Board of Trustees was called to order by President Foley, at 6:30 P.M. at 6540 Wentworth Springs Road, Georgetown, California

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

**CLOSED SESSION**

The Board met in Closed Session at 6:30 P.M.

**OPEN SESSION**

The Open Session of the Board convened at 7:10 P.M.  
Present: Board members, Members of the audience (including staff/community)

**DISCLOSURE OF ACTION  
TAKEN IN CLOSED SESSION**

Board President, Mr. Foley, stated that no decisions were made in closed session.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mr. Foley.

**ORGANIZATIONAL ACTIONS**

**2014 Board President  
ACTION M-13-87**

It was moved by Mr. Scroggins, seconded by Mr. DePue, and carried unanimously to elect Mr. John Foley as the Board President for 2014 Calendar year beginning December 12, 2013. 5-0 Vote

**2014 Board Vice President  
ACTION M-14-88**

It was moved by Mr. DePue, seconded by Mrs. Knight, and carried unanimously to elect Mr. Joe Scroggins as the Board Vice President for 2014 Calendar year beginning December 12, 2013. 5-0 Vote

**2014 Board Clerk  
ACTION M-13-89**

It was moved by Mr. DePue, seconded by Mr. Scroggins, and carried unanimously to elect Mrs. Darcy Knight as the Board Clerk for 2014 Calendar year beginning December 12, 2013. 5-0 Vote

**2014 Representative to the El  
Dorado County School Board  
Association  
ACTION M-13-90**

It was moved by Mr. DePue, seconded by Mr. Shurtz, and carried unanimously to elect Mrs. Darcy Knight as the Representative to the El Dorado County School Board Association for 2014 Calendar year beginning December 12, 2013. 5-0 Vote

**2014 Representative to the  
Curriculum Council  
ACTION M-13-91**

It was moved by Mrs. Knight, seconded by Mr. Scroggins, and carried unanimously to elect Mr. John Foley as the Board Representative to the Curriculum Council for 2014 Calendar year beginning December 12, 2013. 5-0 Vote

**2014 Superintendent  
Appointments  
ACTION M-13-92**

It was moved by Mr. DePue, seconded by Mrs. Knight, and carried unanimously to appoint Dr. Robert Williams as Secretary to the Board of Trustees, representative to the Joint Powers Association and Coordinator for the District Regarding Compliance with Civil Rights, Title IX, Asbestos Abatement (AHERA), Affirmative Action and regulations relative to disabled person for 2014 Calendar year beginning December 12, 2013. 5-0 Vote

**2014 Board Meeting Calendar  
ACTION M-13-93**

It was moved by Mr. DePue, seconded by Mrs. Knight, and carried unanimously to approve the 2014 Board Meeting Calendar. 5-0 Vote

**ADOPTION OF THE AGENDA  
ACTION M-13-94**

It was moved by Mrs. Knight, seconded by Mr. Shurtz, and carried unanimously to adopt the agenda. Mr. Foley asked to change Superintendents report directly after communications. 5-0 Vote

**COMMUNICATIONS****Public Hearing**

Initial Collective Bargaining Proposal CSEA

**Written Communications**

No written communications were shared.

**Oral Communications**

Ms. Boll-See, teacher at GSHS and Ms. Williams, teacher at NS, spoke to the Board regarding a 3% raise to all teachers.

**SUPERINTENDENT'S REPORT**

Dr. Robert Williams reported to the board. During Dr. Williams' report, Mr. Foley asked that he explain the interview process for the Director of Maintenance, Facilities, Operations and Transportation.

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

Bill Sammons, President of BOMTA, thanked teachers who were present. He also states that they are not disputing numbers. They trust Mrs. Manansala-Smith's work. They do question the projections and stated that the District is very conservative when it comes to projects.

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

Ronnie Ebitson, President of CSEA, talked about a tentative agreement to settle 2012-13 negotiations and hoped to move toward settlement for 2013-14.

**STUDENT REPRESENTATIVE  
TO THE BOARD REPORT**

McKenzie Clark, Student Rep, was absent – no report. Mr. Ahern announced that next Wednesday, December 18<sup>th</sup> is a District music program at GSHS includes K-12 grade students. Go for the Gold is Sunday, December 15. Ms. Whittington stated that ARCS will have their Winter Fest tomorrow night. Georgetown School will have their 6<sup>th</sup> Camp Fundraiser in Georgetown during the Parade of Lights. Holiday in the Round will be at Georgetown School on December 20<sup>th</sup>. Mr. Ahern shared that the Cross Country Team was in sections and took 18<sup>th</sup> in the State Meet. Ms. Westsmith stated that Northside will have their Sing-A-Long on December 20<sup>th</sup> at 9:15 AM. Dr. Williams wanted to congratulate the Football team for going into section playoffs.

**INFORMATION AND  
DISCUSSION****Demographic Study**

Ken Reynolds, from SchoolWorks, reported the results from the Demographic Study of BOMUSD done by SchoolWorks. He explained how they collect the information and look at trends for their report.

**WASC**

Principal of Golden Sierra Junior-Senior High School Mr. Ahern, reported to the Board of Trustees on the WASC improvement plan. See handout. WASC Accreditation Team will meet on Sunday, March 9<sup>th</sup> at GSHS. WASC needs to meet with the Board on March 9<sup>th</sup> at 4:30 PM at the GSHS Library. Results shared on Wednesday, March 12<sup>th</sup> @ 3PM.

**Local Control Accountability Plan  
& Local Control Funding  
Formula Progress and Testing  
Update**

Director of Educational Services, Mr. Woodall gave an update on progress for LCAP & LCFF and an update on testing. See handout.

**California School Board  
Association (CSBA) Conference**

The Board of Trustees and the shared information they learned at the California School Board Association Conference they attended. The Board learned valuable information from the conference. Mr. DePue spoke about keynote speakers. One discussion was on the importance of playing video games. Another speaker from China talked about creativity and global marketing. He also attended a workshop on energy efficiency. Mrs. Knight spoke about a discussion about leadership in power and how things change, at one of the luncheons. She and Mr. Foley also attended a workshop on superintendent's evaluation. Mr. Foley stated he would like to move forward on some of the ideas shared at the conference about Superintendent's evaluations. Mr. Foley talked about the gaming workshop, as well. He admitted that he was skeptical about it at first. He attended a workshop

on collaboration on how to implement LCFF. The workshop also addressed the question of how long will LCFF last.

On another note, Mr. DePue would like to look at a calendar (tickler) of what the Superintendent would do each month which could also be in front of the Board. This calendar/tickler can be found on the CALSTRS web site.

**Interpersonal and Analytical  
Areas from Board Evaluation**

The Board of Trustees discussed Interpersonal and Analytical area from the Board Evaluation. Mr. Foley, Mr. DePue, Mr. Shurtz and Mrs. Knight shared on several points, but all agreed that number 6 is important because the Board Members feel like they can have a voice even if other members don't agree.

Mr. DePue, Mrs. Knight, Mr. Foley commented on the analytical actions.

**NEW BUSINESS**

**First Interim Report  
ACTION M-13-95**

Mrs. Manansala-Smith presented the first interim to the Board of Trustees. It was moved by Mr. DePue, seconded by Mr. Scroggins, and carried unanimously to certify the District's financial position as "Positive," for the First Interim Report for the period ending October 31, 2013. 5-0 Vote

At 10:10 PM, Mr. Foley asks the Board if they could extend the meeting until 10:30 PM. There was no vote but they all agreed.

**Minutes – November 7, 2013  
ACTION M-13-96**

It was moved by Mrs. Knight, seconded by Mr. Shurtz and carried 4-Y 1-abstained (Mr. DePue was unable to vote) to approve the November 7, 2013 Special Board Meeting minutes.

**Minutes – November 14, 2013  
ACTION M-13-97**

It was moved by Mr. Shurtz, seconded by Ms. Knight and carried 4-Y to approve the 1- abstained (Mr. DePue was unable to vote), November 14, 2013 Board Meeting minutes .

**OLD BUSINESS**

**Initial Collective Bargaining  
Proposal of the Black Oak Mine  
Unified School District for  
Negotiations with the California  
School Employees Association,  
Gold Chain Chapter #660**

It was moved by Mr. DePue, seconded by Mr. Shurtz and carried unanimously to approve the Initial Collective Bargaining Proposal of the Black Oak Mine Unified School District for negotiations with the California School Employees Association, Gold Chain Chapter #660 for the 2013-14 school year. 5-0 Vote

**CONSENT AGENDA  
ACTION M-13-98**

It was moved by Mr. DePue, seconded by Mrs. Knight and carried unanimously to approve the Consent Agenda. 5-0 Vote

**Classified Personnel Action**

Approved the employment of Mark Koontz as Director of Facilities, Maintenance, Operations and Transportation and Eleanor Surryhne as Instructional Aide/Noon Supervisor at Northside School

**Certificated Personnel Action**

Approved the employment of Susan Evans as Special Education Teacher

**Change Order #CO 01:Northside  
School Classroom Project**

Approved the Change Order #CO 01 for the Northside Classroom Project.

**Follet Contract**

Approved the Contract with Follet for the District libraries

**Resolution #2013-19, GASB 54**

Adopted Board Resolution #2013-19, GASB 54 Commitment of Instructional Materials Funds

**Purchase Orders, Warrants, Bids  
and Quotes**

Approved the 2013-14 fiscal year Batch Numbers 4046-4052 dated November 5, 2013 through November 21, 2013 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund; and Batch Number 4022 dated November 5, 2013 for the R.O.P. fund for a total of \$399,660.62.

**Gifts**

Accepted the gifts donated by Jeff Parkhurst and American River Folk Society.

**REPORTS OF THE BOARD OF TRUSTEES**

Mr. Scroggins announced that the Girls Basketball Tournament was this weekend. Mr. Foley wanted to compliment Joel Butler, BOMUSD Technology Specialist, for all his hard work.

**FUTURE MEETINGS**

The next regular meeting of the Board is January 16, 2014.

The next special meeting of the Board is January 21, 2014 starting at 6:00 P.M. at Golden Sierra Junior-Senior High School

Dr. Williams talked to the Board about the possibility of needing to have a special meeting for interdistrict transfers appeal hearings.

**ADJOURNMENT**

The meeting was adjourned at 10:40P.M.

Respectfully submitted,

\_\_\_\_\_  
Robert Williams  
Secretary to the Board

\_\_\_\_\_  
John Foley  
President of the Board

\_\_\_\_\_  
Date

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that 2013-14 fiscal year Batch numbers 4045-4065 dated December 5 to December 19, 2013 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, and Batch numbers 4026-4027 dated December 5 and 13th 2013, for the ROP Fund, for a total of \$845,200.75, 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	409,942.40
Charter School Fund 09	12,033.15
Cafeteria Fund 13	8,288.59
Building Fund 21	6,534.30
Developer Fees Fund 25	3,000.00
School Facilities Fund 35	405,174.72
R.O.P. Fund 09	227.59
Total	845,200.75





## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Gifts

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the gift donated by Adela Breaux be accepted.

BACKGROUND: The following gift was donated to the District:

An office desk chair was donated to Georgetown/Northside School, a \$50.00 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).

BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
Robert Williams Ed.D.,  
Superintendent

6540 Wentworth Springs Road  
Post Office Box 4510  
Georgetown, CA 95634  
(530) 333-8300  
Fax: (530) 333-8303  
Website: bomusd.org

### Request for Board Acceptance of Gift

To:	Robert Williams
From:	Adela Breauy
Re:	Request for Board Acceptance of Gift
Date:	12-19-13
Description of Gift:	Office Desk Chair
Donor Estimated Value:	\$ 50.00
Donated By:	Adela Breauy
Mailing Address:	6520 Providence Hill Rd. Garden Valley, CA 95633
Donor Requests Gift To Be Used At/For:	Northside School - Georgetown Bill Sammons program School

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Field Trips

MEETING DATE: January 16, 2014

FROM: Dr. Robert Williams, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees approve two overnight field trips for Golden Sierra Junior-Senior High School.

BACKGROUND: Golden Sierra Junior-Senior High School is requesting an overnight field trip for 10 (ten) Leadership students from January 30, through February 1, 2014 and an overnight field trip for 16 (sixteen) students to Blodgett Forest Ranger Station (RAMA) from January 17 & 18, 2014.

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

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

Date leaving: 1/30/14 Destination: Disneyland  
 Date returning: 2/1/14 Time leaving: 12:00 PM  
 School: Golden Sierra Jr. High Dept.: \_\_\_\_\_ Club or Org.: Leadership  
 Trip Supervisor: Mr. Larson # of Students: 10 # of Staff: \_\_\_\_\_ # of Chaperones: 2  
 Place of Departure: Golden Sierra  
 Mode of Transportation: Walking \_\_\_\_\_ School Bus \_\_\_\_\_ School Van \_\_\_\_\_ Public Transportation \_\_\_\_\_ Private vehicles ☒  
 Total Estimated Cost of Trip: \$3148.26 Funding Source: \_\_\_\_\_

**FOR TRIPS OTHER THAN EXTRA CURRICULAR**

Educational purpose of trip and relationship to class or group curriculum: Attend conference to learn skills about Leadership. The goal is to bring back those skills and apply them here on our campus.

Lead up activities, trip activities, and follow up activities: REG - Rotary Eighth Grade Leadership has been the lead up activity, the trip to Disneyland is the activity, where we will attend a conference, the follow up activity is to take what we have learned at conference and apply them on campus.

**FOR TRIPS USING SCHOOL BUSES**

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

For Transportation Department Use Only  
 Driver: \_\_\_\_\_ Van# \_\_\_\_\_ Bus # \_\_\_\_\_  
 Leave \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. Leave \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.  
 Return \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. Return \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.  
 Total Hours \_\_\_\_\_ Total Hours \_\_\_\_\_

**ODOMETER READING (MILEAGE)**

Ending \_\_\_\_\_  
 Beginning \_\_\_\_\_  
 Total Miles \_\_\_\_\_

**BILLING:**  
 Hours \_\_\_\_\_ O.T. \_\_\_\_\_ Miles \_\_\_\_\_  
 Rate @ \$ \_\_\_\_\_ Rate @ \$ \_\_\_\_\_ Rate @ \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Total Wages \$ \_\_\_\_\_  
 Total Mileage \$ \_\_\_\_\_  
 TOTAL CHARGES \$ \_\_\_\_\_

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

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

Requested by: Mr. Larson  
 Principal/Site Administrator Signature: \_\_\_\_\_  
 Superintendent's Signature: \_\_\_\_\_  
 Date of Board Action (for overnight trips or over 200 mile radius one way): \_\_\_\_\_  
 Reason for Denial: \_\_\_\_\_

Signature \_\_\_\_\_ Date: 12/16/13  
 Date: 12/11/13 Approved ☒ Denied \_\_\_\_\_  
 Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

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

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

Date leaving: 1-17-14 Destination: Blodgett Forest Ranger Station  
 Date returning: 1-18-14 Time leaving: 8am, 1-17  
 Est. time of return: 4pm, 1-18  
 School: 6SHS Dept.: \_\_\_\_\_ Club or Org.: Interact Club (C.R.A.M.A.)  
 Trip Supervisor: Carolyn Barla # of Students: 16 # of Staff: 3 # of Chaperones: 1  
 Place of Departure 6SHS  
 Mode of Transportation: Walking \_\_\_\_\_ School Bus \_\_\_\_\_ School Van \_\_\_\_\_ Public Transportation \_\_\_\_\_ Private vehicles X  
 Total Estimated Cost of Trip: \$976.00 Funding Source: DRUG FREE DIVIDE

**FOR TRIPS OTHER THAN EXTRA CURRICULAR**

Educational purpose of trip and relationship to class or group curriculum: (C.R.A.M.A.) Responsible Alcohol Merchant Training is a prevention program aimed at reducing under-age drinking + smoking but reducing youth access in stores that sell alcohol + tobacco.

Lead up activities, trip activities, and follow up activities: mail out, student phone calls, student interviews & surveys.

**FOR TRIPS USING SCHOOL BUSES**

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

**For Transportation Department Use Only**

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

**BILLING:**

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

Transportation Department Signature: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**ODOMETER READING (MILEAGE)**

Ending \_\_\_\_\_  
 Beginning \_\_\_\_\_  
 Total Miles \_\_\_\_\_

Total Wages \$ \_\_\_\_\_  
 Total Mileage \$ \_\_\_\_\_  
 TOTAL CHARGES \$ \_\_\_\_\_

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

Requested by: Carolyn Barla Date: 12-18-13  
 Print Name Signature

Principal/Site Administrator Signature: \_\_\_\_\_ Date 12/19/13 Approved \_\_\_\_\_ Denied \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date 12-20-13 Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date of Board Action (for overnight trips or over 200 mile radius one way): \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason for Denial: \_\_\_\_\_