

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT



August 10, 2017

## MEETING OF THE BOARD OF TRUSTEES

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

### Superintendent

Jeremy Meyers, Superintendent

### Board of Trustees

Jeff Burch  
Bill Drescher  
Darcy Knight  
Joe Scroggins  
Ronnie Ebitson

### Student Representative to the Board

TBA

**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**

**DATE:** August 10, 2017  
**TIME:** 6:30 P.M. (Closed)  
7:00 P.M. (Open)  
**LOCATION:** 6540 Wentworth Springs Road  
Georgetown, CA

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 enforce a three minute 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 recorded by the District Office and the recordings are destroyed after 30 days.

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**AGENDA**

- 1.0 CALL TO ORDER - OPEN SESSION - 6:30 P.M.
- 2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA
- 3.0 CLOSED SESSION TOPICS  
The Board of Trustees will review matters pertaining to the following topics as necessary and will announce in public prior to going into Closed Session which topics will be considered in that Closed Session.
  - 3.1 Confidential Student Matter - Interdistrict Transfer Appeal #007-17
  - 3.2 Public Employee Employment - Certificated Staff: 1.0 FTE CTE Teacher, Golden Sierra Junior Senior High School, .5 FTE Teacher Home Study ARCS & .5 FTE Teacher ARCS
  - 3.3 Public Employee Employment - Classified Staff: 1-Bus Driver, 3- Custodian I, .75 FTE Kitchen Manager-GT, .8 FTE Office Clerk, ARCS
  - 3.4 Public Employee Employment - Retirement, 1-Custodian II
  - 3.5 Public Employee Employment - Resignation of 1-Custodian I, 1- Custodian II, Office Clerk-ARCS
  - 3.6 Request for Leave of Absence 1.0 FTE Teacher Golden Sierra Junior Senior HS
  - 3.7 Conference with Mr. Jeremy Meyers, Superintendent, District Labor Negotiator, and Mrs. Shelly King, Personnel Services Coordinator, Regarding Labor Negotiations with the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660, Confidential Employees, Classified Management, MH Therapist & Administrators
- 4.0 OPEN SESSION - 7:00 P.M.  
The Board of Trustees will reconvene in open session.
- 5.0 DISCLOSURE OF ACTION TAKEN, IF ANY, IN CLOSED SESSION

6.0 PLEDGE OF ALLEGIANCE

7.0 ADOPTION OF THE AGENDA

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

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

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

8.0 COMMUNICATIONS – 7:05 P.M.

8.1 Written Communications

- 8.2 Oral Communications – Members of the public may address the Board on any items of interest to the public that are within the subject matter jurisdiction of the Board, but are not on the agenda or are on the consent agenda. Each person who addresses the Board must first be recognized by the presiding officer and then give his/her name. Comments must be directed to the Board as a whole and not to individual members or District employees. Individual speakers will be allowed three (3) minutes to address the Board. 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 B.O.M.T.A. REPORT – 7:15 P.M.

10.0 C.S.E.A. REPORT – 7:20 P.M.

11.0 CBO REPORT – 7:25 P. M.

12.0 FMOTC REPORT – 7:30 P. M.

13.0 SITE ADMINISTRATOR'S REPORT – 7:35 P. M.

14.0 SUPERINTENDENT'S REPORT – 7:50 P.M.

15.0 INFORMATION & DISCUSSION – 8:00 P.M.

15.1 CLAD Discussion (Page 1)

EXPLANATION: The Board of Trustees will discuss the California Cross-Cultural Language and Academic Development (CLAD) certification recommendation and implementation as it pertains to permanent employees who currently do not possess this qualification.

15.2 Friends of the Nature Area Update (Page 3)

EXPLANATION: Mr. Mark Koontz will share with the Board of Trustees the redefining of the Nature Area boundaries.

15.3 CSBA Board Policy/Bylaw Updates/Revisions (Pages 5-34)

EXPLANATION: The Board of Trustees will review the CSBA Updated/Revised Board Policies/Bylaws.

15.4 Williams Uniform Complaints Procedures Policy Quarterly Report (Pages 35-36)

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

16.0 NEW BUSINESS – 8:30 P.M.

16.1 Representative to ARCS Council (Page 37)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve Mrs. Tricia Kowalski as the BOMUSD representative to ARCS Council.

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

16.2 Board of Trustees Procedural Review (Page 39)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to set Special Board Meeting dates for the 2017-18 School Year.

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

17.0 CONSENT AGENDA – 8:50 P.M.

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

17.1 Early Mental Health- Non Bargaining Unit Salary Schedules (Pages 41-42)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Salary Schedules for Early Mental Health positions.

17.2 Board Resolution #2017-13 Budget Revision Resolution (Pages 43-44)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2017-13 Budget Revision Resolution.

17.3 Adoption of CSBA Board Policy & Bylaw Updates/Revisions (Pages 45-92)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt the CSBA Board Policy & Bylaw Updates and Revisions.

17.4 Agreement with New Morning Youth & Family Services (Pages 93-96)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Agreement with New Morning Youth & Family Services.

17.5 Agreement with the Brandman University (Pages 97-108)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Agreement with the Brandman University to accept and train Student Teachers.

17.6 Minutes Regular Board Meeting (Pages 109-110)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Board Minutes from the June 5, 2017 Board Meeting.

17.7 Minutes Regular Board Meeting (Pages 111-112)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Board Minutes from the June 8, 2017 Board Meeting.

17.8 Local Wellness Policy (Page 113)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Local Wellness Policy.

17.9 Purchase Orders, Warrants, Bids and Quotes (Page 115)

RECOMMENDATION: It is recommended that 2016-17 fiscal year Batch numbers 7086-7097 dated May 23, 2017 to June 30, 2017, and 2017-18 fiscal year Batch numbers 8001-8006 dated July 6, 2017 to July 28, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$986,233.93, be approved.

17.10 Gifts (Pages 117-118)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to accept the gift(s) donated.

17.11 Obsolete Equipment (Page 119)

RECOMMENDATION: It is recommended that the Board of Trustees declare specified equipment obsolete.

18.0 REPORTS OF THE BOARD OF TRUSTEES – 9:00 P.M.

19.0 FUTURE MEETINGS

The next regular meeting of the Board is scheduled for Thursday, September 14, 2017 at 7:00 P.M.

20.0 CLOSED SESSION

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

21.0 ADJOURNMENT

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.1 CLAD Certification Discussion

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: The Board of Trustees will discuss the California Cross-Cultural Language and Academic Development (CLAD) certification recommendation and implementation as it pertains to permanent employees who currently do not possess this qualification.

BACKGROUND: At the June 5, 2017 Board Meeting the Board of Trustees asked that CLAD certification be brought back for discussion at a future meeting.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.2 Friends of the Nature Area (FONA) Update

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent  
Mr. Mark Koontz, Dir. FMOTC

EXPLANATION: Mr. Mark Koontz, the FONA representative for the Black Oak Mine Unified School District, will share with the Board of Trustees the redefining of the Nature Area boundaries.

BACKGROUND: Friends of the Nature Area (FONA) meet on a regular basis to discuss finances and vision for the Nature Area.





# BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.3 CSBA Board Policy and Bylaw Updates/Revisions

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: The Board of Trustees will review the following CSBA updated/revised Board Policies and/or Bylaws:

BACKGROUND: BP 0000 was updated to address data sources for vision setting, set expectations that the district's vision will drive all board decisions and district operations, and align the process of reviewing the district's vision with the process for reviewing and updating the local control and accountability plan (LCAP). Regulation deleted and key concepts incorporated into the BP.

BP 0100 was updated to strongly encourage boards to engage in thoughtful discussions and develop their own statements of district philosophy. Sample statements expanded to add items related to nondiscrimination, the influence of teachers and educational support staff on student achievement, the importance of professional development for staff and the board, the board's responsibility to engage in advocacy, and the link between financial stability and attainment of district goals.

BP 2140 was updated to provide that the responsibility for determining the criteria, schedule, method(s), and instrument(s) for superintendent evaluation rests with the board, although input may be sought from the superintendent. Updated policy clarifies that, although the evaluation may be discussed in closed session, the law does not permit discussion or action on any proposed change in compensation during closed session, with limited exceptions. Policy also reflects court decision holding that personal performance goals are not subject to disclosure to the public unless they are specifically stated in the employment contract.

BP 6161.1 was updated to delete material defining the "sufficiency" of instructional materials as meaning that students enrolled in the same course have identical materials from the same adoption cycle, and to delete optional material reflecting the authorization to purchase the newest adopted materials for schools in deciles 1-3 of the Academic Performance Index, as those laws have repealed on their own terms. Updated policy also reflects the requirement to address the sufficiency of instructional materials in the district's LCAP and reflects NEW LAW (AB 575, 2016) which provides that the State Board of Education may adopt instructional materials for grades K-8 at least once, but not more than twice, every eight years.

BB 9121 was updated to reorganize and revise the duties of the board president for consistency with information provided in CSBA's Board President's Workshop, and to add an optional component on providing training for the president to enhance his/her leadership skills.

BB 9220 was updated to reflect NEW LAW (SB 415, 2015) which, effective January 1, 2018, requires a district to move the date of its board election to be concurrent with a statewide election whenever holding an election on a nonconcurrent date has resulted in a significant decrease in voter turnout, as defined. Bylaw encourages districts to review recent voter turnout and, if necessary, adopt a plan before the January 1, 2018 deadline in order to delay consolidation until November 8, 2022. Bylaw also reflects NEW LAWS which require public hearings before and after drawing maps of proposed trustee areas (AB 350, 2016), authorize districts to permit board candidates to submit candidate statements for electronic distribution (AB 2010, 2016), allow districts to establish a dedicated fund to make public funds available to persons seeking elective office under specified conditions (SB 1107, 2016), and require prospective plaintiffs who allege that the election method violates the California Voting Rights Act to notify the district before filing a complaint (AB 350, 2016).

BB 9230 was updated to delete section on "Board Candidate Orientation" and move that material to BB 9220 - Governing Board Elections. Bylaw also clarifies that an orientation meeting must be conducted in open session if a majority of the members of the board will be discussing district business, provides examples of topics and materials to be addressed in the orientation, and provides information about CSBA trainings for new and first-term board members

BB 9400 was updated for consistency with CSBA's online board self-evaluation tool and facilitator services. Bylaw also links board self-evaluation to the identification of strategies for strengthening board performance, including board trainings.

Board members that have suggestions for changes or questions for the revised/updated Board Policies or Board Bylaws should contact Mr. Jeremy Meyers by August 31, 2017.

**VISION**

**[The Board of Trustees believes that a clearly stated purpose and direction for the district provide the foundation for continuous improvement and accountability. The Board shall adopt a long-range vision for district programs and activities that focuses on the achievement and well-being of all students and reflects the importance of preparing students for the future academically, professionally, and personally. The vision shall recognize the unique role of students, parents/guardians, staff, and community partners in contributing to a high-quality education for all students. In order to provide a clear focus for district programs, activities and operations, the Board of Trustees shall adopt a long-range vision that sets direction for the district which is focused on student learning and describes what the Board wants its schools to achieve. This vision may be incorporated in various documents, including [T]he district's [vision may be incorporated into its] mission or purpose statement, philosophy [or motto], long-term goals, short-term objectives, and/or comprehensive plans [such as the local control and accountability plan (LCAP)].**

*(cf. 0100 - Philosophy)*

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

*(cf. 0400 - Comprehensive Plans)*

*[(cf. 0460 - Local Control and Accountability Plan)]*

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

**The Superintendent or designee shall recommend an appropriate process[, with clearly defined procedures, timelines, and responsibilities,] for establishing[, and/or reviewing[, and updating] the district's vision statement[s.] which is inclusive of parents/guardians, students, staff and community members.[This process shall include a review of relevant district documents and data including, but not limited to, information about student demographics, student achievement, current programs, and emerging educational issues. The process shall incorporate an analysis and identification of district strengths and areas in which growth is needed. Input shall be solicited from parents/guardians, students, staff, and community members through methods such as surveys, focus groups, advisory committees, and/or public meetings and forums.]**

*[(cf. 1220 - Citizen Advisory Committees)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 6020 - Parent Involvement)]*

**The Board shall review the district vision statements [annually, in conjunction with the update to the LCAP, to ensure consistency among all documents that set direction for the district.] at least every three years or whenever a new Board member or Superintendent joins the district. Following these reviews, the Board may revise or reaffirm the direction it has established for the district.**

**The Superintendent or designee shall communicate the district's vision to staff, parents/guardians and the community[.] and shall regularly report to the Board regarding district progress toward the vision.**

*(cf. 0500 - Accountability)*

*(cf. 1100 - Communication with the Public)*

*[(cf. 1113 - District and School Web Sites)]*

**VISION (continued)**

[Board decisions regarding curriculum, policies, the budget, collective bargaining agreements, and other district operations shall be aligned with the district's vision. In addition, the Superintendent or designee shall ensure that staff's implementation of district programs and activities supports attainment of the district's vision.

The Superintendent or designee shall regularly report to the Board regarding district progress toward the vision.

*(cf. 0500 – Accountability)]*

**[Legal Reference:**

**EDUCATION CODE**

**52060-52077 Local control and accountability plan]**

**Management Resources:**

**CSBA PUBLICATIONS**

*The School Board Role in Creating the Conditions for Student achievement: A Review of the Research, May 2017*

*Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014*

*Defining Governance, Issue 4: Governance Decisions, Governance Brief, June 2014*

*Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014*

*Maximizing School Board Leadership: Vision, 1996*

**WEB SITES**

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

**VISION**

The Superintendent or designee shall establish a process for developing and regularly reviewing the district's vision and direction which includes:

1. — Clearly defined procedures, timelines and responsibilities
2. — Identification of the strengths and needs of the district
3. — Input from parents/guardians, students, staff and community members through procedures which may include surveys, focus groups, advisory committees and/or public meetings and forums

*(cf. 1220—Citizen Advisory Committees)*

*(cf. 2230—Representative and Deliberative Groups)*

*(cf. 6020—Parent Involvement)*

4. — Board adoption of district vision statements at a public meeting

As part of this process, the Superintendent or designee shall provide the Board of Trustees with relevant district documents and data, including current district mission and vision statements, if any, and information about student demographics, student achievement, student enrollment patterns, current programs and recent program cuts, staffing and professional development needs, budget trends, facilities, technology and emerging educational issues.

*(cf. 0100—Philosophy)*

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

*(cf. 0400—Comprehensive Plans)*

Regulation \_\_\_\_\_ **BLACK OAK MINE UNIFIED SCHOOL DISTRICT**  
approved: \_\_\_\_\_ Georgetown, California

## PHILOSOPHY

~~As part of its responsibility to~~ **In order to** establish **[and support]** a guiding vision for the district, the Board of Trustees shall develop[, **articulate,**] and regularly review **[an overarching]** a set of fundamental principles which describes the district's **[core]** beliefs, values, or tenets. The Board and district staff shall incorporate **[these principles into]** ~~this philosophy in~~ all district programs[,]  
~~and activities[,]~~ **and operations of the district].**

*(cf. 0000 - Vision)*

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

*[cf. 0460 – Local Control and Accountability Plan)]*

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

**It is the philosophy of the district that:**

- 1. All Students can learn and succeed.**
- 2. Every Student should have an opportunity to receive a quality education regardless of his/her social, cultural, or economic background.**

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

- 3. Every student in the district has a right to be free from discrimination, harassment, intimidation, and bullying, as prohibited by law or district policy.**
- 4. The future of our nation and community depends on students possessing the skills to be lifelong learners, collaborative and creative problem solvers, and effective, contributing members of a global and technologically advanced society.**
- 5. Highly skilled and dedicated teachers and educational support staff have the capacity to guide students toward individual achievement and growth, and have a direct and powerful influence on student learning and life experiences.**
- 6. A safe, nurturing environment and positive school climate are necessary for learning, academic achievement, and student development.**

*(cf. 5131.2 – Bullying)*

*(cf. 5137 – Positive School Climate)*

- 7. Parents/guardians have a right and an obligation to be engaged in their child's education and to be involved in the intellectual, physical, emotional, and social development and well-being of their child.**

*(cf. 6020 – Parent Involvement)*

**PHILOSOPHY (continued)**

8. The needs of the whole child must be addressed, as the ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
9. Early identification of learning and behavioral difficulties and timely and appropriate support and intervention contribute to student success.
10. Students and staff are encouraged and motivated by high expectations and recognition for their accomplishments.
11. School improvement is a dynamic process requiring flexibility and innovation to meet the needs of students in a changing world.
12. Professional development for the Board and district staff is essential for the growth and success of the district and its students.

*(cf. 4131, 4231, 4331 – Staff Development)*  
*(cf. 9240 – Board Trainings)*

13. The diversity of the student body and school staff enriches the learning experience, promotes cultural awareness and acceptance, and serves as a model for citizenship in a global society.
14. A common set of norms and protocols is crucial to effective governance.
15. Communication, trust, respect, collaboration, and teamwork strengthen the relationship among Board members and between the Board and Superintendent, and contribute to the effectiveness of the governance team.
16. The community and district are inextricably connected partners, wherein the community's engagement in issues that impact the schools enhances the district's programs and student learning.

*(cf. 1000 – Concepts and Roles)*

17. Two-way communication with all stakeholders is essential for establishing continuity, support, and shared goals both within the district and with the surrounding community.
18. The Board has a responsibility to advocate on behalf of all students, keep current on legislative issues affecting education, and build positive relationships with local, state and federal representatives.



**PHILOSOPHY**

19. A fiscally sound budget which is reflective of the district's vision is imperative to the financial stability of the district and to the attainment of its goals.
20. Responsibility for district programs and operations is shared by the entire educational community, with ultimate accountability resting with the Board as the basic embodiment of representative government.

*Legal Reference:*

EDUCATION CODE

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

[51100-51101 Parental involvement]

*Management Resources:*

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

*[The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017*

*Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014*

*Defining Governance, Issue 2: Governing Commitments, Governance Brief, February 2014*

WEBSITES

CSBA: [Http://www.csba.org](http://www.csba.org)

National School Climate Center: <http://Schoolclimate.org>

## EVALUATION OF THE SUPERINTENDENT

The Board of Trustees recognizes **[its responsibility to establish an evaluation system that enables a fair assessment of the Superintendent's effectiveness in leading the district toward established goals, serves to support his/her continued growth in leadership and management skills, and provides a basis for Board decisions regarding contract extension and compensation.** ~~that, in order to effectively fulfill its responsibilities for setting direction, ensuring accountability, and providing community leadership for the district, it must adopt measures for holding the Superintendent accountable. At a minimum, [T]he Board shall annually conduct a formal evaluation of the Superintendent's performance to assess his/her effectiveness in leading the district toward established goals. In addition, the evaluation process [and] may [provide additional] include opportunities during [throughout] the year for [to] review of the Superintendent's progress toward meeting the goals. The evaluation shall be in accordance with the provisions of the Superintendent's contract and any applicable Board policy.~~

*(cf. 0000 - Vision)*

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

*(cf. 0500 - Accountability)]*

*(cf. 2121 - Superintendent's Contract)*

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

*(cf. 9005 - Governance Standards)*

**The Board shall determine, with the Superintendent's input, the criteria, schedule, method(s), and instrument(s) to be used for the Superintendent's evaluation.** Evaluation criteria ~~shall be agreed upon by the Board and Superintendent prior to the evaluation and shall include, but [are] not be limited to, district goals and success indicators; educational, management, and community leadership skills; and the Superintendent's professional relationship with the Board.~~

*(cf. 2110 - Superintendent Responsibilities and Duties)*

*(cf. 2111 - Superintendent Governance Standards)*

~~The Board and Superintendent shall jointly determine the evaluation method(s) and schedule that will best serve the district and the structure and format of the instrument to be used.~~

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a statement of actions taken to address any Board recommendation from the previous evaluation.

Each Board member shall independently evaluate the Superintendent's performance. ~~B[b]ased [up] on these individual evaluations [criteria], [after which] the Board president shall produce a [single] document that summarizes [integrates] the individual evaluations. The Board shall then take action on this document and present it to the Superintendent for his/her response. And represents the consensus of the Board.~~

*[(cf. 9121 - President)]*

## EVALUATION OF THE SUPERINTENDENT (continued)

The evaluation shall provide commendations in areas of strength and achievement, **[and]** provide recommendations for improving effectiveness in areas of **[need,]** concern[,]

~~and unsatisfactory performance;[.] and serve as a basis for making decisions about salary increase and/or contract extension.~~

The Board shall meet in closed session with the Superintendent to discuss the evaluation.  
(Government Code 54957)

*(cf. 9321 - Closed Session Purposes and Agendas)*  
*(cf. 9321.1 - Closed Session Actions and Reports)*

**[At this meeting,]** T[t]he Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or district progress.

~~After the Board and Superintendent have discussed the evaluation, the Board president and Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file. [The discussion shall include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance the Superintendent's knowledge of current educational issues and leadership and management skills.~~

~~*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*~~

~~At the open session after the Superintendent's evaluation or at a subsequent meeting, the Board and Superintendent shall jointly identify performance goals for the next year.~~

~~*[(cf. 9200 - Board Training)]*~~  
~~*(cf. 9400 - Board Self-Evaluation)*~~

**[After the Board and Superintendent have discussed the evaluation, the Board president and Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file. The evaluation, including personal performance goals, shall be confidential to the extent permitted by law.**

~~*[(cf. 4112.6/4212.6/4312.6 - Personnel Files)]*~~

*Legal Reference & Management Resources: (see next page)*

## EVALUATION OF THE SUPERINTENDENT (continued)

### *Legal Reference:*

#### GOVERNMENT CODE

53262 *Employment contracts, superintendent*

54957 *Closed session, personnel matters*

#### COURT DECISIONS

Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

### *Management Resources:*

#### CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2006

#### WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

Policy  
adopted:

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

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Black Oak Mine Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Board of Trustees desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with state and district content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

*(cf. 0440 - District Technology Plan)*

*(cf. 6000 - Concepts and Roles)*

*(cf. 6011 - Academic Standards)*

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

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6163.1 - Library Media Centers)*

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

**[The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)]**

**The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)**

**Review Process**

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. **[Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.]**

*(cf. 1220 - Citizen Advisory Committees)*

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

~~This~~**[The review]** process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Education Code 60002)

*[(cf. 6020 – Parent Involvement)]*

**[In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.**

**If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the district’s review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)]**

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

*(cf. 9270 - Conflict of Interest)*

**[The committee shall review instructional materials using criteria provided in law and administrative regulations, and shall provide the Board with documentation supporting its recommendations.]**

All recommended instructional materials shall be available for public inspection at the district office.

*(cf. 5020 - Parent Rights and Responsibilities)*

~~Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.~~

~~*(cf. 1312.2 – Complaints Concerning Instructional Materials)*~~

~~*(cf. 1312.4 – Williams Uniform Complaint Procedures)*~~

~~The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.~~

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

### **Public Hearing on Sufficiency of Instructional Materials**

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS** (continued)

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119; 5 CCR 9531)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing and in three public places within the district, the Superintendent or designee shall post a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

*(cf. 9322 - Agenda/Meeting Materials)*

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials in each of the following subjects which are aligned to the state content standards adopted pursuant to Education Code 60605 and consistent with the content and cycles of the state's curriculum frameworks: (Education Code 60119)

1. Mathematics

*(cf. 6142.92 - Mathematics Instruction)*

2. Science

*(cf. 6142.93 - Science Instruction)*

3. History-social science

*(cf. 6142.94 - History-Social Science Instruction)*

4. English/language arts, including the English language development component of an adopted program

*(cf. 6142.91 - English/Language Arts Instruction)*

5. Foreign language

*(cf. 6142.2 - World/Foreign Language Instruction)*

6. Health

*(cf. 6142.8 - Comprehensive Health Education)*

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

~~The Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)~~

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks and/or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

**[The degree to which every student has sufficient access to the standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)]**

*(cf. 0460 – Local Control and Accountability Plan)]*

### **[Complaints]**

**Complaints concerning instructional materials shall be handled in accordance with law, Board policy and administrative regulation.**

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

*(cf. 1312.4 – Williams Uniform Complaint Procedures)]*



**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)***Legal Reference:*EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

~~1240.3 Definition of sufficiency for categorical flexibility~~

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

~~42605 Tier 3 categorical flexibility~~

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

**[52060-52077 Local control and accountability plan]**

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

~~60240-60252 State Instructional Materials Fund~~

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

~~60420-60424 Instructional Materials Funding Realignment Program~~

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core Standards

60605.86 Supplemental instructional materials aligned with Common Core Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

*Management Resources:*CSBA PUBLICATIONSFlexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS[Instructional Materials FAQ]01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2004 [rev. January 2015]Standards for Evaluating Instructional Materials for Social Content, 2013WEB SITESCSBA: <http://www.csba.org>Association of American Publishers: <http://www.publishers.org>**[California Academic Content Standards Commission, Common Core State Standards:****<http://www.scoe.net/castandards>]**California Department of Education: <http://www.cde.ca.gov>

**PRESIDENT**

The Board of Trustees shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

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

*(cf. 9005 - Governance Standards)*

*(cf. 9100 - Organization)*

**[To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, [t]The president shall preside at all Board meetings. He/she shall:**

1. ~~Call the meeting to order at the appointed time~~**[Call such meetings of the Board as he/she may deem necessary, giving notice as required by law]**

*[(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)]*

2. ~~Announce the business to come before the Board in its proper order~~**[Consult with the Superintendent or designee on the preparation of Board meeting agendas]**

*[(cf. 9322 - Agenda/Meeting Materials)]*

3. ~~Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act~~ **[Call the meeting to order at the appointed time and preside]**
4. ~~Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference~~ **[Announce the business to come before the Board in its proper order]**
5. ~~Explain what the effect of a motion would be if it is not clear to every member~~ **[Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act]**
6. ~~Restriet discussion to the question when a motion is before the Board~~ **[Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference]**
7. ~~Rule on issues of parliamentary procedure~~ **[Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused]**
8. ~~Put motions to a vote, and state clearly the results of the vote~~ **[Rule on issues of parliamentary procedure]**

**PRESIDENT** (continued)

9. ~~Be responsible for the orderly conduct of all Board meetings~~ **[Put motions to a vote, and state clearly the results of the vote]**

*(cf. 9323 - Meeting Conduct)*

**[The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.]**

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. ~~Signing all instruments, acts[,], and orders[, and resolutions]~~ necessary to ~~carry out state~~ **[comply with legal]** requirements and **[carry out]** the will of the Board
2. ~~Consulting with the Superintendent or designee on the preparation of the Board's agendas~~ **[Working with the Superintendent to ensure that Board members have necessary materials and information]**

*(cf. 9322 - Agenda/Meeting Materials)*

3. ~~Working with the Superintendent to ensure that Board members have necessary materials and information~~ **[Subject to Board approval, appointing and dissolving all committees]**

*(cf. 9130 - Board Committees)]*

4. ~~Subject to Board approval, appointing and dissolving all committees~~ **[In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media]**

*(cf. 9130 - Board Committees)*

**[(cf. 1112 - Media Relations)]**

5. ~~Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law~~ **[Leading the Board's advocacy efforts to build support within the local community and at the state and national levels]**

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

6. ~~Representing the district as governance spokesperson, in conjunction with the Superintendent~~

*(cf. 1112 - Media Relations)*

**PRESIDENT** (continued)

The president shall ~~have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board~~ **[participate in the California School Board Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills]**.

*[(cf. 9240 – Board Trainings)]*

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

*[(cf. 9123 – Clerk)]*

*Legal Reference:*

EDUCATION CODE

35022 *President of the board*

35143 *Annual organizational meetings; dates and notice*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

*Management Resources:*

CSBA PUBLICATIONS

*[Call to order: A Blueprint for Great Board Meetings, 2015]*

*Board Presidents' Handbook, revised 2002*

*CSBA Professional Governance Standards, 2000*

*Maximizing School Board Leadership: Boardsmanship, 1996*

WEB SITES

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

**GOVERNING BOARD ELECTIONS**

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

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

*(cf. 9224 - Oath of Affirmation)*

*(cf. 9270 - Conflict of Interest)*

**[The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.**

*(cf. 9230 - Orientation)*

*(cf. 9240 - Board Training)*

**Consolidation of Elections]**

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election. ~~Board election procedures shall be conducted in accordance with state and federal law~~ **[Elections Code 1302].**

**In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. The district shall move its election to the next statewide election date, unless the Board has adopted a plan by January 1, 2018 to consolidate Board elections not later than the November 8, 2022 statewide general election. (Elections Code 14051, 14052)]**

**GOVERNING BOARD ELECTIONS (continued)**

**[In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Educations Code 10404.5)**

**Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)**

*(cf. 9110 - Terms of Office)*

**Electi[ons Process and Procedures]ng Board Members**

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

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

If the Board determines that a change is necessary, it shall **[hold public hearings in accordance with Elections Code 10100 before adopt[ing]** a resolution at an open meeting specifying the change(s) and shall, in accordance with Education Code 5019 ~~or other applicable provisions of law~~, obtain approval from the county committee on school district organization having jurisdiction over the district.

*(cf. 9320 - Meeting and Notices)*

**Campaign Conduct**

**[All candidates, including current Board members running as incumbent, shall abide by local county, state, and federal requirements regarding campaign donations, funding, and expenditures.**

**A Board member shall not expend, and a candidate shall not accept any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)**

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and

**GOVERNING BOARD ELECTIONS (continued)**

adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

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

*(cf. 9005 - Governance Standards)*

**Statement of Qualifications**

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

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

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

*(cf. 9223 - Filling Vacancies)*

**[Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)]**

**[When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.]**

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

**GOVERNING BOARD ELECTIONS (continued)****Tie Votes in Board Member Elections**

Before each election, the Board shall establish whether a potential tie is to be resolved by lot or with a runoff election. ~~(Education Code 5016) After an election for which [If]~~ the Board has decided to resolve a tie by lot, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. ~~(Education Code 5016) After an election for which [If]~~ the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

*Legal Reference:*EDUCATION CODE*1006 Qualifications for holding office, county board of education**5000-5033 Elections**5220-5231 Elections**5300-5304 General provisions (conduct of elections)**5320-5329 Order and call of elections**5340-5345 Consolidation of elections**5360-5363 Election notice**5380 Compensation (of election officer)**5390 Qualifications of voters**5420-5426 Cost of elections**5440-5442 Miscellaneous provisions**7054 Use of district property**35107 Eligibility; school district employees**35177 Campaign expenditures or contributions**35239 Compensation of governing board member of districts with less than 70 ADA*ELECTIONS CODE*20 Public office eligibility**1302 Local elections, school district election**2201 Grounds for cancellation**4000-4008 Elections conducted wholly by mail**10010 District boundaries**10400-10418 Consolidation of elections*



## GOVERNING BOARD ELECTIONS (continued)

### *Legal Reference: (continued)*

10509 *Notice of election by secretary*  
10600-10604 *School district elections*  
13307 *Candidate's statement*  
13308 *Candidate's Statement contents*  
13309 *Candidate's statement, indigence*  
14025-14032 *California Voting Rights Act*  
14050-14057 *California Voter Participation Rights Act*  
20440 *Code of Fair Campaign Practices*  
GOVERNMENT CODE  
1021 *Conviction of crime*  
1097 *Illegal participation in public contract*  
12940 *Nondiscrimination, Fair Employment and Housing Act*  
81000-91014 *Political Reform Act*  
PENAL CODE  
68 *Bribes*  
74 *Acceptance of gratuity*  
424 *Embezzlement and falsification of accounts by public officers*  
661 *Removal for neglect or violation of official duty*  
CALIFORNIA CONSTITUTION  
*Article 2, Section 2 Voters, qualifications*  
*Article 7, Section 7 Conflicting offices*  
*Article 7, Section 8 Disqualification from office*  
UNITED STATES CODE, TITLE 52  
*10301-10508 Voting Rights Act*  
COURT DECISIONS  
*Rey v. Madera Unified School District (2012) 138 Cal.Rptr. 3d 192*  
*Randall v. Sorrell, (2006) 126 S.Ct. 2479*  
*Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d. 821*  
*Dusch v. Davis, (1967) 387 U.S. 112*  
ATTORNEY GENERAL OPINIONS  
*85 Ops.Cal.Atty.Gen. 49 (2002)*  
*83 Ops.Cal.Atty.Gen. 181 (2000)*  
*81 Ops.Cal.Atty.Gen. 98 (1998)*  
*69 Ops.Cal.Atty.Gen. 290 (1986)*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017*

#### WEB SITES

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

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

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

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

Bylaw  
adopted:

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

## ORIENTATION

### ~~Board Candidate Orientation~~

The Board of Trustees ~~desires to~~ [recognizes the importance of] provide[ing all newly elected or appointed] Board [members with support and information to assist them in becoming effective members of the Board.] Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct. ~~candidates with orientation that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities and the county election official's contact information. He/she may also provide candidates with information about the election process, including, but not limited to, information about campaign conduct and ballot statement information.~~

*[(cf. 9000 – Role of the Board)]*

*(cf. 9200 – Limits of Board Member Authority)*

*(cf. 9220 – Governing Board Elections)*

*(cf. 9270 – Conflict of Interest)*

*[cf. 9223 – Filling Vacancies)]*

~~The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to district staff and information.~~

*(cf. 1340 – Access to District Records)*

*(cf. 9011 – Disclosure of Confidential/Privileged Information)*

### ~~New Board Member Orientation~~

~~The Board shall convene a meeting to provide an orientation and information to incoming Board members to assist them in understanding the Board's functions, policies, procedures, protocols, and agreed upon standards of conduct. Incoming Board members shall receive the district's policy manual and other materials related to the district and Board member responsibilities.~~

*(cf. 9000 – Role of the Board)*

*(cf. 9005 – Governance Standards)*

[As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and Superintendent or designee shall develop an agenda for the

**ORIENTATION (continued)**

meeting(s) and shall identify resources that may be useful for the incoming Board members.

*[(cf. 9121 – President)]*

Upon their election, **[or appointment,]** incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. **[Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.]**

*[(cf. 1112 – Media Relations)*

*(cf. 1160 – Political Processes)*

*(cf. 9005 – Governance Standards)*

*(cf. 9010 – Public Statements)*

*(cf. 9011 – Disclosure of Confidential/Privileged Information)*

*(cf. 9012 – Board Member Electronic Communications)*

*(cf. 9200 – Limits of Board Member Authority)*

*(cf. 9270 – Conflict of Interest)*

*(cf. 9323 – Meeting Conduct)]*

**[In addition, T[t]he Superintendent [or designee] may[shall] provide incoming Board members with additional [specific] background and information regarding [the district, including, but not limited to] the district's vision and goals [statements], operations, and current challenges in areas that include, but are not limited to, [local control and accountability plan and other comprehensive plans, Student demographic data, student achievement [data], curriculum, finance, facilities, policy, human resources, and collective bargaining[district policy manual, district budget, and minutes of recent open Board meetings.]**

*(cf. 0000 – Vision)*

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

*[(cf. 0400 – Comprehensive Plans)*

*(cf. 0460 – Local Control and Accountability Plan)]*

**[The Superintendent or designee may offer incoming Board members a tour of district schools and facilities, and may introduce them to district and school administrators and other staff.]**

Incoming members are encouraged to attend Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the

**ORIENTATION** (continued)

district. Incoming members also may, at district expense and with approval of the Board, attend **[the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and]** workshops and conferences relevant to their individual needs or to the needs of **[the individual member,]** the Board as a whole[, ] or the district.

*(cf. 9240 – Board Development)*

*[(cf. 9240 – Board Trainings)*

*(cf. 9320 – Meetings and Notices)*

*Legal Reference:*EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

ELECTIONS CODE

~~13307 Candidate's statement~~

~~20440 Code of Fair Campaign Practices~~

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body

**[54952.2 Open meeting laws; posing agenda; board actions]**

54952.7 Copies of Brown Act to board members

*Management Resources:*CSBA PUBLICATIONS

~~School Board Leadership, 2007~~

~~The Brown Act: School Boards and Open Meeting Laws, rev. 2007[2009]~~

~~Guide to Effective Meetings, 2007~~

~~Professional Governance Standards for School Boards, 2000~~

~~Maximizing School Board Leadership, 1996~~

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

~~Becoming a Better Board Member: A Guide to Effective School Board Service, 2006~~

WEB SITES

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

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

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

Bylaw  
adopted:

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

## BOARD SELF-EVALUATION

The Board of Trustees shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

*(cf. 0000 - Vision)*

***[(cf. 0200 – Goals for the School District)]***

*(cf. 2140 - Evaluation of the Superintendent)*

The evaluation may address any area of Board responsibility, including but not limited to Board performance in relation to vision setting, curriculum, personnel, finance, policy, collective bargaining and community relations. The evaluation also may address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other boardsmanship skills.

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

*(cf. 9005 - Governance Standards)*

The Board shall be evaluated as a whole. Individual Board members also are encouraged to use the evaluation process as an opportunity to privately assess their own personal performance.

Each year the Board, with assistance from the Superintendent, shall determine an evaluation method or instrument that measures **[key components of board responsibility and]** a ~~reasonable number of~~ previously identified performance objectives. ~~Videotape~~**[Visual and/or audio recordings]** of a Board meeting may only be used as an evaluation tool with the consent of all Board members.

Any discussion of the Board's self-evaluation shall be conducted in open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or others **[individual(s) with pertinent information]** to provide input into the evaluation process.

Following the evaluation, the Board shall set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board shall also develop strategies for strengthening Board performance **[based on identified areas of need, including, but not limited to, Board trainings such as those offered by the California School Boards Association]**.

*(cf. 9230 - Orientation)*

*(cf. 9240 - Board Development)*

*Legal Reference: (see next page)*

## BOARD SELF-EVALUATION (continued)

### *Legal Reference:*

#### GOVERNMENT CODE

54950-54963 *Brown Act; board self-evaluations not covered*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Professional Governance Standards*

*[Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014]*

*Maximizing School Board Leadership, 1996*

#### WEB SITES

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

*[CSBA Board Self-Evaluation: <http://bse.csba.org>]*



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.4 Williams Uniform Complaints Procedures Policy Quarterly Report

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: As required by Education Code 35186, the quarterly report of complaints received pursuant to the Williams Uniform Complaints Procedures Policy is provided for information to 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 April 1, 2017 through June 30, 2017 there are no complaints to report.



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

To: Ed Manansala, Ed.D., Superintendent of Schools

District: Black Oak Mine Unified School District

Person completing this form: Carla Koontz Title: Superintendent Secretary


Quarterly Report Submission Date: ☐ April 2017  
(check one) ☒ July 2017  
☐ October 2017  
☐ January 2018

Date for information to be reported publicly at governing board meeting:

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

6/30/2017  
\_\_\_\_\_  
Date

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.1 Representative to the American River Charter School Council

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees appoint Mrs. Tricia Kowalski as the representative to the American River Charter Council.

BACKGROUND: The Board of Trustees at their regular meeting on January 14, 2010 approved the American River Charter Petition. In the petition it states that the American River Charter School shall be governed by the Board of Trustees of the Black Oak Mine Unified School District, which will serve as the charter board of the American River Charter School. Notwithstanding anything in this petition to the contrary, the Board of Trustees of the Black Oak Mine Unified School District has final decision-making authority over all financial, operational (including staffing), and other matters for the American River Charter School. The Board of Trustees may, from time to time and in its sole discretion, delegate this authority to one or more individuals or entities, to the extent permitted by applicable law.

The American River Charter School will also have a Charter Council (ARCS Council), which will be responsible for making recommendations to the Board of Trustees. The ARCS Council will be governed by bylaws established and approved annually by the council. The council will be comprised of 50% parents, students and community members and 50% staff of the ARCS plus one member to be designated by the Black Oak Mine Unified School District Board of Trustees. The initial ARCS Council shall be elected by the Charter School Formation group first by nominating members of the council, then by vote of the Charter School Formation Group. In the first year, 50% of the members will have a 1 year term – determined by lottery, and 50% of the members will have a 2 year term resulting in only half of the elected Charter School Council being up for renewal in any given year in order to promote consistency for the program. The member designated by the Black Oak Mine Unified School District Board of Trustees will serve until his or her replacement is designated by the Board of Trustees. In subsequent years, the voting group will consist of the school parent population, with one vote per family. For purposes here-of, the term “parents” includes step-parents and legal guardians. Staff members on the council shall be elected by all staff members with one vote per employee.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.2 Board of Trustees Procedural Review

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to set Special Board Meeting dates for the 2017-18 School Year.

BACKGROUND: The Board of Trustees will consider setting Special Board Meetings at each school site for the 2017-18 School Year.

Special Board Meeting Dates:

\_\_\_\_\_ @ Golden Sierra Junior Senior High School

\_\_\_\_\_ @ Northside School

\_\_\_\_\_ @ Georgetown School

\_\_\_\_\_ @ American River Charter School



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.1 Non Bargaining Unit Salary Schedules

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent  
Mrs. Shelly King, Personnel Services Coordinator

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the Non Bargaining Unit Salary Schedules.

BACKGROUND: Early Mental Health grants have been approved by El Dorado County Mental Health through 2018-19. When billable rates were calculated, an annual salary increase was figured into those billable rates contingent upon a review at the start of the year to ensure the program would be self-sufficient.

# Non Bargaining Unit Salary Schedule Early Mental Health Classified Staff 2017-18

Days	Range	Step 1	Position
139	1	16.81	Early Mental Health Specialist
139	2	17.46	Early Mental Health Specialist
139	3	19.76	Early Mental Health Specialist
175	4	22.96	Early Mental Health Coordinator

Black Oak Mine Unified School District is an equal opportunity employer. No person shall be discriminated against because of race, color, sex, national origin, age or handicap.

Board Adopted:

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.2 Budget Revision Resolution

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent  
Mrs. Tricia Kowalski, Chief Business Official

RECOMMENDATION: It is recommended that the Board of Trustees adopt Resolution #2017-13 to allow for the necessary 2016-17 year end balancing budget adjustments.

BACKGROUND: At the close of each fiscal year, a resolution for authorization of year-end budget transfers/revisions for Board approval is submitted. Education Code Sections 42601 and 42602 permit the Governing Board to adopt a resolution authorizing the County Superintendent of Schools to make budget transfers and revisions necessary to complete the fiscal year-end closing process. To ensure the integrity of the board approved operating budget, year-end budget transfers and revisions are limited to major object classifications between the reserve for economic uncertainties and the appropriate revenue and expenditure account classifications. The District will direct the County Superintendent of Schools and prepare the appropriate transfers needed for the year-end fiscal closing. Additionally, all transactions will be reflected in the 2016-2017 Unaudited Actuals that will be provided to the Board in September, 2017.



BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. **2017-13**  
BUDGET REVISIONS AND TRANSFERS

On motion of member \_\_\_\_\_, seconded by member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, the Black Oak Mine Unified School District approves budget transfers and expenditure increases; and

**WHEREAS**, it appears certain that a number of budget revisions will be required after the close of the 2016-2017 fiscal year; and

**WHEREAS**, the governing board of the Black Oak Mine Unified School District has determined that additional income is assured in excess of the amounts previously budgeted, and will be required for budget balancing purposes after the close of the 2016-2017 fiscal year; and

**WHEREAS**, the governing board of the Black Oak Mine Unified School District can show just cause for the expenditure of such funds.

**NOW, THEREFORE BE IT RESOLVED** that pursuant to Education Code Sections 42601 and 42602, the Black Oak Mine Unified School District may appropriate any such excess funds, identify and make such transfers between the designated and/or unappropriated fund balances and any expenditure classification(s), or balance any expenditure classification(s) of the budget of the Black Oak Mine Unified School District for the 2016-2017 fiscal year as necessary to permit the payment of obligations of the Black Oak Mine Unified School District incurred during the 2016-2017 fiscal year. **BE IT FURTHER RESOLVED** that after all transfers have been made, the Black Oak Mine Unified School District shall submit such transfers to the Black Oak Mine Unified School District Board for ratification. Said ratification shall be limited to major object classifications in accordance with the law.

**PASSED AND ADOPTED** by the Board  
of Trustees by the following vote on the 10<sup>th</sup> day of August, 2017.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.3 Adoption of CSBA Board Policy and Bylaw Updates/Revisions

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMEDATION: It is recommended that the Board of Trustees consider adopting the updated/revised CSBA Board Policies and/or Bylaws:

BACKGROUND: BP 1312.3 Uniform Complaint Procedures Policy and regulation updated to reflect NEW LAW (AB 2306, 2016) which authorizes the use of uniform complaint procedures for complaints alleging noncompliance with requirements related to course credit transfer and exemption from local graduation requirements for former juvenile court school students. Regulation also references NEW LAW (SB 1375, 2016) which requires districts, on or before July 1, 2017, to post information relating to Title IX, including specified information about complaint procedures, on their web sites.

BP 1340 Access to District Records Policy updated to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

BP 2121 Superintendent's Contract Policy updated to reflect NEW LAW (SB 1436, 2016) which requires the board, prior to taking final action on the superintendent's salary or benefits, to orally report a summary of the recommended action during open session of a board meeting. Updated policy also clarifies that deliberations regarding the superintendent's salary or other compensation cannot be held during a special meeting of the board.

BP 3551 Food Service Operations/Cafeteria Plan Policy and regulation updated to reflect NEW FEDERAL GUIDANCE (U.S. Department of Agriculture Memorandum SP 46-2016 and SP 23-2017) which mandates any district participating in the National School Lunch and/or Breakfast Program to adopt a written policy on meal charges, including the collection of delinquent meal charge debt, no later than July 1, 2017, and to annually communicate that policy to parents/guardians. Policy and regulation also reflect NEW STATE GUIDANCE (California Department of Education Management Bulletin SNP-03-2017) which requires district policy to ensure that students with unrecovered or delinquent meal charge

debt are not overtly identified, requires that debt collection efforts are consistent with specified cost principles, and establishes conditions for reclassifying unpaid debt as bad debt. Policy also revised to reflect the Buy American provision of federal regulations which requires districts, to the maximum extent practicable, to purchase domestically grown and processed foods.

BP 4127/4227/4327 Temporary Athletic Team Coaches Policy and regulation updated to reflect NEW LAW (AB 1639, 2016) which requires coaches, beginning July 1, 2017, to complete a training course related to the nature and warning signs of sudden cardiac arrest and to retake such a course every two years thereafter. Policy also allows a coach to submit either the Activity Supervisor Clearance Certificate or the Department of Justice and Federal Bureau of Investigation criminal background check. Material regarding certification of coaches' qualifications to the board and the State Board of Education moved from AR to BP.

BP 4312.1 Contracts Policy updated to reflect NEW LAW (SB 1436, 2016) which requires the board, prior to taking final action on the salary or benefits of employees whose position within the district is established through an employment contract, to orally report a summary of the recommended action during open session of a board meeting. Updated policy also clarifies the limited circumstances under which salary and benefits may be discussed in closed session and the prohibition against discussing salary or other compensation during a special meeting of the board.

BP 6142.93 Science Instruction Policy updated to reflect the NEW CURRICULUM FRAMEWORK for science instruction adopted by the State Board of Education in November 2016 and the Next Generation Science Standards. Policy also adds new material related to the required course of study, science courses required for high school graduation, staff development, program evaluation, and safety in science laboratories.

BP 6145 Extracurricular and Cocurricular Activities Policy updated to reflect law which provides that a homeless student must be immediately deemed to meet all residency requirements for participation in extracurricular activities. Legal cites added for the prohibition against student fees and the requirement to annually review the policy.

BP 6145.2 Athletic Competition Policy and regulation updated to reflect NEW LAW (AB 1639, 2016) which requires (1) distribution to student athletes and parents/guardians of information on the nature and warning signs of sudden cardiac arrest, (2) training of coaches and athletic directors on the nature and warning signs of sudden cardiac arrest, and (3) removal of a student from an athletic activity if he/she passes out or faints, until clearance is obtained from a health care provider. Policy also updated to

reflect the prohibition against the use of a racially derogatory or discriminatory athletic team name, mascot, or nickname. Policy reflects law which provides that a homeless student must be immediately deemed to meet all residency requirements for participation in interscholastic athletic activities. Regulation also updated to reflect NEW LAW (SB 1375, 2016) which requires districts and schools to post specified Title IX information on their web sites by July 1, 2017.

BP 6178.1 Work-Based Learning Policy updated to add material formerly in AR regarding board approval of any district plan for work-based learning and board approval to pay students' wages out of district funds. Regulation updated to reflect NEW LAW (AB 2063, 2016) which authorizes the district to grant credit for satisfactory completion of a work experience education program to students ages 14-15 when the principal certifies that such credit is necessary for the student's participation in a career technical education (CTE) program. Regulation also reflects provision of AB 2063 which allows students to participate in job shadowing activities for up to 40 hours per semester, intersession, or summer school session if the principal certifies that it is necessary for participation in a CTE program.

BP 7214 General Obligation Bonds Policy updated to reflect NEW LAW (SB 1029, 2016) which requires the board to adopt a debt management policy prior to issuing any debt, including a general obligation bond, and to certify to the California Debt and Investment Advisory Commission that any proposed issuance of debt is consistent with the district's policy. Policy also reflects NEW LAW (AB 2116, 2016) which requires the board to obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor, and NEW LAW (AB 2738, 2016) which prohibits districts from withdrawing proceeds from bond sales at any time for the purpose of making investments outside the county treasury. Policy also adds caution that some uses of bond proceeds that are specified in the Education Code for bond elections with a 66.67 percent threshold may be inconsistent with the California Constitution and encourages consultation with legal counsel.

BB 9012 Board Member Electronic Communications Bylaw updated to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

**BOARD MEMBER ELECTRONIC COMMUNICATIONS**

The Board of Trustees recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business.

*(cf. 1100 - Communication with the Public)*

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

*(cf. 9322 - Agenda/Meeting Materials)*

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

*(cf. 9320 - Meetings and Notices)*

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the press shall be forwarded to the designated district spokesperson.

*(cf. 1112 - Media Relations)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3320 - Claims and Actions Against the District)*

*(cf. 9005 - Governance Standards)*

*(cf. 9121 - Board President)*

*(cf. 9200 - Limits of Board Member Authority)*

**BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)**

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage for easy retrieval.

(cf. 1340 - Access to District Records)

(cf. 3580 – District Records)

*Legal Reference:*EDUCATION CODE

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal. 5<sup>th</sup> 608

*Management Resources:*CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

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

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://oag.ca.gov>

**UNIFORM COMPLAINT PROCEDURES**

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulation governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

*(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. 5148.2 – Before/After School Programs)*  
*(cf. 6159 – Individualized Education Program)*  
*(cf. 6171 – Title I Programs)*  
*(cf. 6174 – Education for English Language Learners)*  
*(cf. 6175 – Migrant Education Program)*  
*(cf. 6178 – Career Technical Education)*  
*(cf. 6178.1 – Work-Based Learning)*  
*(cf. 6178.2 – Regional Occupational Center/Program)*  
*(cf. 6200 – Adult Education)*

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

**UNIFORM COMPLAINT PROCEDURES (continued)**

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.3 – Nondiscrimination/Harassment)*  
*(cf. 5145.7 – Sexual Harassment)*

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code 222)

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

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5 CCR 4610)

*(cf. 3260 – Fees and Charges)*  
*(cf. 3320 – Claims and Actions Against the District)*

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan. (Education Code 52075)

*(cf. 0460 – Local Control and Accountability Plan)*

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

*(cf. 6173.1 – Education for Foster Youth)*

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

*(cf. 6173 – Education for Homeless Children)*

8. Any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)



**UNIFORM COMPLAINT PROCEDURES (continued)**

*(cf. 6173.3 – Education Juvenile Court School Students)*

9. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (Education Code 51228.3)

*(cf. 6152 - Class Assignment)*

10. Any complaint [alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school. (Education Code 51210, 51223)

*(cf. 6142.7 - Physical Education and Activity)*

11. Any complaint alleging retaliation against any complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

12. Any other complaint as specified in a district policy.

The Board recognizes that an alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of a complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

*(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 – Student Records)*

*(cf. 9011 – Disclosure of Confidential/Privileged Information)*

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate resolve the UCP-related allegation(s) through the district's UCP.

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

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

*(cf. 4131 – Staff Development)*

*(cf. 4231 – Staff Development)*

*(cf. 4331 – Staff Development)*

The Superintendent or designee shall maintain records of all UCP complaints and the investigation of those complaints in accordance with applicable state law and district policy.

*(cf. 3580 – District Records)*

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violation by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

*(cf. 1312.4 – Williams Uniform Complaint Procedures)*

*Legal Reference: See next page*

## UNIFORM COMPLAINT PROCEDURES (continued)

### *Legal Reference:*

#### EDUCATION CODE

200-262.4 *Prohibition of discrimination*  
 222 *Reasonable accommodations; lactating students*  
 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*  
 48853-48853.5 *Foster youth*  
 48985 *Notices in language other than English*  
 49010-49013 *Student Fees*  
 49060-49079 *Student Records*  
 49069.5 *Rights of parents*  
 49490-49590 *Child nutrition programs*  
 51210 *Courses of study grades 1-6*  
 51223 *Physical education, elementary schools*  
 51225.1-51225.2 *Foster youth and homeless children; and former juvenile court school students; course credits; graduation requirements*  
 51228.1-51228.3 *Course periods without educational content*  
 52060-52077 *Local control and accountability plan, especially*  
 52075 *Complaint for lack of compliance with local control and accountability plan requirements*  
 52160-52178 *Bilingual education programs*  
 52300-52490 *Career technical education*  
 52500-52616.24 *Adult schools*  
 52800-52870 *School-based program coordination*  
 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 2

11023 *Harassment and discrimination prevention and correction*

#### 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

1221 *Application of laws*  
 1232g *Family Educational Rights and Privacy Act*  
 1681-1688 *Title IX of the Education Amendments of 1972*  
 6301-6577 *Title I basic programs*  
 6801-6871 *Title III language instruction for limited English proficient and immigrant students*  
 7101-7184 *Safe and Drug-free Schools and Communities Act*

*Legal Reference: see next page for continued Legal References*

## UNIFORM COMPLAINT PROCEDURES (continued)

*7201-7283g Title V promoting informed parental choice and innovative programs*

*7301-7372 Title V rural and low-income school programs*

*12101-12213 Title II equal opportunity for individual with disabilities*

UNITED STATES CODE, TITLE 29

*794 Section 504 of Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

*2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended*

*2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964*

*6101-6107 Age Discrimination Act of 1975*

CODE OF FEDERAL REGULATIONS, TITLE 28

*35.107 Nondiscrimination on basis of disability; complaints*

CODE OF FEDERAL REGULATIONS, TITLE 34

*99.1-99.67 Family Educational Rights and Privacy*

*100.3 Prohibition of discrimination on basis of race, color or national origin*

*104.7 Designation of responsible employee for Section 504*

*106.8 Designation of responsible employee for Title IX*

*106.9 Notification of nondiscrimination on basis of sex*

*110.25 Notification of nondiscrimination on the basis of age*

### *Management Resources:*

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Justice: <http://www.justice.gov>

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

## ACCESS TO DISTRICT RECORDS

The Board of Trustees recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 3580 - District Records)*  
*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*  
*(cf. 4112.5/4212.5/4312.5 Criminal Record Check)*  
*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5125 - Student Records)*  
*(cf. 5125.1 - Release of Directory Information)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*  
*(cf. 9321 - Closed Session Purposes and Agendas)*

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

*(cf. 4040 - Employee Use of Technology)*  
*(cf. 9012 - Board Member Electronic Communications)*

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

*Legal Reference: (see next page)*

## ACCESS TO DISTRICT RECORDS (continued)

### Legal Reference:

#### EDUCATION CODE

35145 Public meetings  
35170 Authority to secure copyrights  
35250 Duty to keep certain records and reports  
41020 Requirement for annual audit  
42103 Publication of proposed budget; hearing  
44031 Personnel file contents and inspections  
44839 Medical certificates; periodic medical examination  
49060-49079 Pupil records  
49091.10 Parental review of curriculum and instruction  
~~52850 Applicability of article (School-Based Program Coordination Plan availability)~~

#### GOVERNMENT CODE

3547 Proposals relating to representation  
6250-6270 California Public Records Act  
6275-6276.48 Other exemptions from disclosure  
53262 Employment contracts  
54957.2 Minute book record of closed sessions  
54957.5 Agendas and other writings distributed for discussion or consideration  
81008 Political Reform Act, public records; inspection and reproduction

#### CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

#### CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

#### COURT DECISIONS

City of San Jose v. Superior Court (20017) 2 Cal. 5<sup>th</sup> 608  
Los Angeles County Board of Supervisors v. Superior court (20016) 2 Cal. 5<sup>th</sup> 282  
International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319  
Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381  
Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324  
Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414  
North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

#### ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)  
64 Ops.Cal.Atty.Gen. 186 (1981)

### Management Resources:

#### CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

#### ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

#### LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

#### WEB SITES

CSBA: <http://www.csba.org>  
California Attorney General's Office: <http://www.caag.state.ca.us>  
Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>  
State Bar of California: <http://www.calbar.ca.gov>

**SUPERINTENDENT'S CONTRACT**

The Board of Trustees believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent are to work together to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the need for stability in district administration and shall ensure the best use of district resources.

*(cf. 0200 – Goals for the School District)*  
*(cf. 2120 - Superintendent Recruitment and Selection)*  
*(cf. 4312.1 - Contracts)*  
*(cf. 9000 - Role of the Board)*

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health, and welfare benefits, and other compensation for the position

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

*(cf. 3350 – Travel Expenses)*

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the Superintendent's use of his/her personal vehicle.

*(cf. 4040 – Employee Use of Technology)*

5. Vacation, illness and injury leave, and personal leaves

*(cf. 4161/4261/4361 - Leaves)*  
*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*  
*(cf. 4161.2/4261.2/4361.2 - Personal Leaves)*  
*(cf. 4161.5/4261.5/4361.5 - Military Leave)*  
*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

6. General duties and responsibilities of the position

*(cf. 2110 - Superintendent Responsibilities and Duties)*

**SUPERINTENDENT'S CONTRACT** (continued)

7. Criteria, process, and procedure for annual evaluation of the Superintendent

*(cf. 2140 - Evaluation of the Superintendent)*

8. A statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board

9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the exiting contract

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice

*(cf. 4112.9/4212.9/4312.9 – Employee Notifications)*

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date

12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her official capacity in the performance of duties related to his/her employment

The Board may deliberate about the terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), for the purpose of reviewing the Board's position or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

*(cf. 9320 – Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

Terms of the contract shall remain confidential until the ratification process commences.

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*



**SUPERINTENDENT'S CONTRACT (continued)**

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action ~~which~~ shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary of compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 53262)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953, 54957.6)

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

**Termination of Contract**

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

*(cf. 4117.5/4217.5/4317.5 - Termination Agreements)*

In such an event, any cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her monthly salary multiplied by the number of months left on the contract, or, if the unexpired term of the contract is more than 18 months and the contract was executed prior to January 1, 2016, no greater than the Superintendent's monthly salary multiplied by 18. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's monthly salary multiplied by 12. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

*Legal Reference: see next page*

## **SUPERINTENDENT'S CONTRACT (continued)**

### *Legal Reference:*

#### EDUCATION CODE

35031 *Term of employment*

41325-41329.3 *Conditions of emergency apportionment*

#### GOVERNMENT CODE

3511.1-3511.2 *Local agency executives*

6250-6270 *California Public Records Act*

53243-53243.4 *Abuse of office*

53260-53264 *Employment contracts*

54953 *Oral summary of recommended salary and benefits of superintendent*

54954 *Time and place of regular meetings*

54956 *Special Meetings*

54957 *Closed session personnel matters*

54957.1 *Closed session, public report of action taken*

54957.6 *Closed sessions regarding employee matters*

#### UNITED STATES CODE, TITLE 26

105 *Self-insured medical reimbursement plan; definition of highly compensated individual*

#### UNITED STATES CODE, TITLE 42

300gg-16 *Group health plan; nondiscrimination in favor of highly compensated individuals*

#### CODE OF FEDERAL REGULATIONS

1.105-11 *Self-insured medical reimbursement plan*

#### COURT DECISIONS

*San Diego Union v. City Council, (1983) 146 Cal.App.3d 947*

#### ATTORNEY GENERAL OPINIONS

*57 Ops. Cal. Atty. Gen. 209 (1974)*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Superintendent Contract Template, 2015*

#### ATTORNEY GENERAL PUBLICATIONS

*The Brown Act: Open Meetings for Local Legislative Bodies, 2003*

#### WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

Office of the Attorney General, Department of Justice: <http://caag.state.ca.us/>

**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

The Board of Trustees intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

*(cf. 3100 - Budget)*  
*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3311 - Bids)*  
*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3552 - Summer Meal Program)*  
*(cf. 5030 - Student Wellness)*

The Superintendent or designee shall ensure that all food services personnel possess the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

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

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

**Meal Sales**

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

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

## **FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 5145.3 – Nondiscrimination/Harassment)*

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, and shall clearly communicate these procedures and related district policies to students and parents/guardians. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.

### **Cafeteria Fund**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

*(cf. 3230 Federal Grant Funds)*

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

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

### **Contracts with Outside Services**

With Board approval, the district may enter into a contract for food service consulting services or ~~food service~~ management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

*(cf. 3312 - Contracts)*

*(cf. 3600 - Consultants)*

### **Procurement of Foods**

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the

## **FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the exception.

### **Program Monitoring and Evaluation**

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program, with federal requirements related to maintenance of the nonprofit school food service account, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 – Nutrition Program, Compliance)

#### *Legal Reference:*

##### EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

49550-49562 Meals for the needy students

# **FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

## *Legal Reference: continued*

### HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

### CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

### UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

### CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

## *Management Resources:*

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administration Manual

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments and Excess Student Account Balances, Management bulletin, USDA-SNP-06-2015, May 2015

Cafeteria Funds—Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA)

Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010

Clarification for the Use of Alternative Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-01-2008, February 2008

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000

### U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities, 60-2016, September 2016

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP-2016, July 2016

Compliance with the Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

**FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

WEB SITES

*California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>*

*California School Nutrition Association: <http://www.calsna.org>*

*U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>*

Policy  
adopted: August 10, 2017

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

## **TEMPORARY ATHLETIC TEAM COACHES**

The Board of Trustees desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

*(cf. 6142.7 - Physical Education and Activity)*  
*(cf. 6145.2 - Athletic Competition)*

The Superintendent or designee may hire a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

*(cf. 4121 - Temporary/Substitute Personnel)*

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5131.63 - Steroids)*  
*(5141.1 - Child Abuse Prevention and Reporting)*

Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

### **Qualifications**

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, submit to the Superintendent or designee either an Activity Supervisory Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5CCR 5594)



## TEMPORARY ATHLETIC TEAM COACHES (continued)

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6 and 49032, and district policy.

### Legal Reference:

#### EDUCATION CODE

35179-35179.7 Interscholastic athletics  
33479-33479.9 The Eric Parades Sudden Cardiac Prevention Act  
44010 Sex offense  
44011 Controlled substance offense  
44332-44332.5 Temporary certificates  
44424 Conviction of a crime  
44808 Liability when students are not on school property  
44916 Written statement indicating employment status  
44919 Classification of temporary employees  
45125.01 Interagency agreements for criminal record information  
45347 Instructional aides subject to requirements for classified staff  
45349 Use of volunteers to supervise or instruct students  
49024 Activity Supervisor Clearance Certificate  
49030-49034 Performance-enhancing substances  
49406 Examination for tuberculosis

#### CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities  
5590-5596 Duties of temporary athletic team coaches

#### COURT DECISIONS

*Neily v. Manhattan Beach Unified School District*, (2011) 192 Cal. App. 4<sup>th</sup> 187  
*Kavanaugh v. West Sonoma County Union High School District*, (2003) 29 Cal. 4<sup>th</sup> 911  
*CTA v. Rialto Unified School District*, (1997) 14 Cal. 4<sup>th</sup> 627  
*San Jose Teachers Association, CTA, NEA v. Barozzi*, (1991) 230 Cal.App.3d 1376

### Management Resources:

#### CSBA PUBLICATIONS

*Steroids and Students: What Boards Need to Know*, Policy Brief, July 2005

#### CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

*Pursuing Victory with Honor*, 1999

*California Interscholastic Federation Constitution and Bylaws*

#### COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

#### WEB SITES

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

California Athletic Trainers' Association: <http://www.ca-at.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Athletic Trainers' Association: <http://www.nata.org>

Policy  
adopted:

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

**CONTRACTS**

The Board of Trustees recognizes the importance of employing qualified and competent individuals to manage district programs and to assist the Superintendent in coordinating efforts to achieve district goals and objectives. To that end, the Board may fill certificated administrative and supervisory positions and classified senior management positions on a contract basis.

*(cf. 0000 - Vision)*

*(cf. 2121 - Superintendent's Contract)*

*(cf. 4111/4211/4311 - Recruitment and Selection)*

*(cf. 4300 - Administrative and Supervisory Personnel)*

*(cf. 4313.2 - Demotion/Reassignment)*

*(cf. 4314 - Transfers)*

The Board may offer a continuing contract of up to four years to any deputy, associate, or assistant superintendent; any certificated employee holding a position requiring a supervision or administration credential; or any senior manager of the classified service. (Education Code 35031, 44929.20)

Prior to entering into any such contract, the Board and Superintendent shall consider the financial impact of the contract on the district. The proposed contract shall also be reviewed by legal counsel to ensure that all legally required provisions are included in the contract and to address any potentially adverse obligations to the district.

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

The Board shall deliberate in the closed session of a regular meeting about the terms of an employment contract for a deputy, associate, or assistant superintendent; other certificated employee holding a position requiring a supervision or administration credential; or a senior manager of the classified service. Discussions regarding salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception") for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the employee. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

The Board shall take final action on an employment contract during an open session of a regularly scheduled Board meeting and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

*(cf. 1340 - Access to District Records)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9324 - Minutes and Recordings)*

**CONTRACTS (continued)****Extension of Contract and Reemployment**

A contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the employee's performance. No employment contract shall include a provision for automatic renewal of the contract.

*(cf. 4315 - Evaluation/Supervision)*

During the term of the contract and with the consent of the employee involved, the Board may reelect or reemploy the employee starting on the next succeeding first day of July and based on terms and conditions mutually agreed upon by the Board and the employee. (Education Code 35031)

If the Board decides not to reelect or reemploy a deputy, associate, or assistant superintendent or a senior manager of the classified service upon the expiration of his/her term, it shall notify the employee in writing 45 days prior to the expiration of the term of the contract. (Education Code 35031)

*(cf. 4112.9/4212.9/4312.9 – Employee Notifications)*

**Termination of Contract**

The Board may terminate an employment contract prior to its expiration date in accordance with the conditions and process specified in the contract.

Every employee contract shall include a provision specifying the legal maximum cash settlement that the employee may receive in the event that the contract is terminated-prior to its expiration date. (Government Code 3511.2, 53260)

*(cf. 4117.5/4217.5/4317.5 - Termination Agreements)*

In addition, all employee contracts shall include a provision that, if the employee is convicted of a crime involving an abuse of his/her office or position, he/she shall fully reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination and for any funds expended by the district in his/her criminal legal defense. (Government Code 53243-53243.4, 53260)

*Legal Reference: (see next page)*

## CONTRACTS (continued)

### *Legal Reference:*

#### EDUCATION CODE

35030 *Title of deputy, associate or assistant superintendent for certain positions*

35031 *Term of employment*

44842 *Automatic declining of employment*

44843 *Notice of employment to county superintendent*

44929.20 *Continuing contract*

44951 *Continuation in position unless notified*

#### GOVERNMENT CODE

3511.1-3511.2 *Local agency executives*

53260-53264 *Employment contracts*

54953 *Oral summary of recommended salary and benefits of district executive*

54954 *Time and place of regular meetings*

54956 *Brown Act - Open meeting laws; special meetings*

54957 *Closed session, personnel matters*

#### ATTORNEY GENERAL OPINIONS

57 *Ops.Cal.Atty.Gen.209 (1974)*

### *Management Resources:*

#### ATTORNEY GENERAL PUBLICATIONS

*The Brown Act: Open Meetings for Local Legislative Bodies, 2003*

#### WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Office of the Attorney General: <http://oag.ca.gov>

**SCIENCE INSTRUCTION**

The Board of Trustees believes that science education should focus on giving students an understanding of the biological and physical aspects of science, key scientific concepts and methods of scientific inquiry and investigation. Students should become familiar with the natural world and the interrelationship of science, mathematics, technology, and engineering. As part of their science instruction, students should learn how to apply scientific knowledge and reasoning.

*(cf. 0440 - District Technology Plan)*  
*(cf. 5145.8 – Refusal to Harm or Destroy Animals)*  
*(cf. 6142.92 - Mathematics Instruction)*  
*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 – High School Graduation Requirements)*

Philosophical and religious theories that are based, at least in part, on faith, and are not subject to scientific test and refutation shall not be discussed in science instruction.

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

The district's academic standards for science instruction shall meet or exceed the California Next Generation Science Standards (CA-NGSS). The Superintendent or designee shall ensure that curricula used in district schools are aligned with these standards and the state curriculum framework.

*(cf. 6011 – Academic Standards)*  
*(cf. 6141 – Curriculum Development and Evaluation)*  
*(cf. 6161.1 – Selection and Evaluation of Instructional Materials)*

The Superintendent or designee shall ensure that students have access to and are enrolled in a broad course of study including science courses.

*(cf. 0460 – Local Control and Accountability Plan)*

The Superintendent or designee shall provide certificated staff with opportunities to participate in professional development activities designed to enhance their knowledge of district-adopted academic standards, instructional strategies for teaching science, and changes in scientific.

*(cf. 4131 – Staff Development)*  
*(cf. 4331 – Staff Development)*

The Superintendent or designee shall develop and implement appropriate safety measures for science laboratory classes, including, but not limited to, staff and student safety training, use of eye safety devices, hearing protection, first aid procedures, regular equipment maintenance, safe use of heat sources, safe use and disposal of hazardous chemicals, proper ventilation, prevention of exposure to blood-borne pathogens from sharp instruments, fire prevention and control, an emergency response plan, and evacuation procedures. Parents/guardians shall be informed of the types of science laboratory activities that will be conducted and encouraged to sign consent forms that their child's participation.

*(cf. 3514.1 – Hazardous Substances)*  
*(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)*  
*(cf. 4157/4257/4357 – Employee Safety)*

**SCIENCE INSTRUCTION (continued)**

(cf. – 5142 Safety)

The Superintendent or designee shall regularly report to the Board regarding the implementation and effectiveness of the science curriculum at each grade level. At a minimum, each report shall address the extent to which the program is aligned with the CA-NGSS, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 – Accountability)

(cf. 6162.51 – State Academic Achievement Tests)

*Legal Reference:*EDUCATION CODE

8774 Residential outdoor science program

32030-32034 Eye safety

32255-3255.6 Student's right to refrain from harmful or destructive use of animals

33475-33475.5 Model curriculum on stem cell science

49340-49341 Hazardous substances education

51210 Areas of study, grades 1 through 6

5120.3 Elementary science coach

51220 Areas of study, grades 7 through 12

51225.3 High school graduation

52060-52077 Local control and accountability plan

60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATIONS, TITLE 5

14030 Science laboratories, design specifications

CODE OF REGULATIONS, TITLE 8

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

*Management Resources:*CSBA PUBLICATIONS

Supporting Implementation of the California Next Generation Science Standards (CA-NGSS), Governance Brief, November 2016

CDE PUBLICATIONS

Science Framework for California Public Schools, Kindergarten Through Grade Twelve, 2016

Next Generation Science Standards Systems Implementation Plan for California, 2014

California Next Generation Science Standards, 2013

Science Safety Handbook for California Public Schools, 2012

WEB SITES

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

California Alliance for Next Generation Science Standards: <http://cdefoundation.org/stem/ca4ngss>

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

California Science Teachers Association: <http://www.cascience.org>

U.S. Department of Education, STEM Education: <http://www.ed.gov/stem>

**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development of students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

*(cf. 1330 – Use of School Facilities)*  
*(cf. 5137 – Positive School Climate)*  
*(cf. 6145.2 – Athletic Competition)*  
*(cf. 5148.2 – Before/After School Programs)*

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or Cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or Cocurricular activity be required or refused on those bases. (5 CCR 4925)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 6145.5 – Student Organizations and Equal Access)*

Any complaint alleging unlawful discrimination in the district's extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. (Education Code 49010, 49011)

*(cf. 3260 - Fees and Charges)*  
*(cf. 3452 – Student Activity Funds)*

**Eligibility Requirements**

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

## **EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)**

*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 6146.1 - High School Graduation Requirements)*

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth or a child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

### **Student Conduct at Extracurricular/Cocurricular Events**

When attending or participating in extracurricular and/or cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

*(cf. 5131 - Conduct)*  
*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

### **Annual Policy Review**

The Board shall annually review this policy and implementing regulations. (Education Code 35160.5)

*Legal Reference: (see next page)*



## EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

### *Legal Reference:*

#### EDUCATION CODE

35145 *Public meetings*

35160.5 *District policy rules and regulations; requirements; matters subject to regulation*

35179 *Interscholastic athletics; associations or consortia*

35181 *Students' responsibilities*

48850 *Participation of homeless students and foster youth in extracurricular activities and interscholastic sports*

48930-48938 *Student organizations*

49010-49013 *Student fees*

49024 *Activity Supervisor Clearance Certificate*

49700-49704 *Education of children of military families*

#### CALIFORNIA CONSTITUTION

*Article 9, Section 5 Common school system*

#### CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

5531 *Supervision of extracurricular activities of pupils*

#### UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*

#### COURT DECISIONS

*Hartzell v. Connell*, (1984) 35 Cal. 3d 899

### *Management Resources:*

#### DEPARTMENT OF EDUCATION PUBLICATIONS

*Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013*

#### CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

*Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009*

#### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010*

#### WEB SITES

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

California Association of Directors of Activities: <http://www.cadal.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

**ATHLETIC COMPETITION**

The Board of Trustees recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 5030 - Student Wellness)*

*(cf. 5137 - Positive School Climate)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 7110 - Facilities Master Plan)*

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

*(cf. 1260 - Educational Foundation)*

*(cf. 1321 - Solicitation of Funds from and by Students)*

*(cf. 1325 - Advertising and Promotion)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 3290 - Gifts, Grants and Bequests)*

**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

**California Interscholastic Federation**

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's

**ATHLETIC COMPETITION (continued)**

interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and individual interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues, related to athletic programs.

*(cf. 0500 - Accountability)*

**Student Eligibility**

Eligibility requirements for participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement and residency, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5111.1 - District Residency)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

*(cf. 3260 - Fees and Charges)*

*(cf. 5143 - Insurance)*

**Sportsmanship**

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by CIF. Students and staff may be subject to disciplinary action for improper conduct.

**ATHLETIC COMPETITION (continued)**

*(cf. 3515.2 - Disruptions)*  
*(cf. 4118 - Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5131.4 - Student Disturbances)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))*

**Health and Safety**

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

*(cf. 5131.61 - Drug Testing)*  
*(cf. 5131.63 - Steroids)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 5141.7 - Sun Safety)*  
*(cf. 5143 - Insurance)*

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

*(cf. 5142 - Safety)*

In the event of an injury or perceived imminent risk to a student's health, such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest, during or immediately after an athletic activity, the coach or other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*  
*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*  
*(cf. 5141.22 - Infectious Diseases)*

Whenever an injury is suffered by a student, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student.

**ATHLETIC COMPETITION (continued)***Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention

35160.5 District policies; rules and regulations

35179 Interscholastic athletics

35179.1 California High School Coaching Education and Training Program

48850 Interscholastic athletics; students in foster care [and homeless students]

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49010-49013 Student fees

49020-49023 Athletic programs; legislative intent, equal opportunity

49030-49034 Performance-enhancing substances

49458 Health examinations, interscholastic athletic program

49475 Health and safety, concussions and head injuries

49700-49701 Education of children of military families

51242 Exemption from physical education for high school students in interscholastic athletic program

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:

4920-4922 Nondiscrimination in intramural, interscholastic, and club activities

5531 Supervision of extracurricular activities of students

5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities

106.33 Comparable facilities

106.41 Nondiscrimination in athletic programs

COURT DECISIONSMansourian v. Regents of University of California, (2010) 594 F. 3d 1095Kahn v. East Side Union High School District, (2004) 31 Cal. 4th 990tMcCormick v. School District of Mamaroneck, (2004) 370 F.3d 275Hartzell v. Connell, (1984) 35 Cal. 3d 899*Management Resources:*CSBA PUBLICATIONSUpdated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSPupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONSCalifornia Interscholastic Federation Constitution and BylawsA Guide to Equity in AthleticsGuidelines for Gender Identity ParticipationKeep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/GuardiansPursuing Victory with Honor, 1999CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONSHeads Up: Concussion in High School Sports, Tool Kit, June 2010Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

## ATHLETIC COMPETITION (continued)

Acute Concussion Evaluation (ACE) Care Plan, 2006

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

Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague letter, April 20, 2010

### WEB SITES

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

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

California Interscholastic Federation: <http://www.cifstate.org>

Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

**WORK-BASED LEARNING**

The Board of Trustees desires to facilitate work-based learning opportunities which link classroom learning with real-world experiences. The district's work-based learning program shall be designed to teach the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

*(cf. 6000 - Concepts and Roles)*

*(cf. 6011 - Academic Standards)*

*(cf. 6143 - Courses of Study)*

*(cf. 6178 - Career Technical Education)*

*(cf. 6178.2 - Regional Occupational Center/Program)*

The district's work-based learning program may offer opportunities for paid and/or unpaid work experiences, including, but not limited to:

1. Work experience education as defined in Education Code 51764
2. Cooperative CTE or community classrooms as defined in Education Code 52372.1
3. Job shadowing experience as defined in Education Code 51769
4. Student internships
5. Apprenticeships
6. Service learning
7. Employment in social/civic or school-based enterprises
8. Technology-based or other simulated work experiences

*(cf. 6142.4 - Service Learning/Community Service Classes)*

The Superintendent or designee may provide students employment opportunities with public and private employers in areas within or outside the district, including in any contiguous state. (Education Code 51768)

The Board may elect to pay wages to students participating in a work-based learning program, but shall not make payments to or for private employers except for students with disabilities who are participating in work experience education programs funded by the state for such students. (Education Code 51768)

Any District plan for work-based learning shall be submitted to the Board for approval. When required, the plan shall be submitted to the California Department of Education or other state agency or official.

The Superintendent or designee shall involve local businesses or business organizations in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts.

**WORK-BASED LEARNING (continued)**

He/she also may work with postsecondary institutions, community organizations, and others to identify opportunities for work-based learning.

*(cf. 0000 - Vision)*

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

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 6020 - Parent Involvement)*

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

To ensure appropriate guidance and supervision of participating students and maximize the educational benefit from placement in any work-based learning program, district staff shall coordinate with the workplace supervisors or mentors.

A minor student shall be allowed employment through a paid work-based learning program only if he/she has been issued a work permit, in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

*(cf. 5113.2 - Work Permits)*

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5143 - Insurance)*

The Superintendent or designee shall ensure that any teacher-coordinator of a work-based learning program possesses the appropriate credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

*(cf. 4112.2 - Certification)*

The Superintendent or designee shall maintain records for each student's participation in the district's work-based learning program, including, but not limited to, the student's individualized training plan, employment hours and job site, work permit if applicable, employer's report of student's attendance and job performance, the teacher-coordinator's consultations and observations, and the student's grade and credits earned.

*(cf. 5125 - Student Records)*

The Superintendent or designee shall periodically report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.



**WORK-BASED LEARNING (continued)***(cf. 0500 - Accountability)**Legal Reference:*EDUCATION CODE

35208 *Liability insurance*  
 46144 *Minimum school day for work experience program*  
 46147 *Exception for minimum day; students in last semester or quarter of grade 12*  
 46300 *Method of computing ADA*  
 48402 *Enrollment in continuation education, minors not regularly employed*  
 49110-49119 *Permits to work*  
 49160 *Permits to work, duties of employer*  
 51760-51769.5 *Work-based learning*  
 52300-52499.66 *Career technical education*  
 54690-54697 *Partnership academies*  
 56026 *Students with exceptional needs*  
 52372.1 *Community classrooms and cooperative career technical education programs*

LABOR CODE

1285-1312 *Employment of minors*  
 1391-1394 *Working hours for minors*  
 3070-3099.5 *Apprenticeship*  
 3200-6002 *Workers' compensation and insurance*

CODE OF REGULATIONS, TITLE 5

1635 *Credit for work experience education*  
 10070-10075 *Work experience education*  
 10080-10090 *Community classrooms*  
 10100-10111 *Cooperative career technical education programs*

UNITED STATES CODE, TITLE 20

2301-2414 *Carl D. Perkins Career and Technical Education Act of 2006*

CODE OF FEDERAL REGULATIONS, TITLE 29

570.35a *Work experience programs*

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Work Experience Education Guide*

*California Career Technical Education Model Curriculum Standards, 2013*

*Multiple Pathways to Student Success: Envisioning the New California High School, 2010*

*2008-2012 California State Plan for Career Technical Education, 2008*

*Career Technical Education Framework for California Public Schools: Grades Seven Through Twelve, 2007*

*Work Experience Education Guide*

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

*Child Labor Laws, 2000*

WEST ED PUBLICATIONS

*Work-Based Learning in California: Opportunities and Models for Expansion, 2009*

WEB SITES

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

California Association of Work Experience Educators: <http://www.cawee.org>

California Department of Education, Work Experience Education: <http://www.cde.ca.gov/ci/ct/we>

California Department of Industrial Relations: <http://www.dir.ca.gov>

Linked Learning Alliance: <http://www.linkedlearning.org>

WestEd: <http://www.wested.org>

**GENERAL OBLIGATION BONDS**

The Board of Trustees recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

*(cf. 1160 - Political Processes)*  
*(cf. 7110 - Facilities Master Plan)*  
*(cf. 7210 - Facilities Financing)*

The Board's decision to order a bond election, as well as its determination regarding the appropriate amount, timing, and structure of the bond insurance, shall be consistent with law and the district's debt management policy.

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

**Bonds Requiring 55 Percent Approval by Local Voters**

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agree to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

*(cf. 9323.2-Actions by the Board)*

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities

**GENERAL OBLIGATION BONDS (continued)**

3. The refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above.

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. Certification that proceeds from the sale of the bonds be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 6151 - Class Size)*

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9324 - Minutes and Recordings)*

The Superintendent or designee shall ensure that the annual, independent performance and financial audits conducted pursuant to items #3 and #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to him/her and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

**GENERAL OBLIGATION BONDS (continued)**

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

**Bonds Requiring 66.67 Percent Approval by Local Voters**

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The Bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Subject to limits specified in Article 13A, Section 1 of the California Constitution, bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years

**GENERAL OBLIGATION BONDS (continued)**

10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

**Certificate of Results**

If the certificate of election results received by the Board shows that the appropriate majority of the voters are in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the county board of supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

**Resolution Regarding Sale of Bonds**

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution to issue the sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall place an agenda item at a public meeting and adopt as part of the bond issuance resolution or in a separate resolution, disclosures of the available funding instruments, the costs and suitability of each, and all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected

**GENERAL OBLIGATION BONDS (continued)**

4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), items #1-4 above and the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds shall be included in the resolution to be adopted by the Board. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with following: (Education code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall Cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC) (Government Code 8855)

After the sale, the Board shall be presented with the actual cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146; Government Code 53509.5)

**Bonds Anticipation Notes**

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to

**GENERAL OBLIGATION BONDS (continued)**

raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

**Deposit of Bonds Proceeds**

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

*Legal Reference:*EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

47614 Charter school facilities

EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

47614 Charter school facilities

## GENERAL OBLIGATION BONDS (continued)

### *Legal Reference: continued*

#### ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election

356 Special election

357 Statewide election

1302 School district election

15372 Elections official certificate

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

8855 California Debt and Investment Advisory Commission

53506-53509.5 General obligation bonds

53580-53595.5 Bonds

54952 Definition of legislative body, Brown Act

#### CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

#### COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley

Unified School District, (2006) 139 Cal.App.4th 1356

#### ATTORNEY GENERAL OPINIONS

99 Ops.Cal.Atty.Gen 18 (2016)

88 Ops.Cal.Atty.Gen. 46 (2005)

87 Ops.Cal.Atty.Gen. 157 (2004)

### *Management Resources:*

#### CSBA PUBLICATIONS

California's Challenge: Adequately Funding Education in the 21<sup>st</sup> Century, December 2015 Bond

Sales-Questions and Consideration for Districts, Governance Brief, December 2012

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet,  
February 2011

#### GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2<sup>nd</sup> Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

#### WEB SITES

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

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Government Finance Officers Association: <http://www.gfoa.org>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):

<http://www.emma.msrb.org>





## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.4 Agreement – New Morning Youth & Family Services

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees approve the Agreement with New Morning Youth & Family Services for the 2017-18 school year.

BACKGROUND: New Morning Youth & Family Services provides both group and 1:1 counseling services for Georgetown, Northside, Golden Sierra Junior Senior High, and Divide High. New Morning provides qualified counselors who work in collaboration with site administrators, teachers and district pupil personnel counselors.

**OPERATIONAL AGREEMENT**  
**between**  
**Black Oak Mine Unified School District**  
**and**  
**New Morning Youth & Family Services**

**INTRODUCTION**

The intent of this Operational Agreement between the Black Oak Mine Unified School District and New Morning Youth & Family Services is to confirm a mutual commitment to work in partnership to support youth with the aim of improving their emotional health and school performance. New Morning Youth & Family Services provides professional counseling for issues such as substance abuse, pregnancy, parental neglect, suicidal ideation, depression, anxiety, family conflicts, and physical, sexual or emotional abuse; as well as shelter for runaway and homeless youth.

**TERMS OF AGREEMENT**

This Operational Agreement will be upheld between the period of **July 1, 2017 and June 30, 2020**, and will be considered renewable each year unless either party chooses to request this Operational Agreement be voided (given 30 days notice).

**RESPONSIBILITIES**

The Black Oak Mine Unified School District agrees to:

1. Refer students and families to New Morning Youth & Family Services that would benefit from agency services;
2. Post relevant New Morning materials describing the agency's services and activities at its various school sites;
3. When counseling is provided at a school site, provide New Morning counselors a room to conduct counseling sessions, with the understanding that the counseling location must enhance client confidentiality;
4. If a counselor is based on a district campus, provide locked file cabinets and telephone access and means to receive messages;
5. Provide office support (copying, phones, etc) as necessary to increase New Morning's capability to serve its clients;
6. Provide access to a computer network that provides information on student attendance, grades, schedule, etc. or staff who can provide input on school site information;
7. Obtain an up-to-date fire inspection clearance as required;

8. As funding permits, contract with New Morning to provide professional therapy to referred students at Black Oak Mine Unified School District.

New Morning Youth & Family Services agrees to:

1. Provide direct services that include treatment to child victims of abuse, neglect, abduction, and violence (domestic, family, school, and community); regardless of gender, race, ethnicity, religion, or disability;
2. Provide emergency shelter to runaway and homeless youth;
3. As funding allows, New Morning will provide the following services:
  - a. Assign therapists on school sites to provide individual and/or group support for at-risk students, group support for parents, and individuals with substance abuse issues;
  - b. Prior to finalizing the assignment of New Morning counselors to particular school sites, the school's principal or his/her designee shall be given opportunity to meet with the prospective counselor and to provide input, as needed, to the Executive Director and/or Program Administrator of New Morning;
  - c. Provide supervision of counselor(s) by New Morning's assigned clinical supervisor;
  - d. If requested, provide Black Oak Mine Unified School District with verification of therapist's fingerprint clearance from the California Department of Justice upon request;
4. Refer students and families as appropriate to other agencies; and
5. Collaboration/cooperation with other agencies participating in the other Black Oak Mine Unified School District collaborative efforts;
6. Coordinate with Black Oak Mine Unified School District staff and with other service-providing agencies in the community as needed.

  
Jeremy Meyers, Superintendent  
Black Oak Mine Unified School District

7/24/17  
Date

  
David Ashby, Executive Director  
New Morning Youth & Family Services

7/12/17  
Date



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.5 Agreement with the Brandman University (Chapman University System) to Accept and Train Student Teachers

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent  
Mrs. Shelly King, Personnel Services Coordinator

RECOMMENDATION: It is recommended that the Board of Trustees approve the Agreement with the Brandman University (Chapman University System) to accept and train student teachers.

BACKGROUND: Black Oak Mine Unified School District would like to continue contracting with the Brandman University (Chapman University System) for student teacher positions. Our master teachers receive a stipend from the Brandman University (Chapman University System) for their participation in directly supervising student teachers. Student teachers are normally under one master teacher for 15 weeks. This contract will remain in force until further notice. The student teacher program has been worthwhile and mutually beneficial to Black Oak Mine Unified School District and other Universities.

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## INTERNSHIP CONTRACT AGREEMENT

by and between

**BRANDMAN UNIVERSITY**

and

**Black Oak Mine Union School District**

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Roseville Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

### **I. General Provisions**

#### **a. The UNIVERSITY agrees and verifies that:**

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

#### **b. The DISTRICT agrees and verifies that:**

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least one academic year, subject to the District's personnel policies and State law(s).

- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

## **II. Support and Supervision Requirements**

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

### **a. General Support and Supervision Provided to All Interns**

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre and post observation discussions. Supervisors will maintain weekly contact



with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.

- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:

- (1) valid corresponding Clear or Life credential,
- (2) three years successful teaching experience, and
- (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.

- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

**b. Support and Supervision Specific to Teaching English Learners**

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

### **III. THE PARTIES MUTUALLY AGREE**

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury to or death of any person or on account of damages to property, including loss of use

thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- D. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK  
INFORMATION:

Black Oak Mine Union School District  
6540 Wentworth Springs Road  
Georgetown, CA 95634  
Attn: Shelly King, Personnel Service  
Coordinator  
Tel: (530) 333-8300 Ext. 224

CONTACT

UNIVERSITY  
INFORMATION:

Brandman University  
16355 Laguna Canyon Road  
Irvine, CA 92618  
Attn: School of Education, Dean  
Fax: (800) 775-0128

CONTACT

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.

- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

#### **IV. TERM AND TERMINATION OF AGREEMENT**

Brandman University and the Black Oak Mine Union School District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on July 1, 2017, and continuing until June 30, 2019 (2-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

**SIGNATURES:**

**DISTRICT  
REPRESENTATIVES:**

Signature:



Name:

Jeremy Meyers

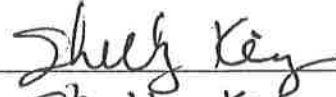
Title:

Superintendent

Date:

6/27/2017

Signature:



Name:

Shelly King

Title:

Human Resources

Date:

6/21/2017

**UNIVERSITY:**

Signature:

Phillip L. Doolittle

Name:

Title:

Executive Vice Chancellor of Finance and  
Administration and Chief Financial Officer

Date:

Signature:



Name:

Dr. Christine Zeppos

Title:

Dean, School of Education

Date:

## APPENDIX A

### Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
  - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
  - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
  - (a) Provisions for an annual evaluation of the intern.
  - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
  - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.
  - (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

- (5) **Supervision of Interns.**
- (a) In all internship programs, the participating institutions shall provide supervision of all interns.
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.
- (6) **Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.
- (7) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.
- (8) **Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:
- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
  - Techniques to address learning differences, including working with students with special needs
  - Techniques to address working with English learners to provide access to the curriculum
  - Reading instruction in accordance with state standards
  - Assessment of student progress based on the state content and performance standards
  - Classroom management techniques
  - Methods of teaching the subject fields
- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
- (c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

- (d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).



**APPENDIX B**  
**Support and Supervision Activities**

<b>Potential Support &amp; Supervision Activities to be Provided by the District</b>
Demonstration Lessons and/or Co-teaching activities with mentor
Classroom Observations and Coaching*
Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
Grade Level or Department Meetings related to curriculum, planning, and/or instruction
New Teacher Orientation
Coaching (not evaluation) from Administrator
Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
Review/discuss test results with colleagues (CELDT and standardized tests)*
Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and mentor(s)
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*
<b>Support &amp; Supervision Activities Provided through the University</b>
Classroom Observations and Coaching*
Weekly Online Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) including EL support*
Weekly Contact with Supervisors via email, phone (voice, text), and/or video conferencing
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*

*\*May also be used towards the 45-hour EL Support & Supervision Requirement.*

**MINUTES OF A REGULAR MEETING  
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
June 5, 2017**

CALL TO ORDER 17.6

The Regular Meeting of the Board of Trustees was called to order by President Burch at 6:00 P.M. at 6540 Wentworth Springs Road, Georgetown.

Present: Jeff Burch, Darcy Knight, Joe Scroggins, Bill Drescher, Ronnie Ebitson and Jeremy Meyers, Superintendent

PUBLIC COMMENT ON CLOSED  
SESSION AGENDA  
CLOSED SESSION

None

After announcing Open Session, the Board met in Closed Session and discussed:

- 3.1 Confidential Student Matter - Interdistrict Appeal Hearing Student #009-17
- 3.2 Public Employee Employment-1.0 FTE Assistant Director TK-6 Education
- 3.3 Public Employee Employment-Classified Health Specialist, Northside School
- 3.4 Personnel Matter-Letter of Resignation-Custodian Georgetown School and Teacher American River Charter School
- 3.5 Conference with Mr. Jeremy Meyers, Mrs. Shelly King, District Labor Negotiators, Regarding Labor Negotiations the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660
- 3.6 Superintendent Evaluation

OPEN SESSION

The Open Session of the Board convened at 7:00 p.m.

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

DISCLOSURE OF ACTION TAKEN,  
IF ANY, IN CLOSED SESSION

- 3.1 It was moved by Mr. Scroggins, seconded by Mr. Drescher and carried unanimously to uphold the denial for Interdistrict Transfer Student #009-17.
- 3.2 It was moved by Mrs. Knight, seconded by Mr. Drescher and carried unanimously to approve employment of 1.0 FTE Assistant Director TK-6 Education
- 3.3 It was moved by Mr. Ebitson, seconded by Mrs. Knight and carried unanimously to approve employment of .63 FTE Classified Health Specialist
- 3.4 It was moved by Mr. Ebitson, seconded by Mr. Scroggins and carried unanimously to accept the letters of resignation.
- 3.5 No action taken
- 3.6 No action taken

PLEDGE OF ALLEGIANCE  
ADOPTION OF THE AGENDA  
ACTION M-17-35

The pledge was led by Mr. Jeremy Meyers

It was moved by Mrs. Knight, seconded by Mr. Ebitson and carried unanimously to adopt the agenda.

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

COMMUNICATIONS

Notice of Public Hearings

Black Oak Mine Unified School District Local Control & Accountability Plan, 2017-18 Annual Budget & Statement of Reason for in Excess of Minimum, American River Charter School Local Control & Accountability Plan, Deferred Maintenance Plans and Expenditures & Education Protection Account

Written Communications

none

Oral Communications

none

STUDENT REPRESENTATIVE

Not present

B.O.M.T.A. REPORT

BOMTA reported to the Board of Trustees

C.S.E.A. REPORT

CSEA not present

SITE ADMINISTRATORS REPORT

Site Administrators gave reports to the Board of Trustees

SUPERINTENDENT'S REPORT

Superintendent gave a report to the Board of Trustees

INFORMATION AND DISCUSSION

Black Oak Mine Unified School District-Proposed Local Control & Accountability Plan Presentation  
2017-18 Proposed Annual Budget Presentation & Statement of Reason for Reserves in Excess of Minimum

The Black Oak Mine Unified School District-Proposed Local Control & Accountability Plan was presented to the Board of Trustees.

Mrs. Tricia Kowalski presented the 2017-18 Proposed Annual Budget Presentation & Statement of Reason for Reserves in Excess of Minimum.

Self-Evaluation of Implementation of State Standards  
American River Charter School-Proposed Local Control &

Mrs. Tricia Kowalski provided information to the Board of Trustees on the results to the self-evaluation of the implementation of state academic standards.  
The American River Charter School- Proposed Local Control & Accountability Plan was presented to the Board of Trustees.

## Accountability Plan Presentation

NEW BUSINESS

Education Protection Account

ACTION M-17-36

Deferred Maintenance

ACTION M-17-37

Declaration of Need

ACTION M-17-38

Minutes from the Special Board

Meeting on May 11, 2017

ACTION M-17-39

CONSENT AGENDA

ACTION M-17-40

2017-18 El Dorado County Office of

Education Services Agreement

Administrative Salary Schedule

Consultant Agreement with School  
Services of California, Inc.

Consultant Service Agreement

Carl Perkins Vocational Education

Application for Funding

Second Reading &amp; Adoption of CSBA

Board Policy

Purchase Orders, Warrants, Bids and  
QuotesMinutes from Board Meeting on May  
18, 2017

Gifts

Gifts-Rhonda Phillips Scholarship  
FundREPORTS OF THE BOARDBOARD BACK IN CLOSED SESSIONFUTURE MEETINGSADJOURNMENT

Respectfully submitted,

\_\_\_\_\_  
Jeremy Meyers  
Superintendent

It was moved by Mr. Ebitson, seconded by Mrs. Knight, and carried unanimously to approve the use of the Education Account funds for certificated teacher salaries and benefits for the regular education program for the 2017-18 school year.

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

It was moved by Mrs. Knight, seconded by Mr. Ebitson, and carried unanimously to approve the expenditure plan for Deferred Maintenance for 2017-18.

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

It was moved by Mr. Ebitson, seconded by Mr. Scroggins, and carried unanimously to approve the Declaration of Need for 2017-18 school year.

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

It was moved by Mr. Ebitson, seconded by Mrs. Knight, and carried unanimously to approve the Minutes from the Special Board Meeting on May 11, 2017.

3 to 0 Burch Y Knight Y Scroggins Abstained Drescher Abstained Ebitson Y

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

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

Approved the 2017-18 El Dorado County Office of Education Services Agreement

Approved the Amended Administrative Salary Schedule due to an Administrative Model change

Approved the consultant agreement with School Services of California, Inc.

Approved the Consultant Services Agreement with Linda Szczdpanik

Approved the Carl Perkins Vocational Education Application for Funding for 2017-18 the school year

Adopted the CSBA Board Policy 5141.52 Suicide Prevention

Approved the 2016-17 fiscal year Batch numbers 7080-7085, dated May 4, 2017 to May 19, 2017 for the General Fund, Charter School Fund, Cafeteria Fund, and Building Fund, and School Facilities Fund for a total of \$152,545.76

Approved the minutes from the Board Meeting on May 18, 2017

Accepted the gifts donated

Accepted the gifts donated to the Rhonda Phillips Scholarship Fund

Board members talked about how great all the Open House, graduation and promotions were

The next regular meeting of the Board is on June 8, 2017 at 7:00P.M., District Office

The meeting was adjourned at 8:55p.m.

\_\_\_\_\_  
Jeff Burch  
President of the Board

\_\_\_\_\_  
Date

**MINUTES OF A REGULAR MEETING  
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**June 8, 2017**

CALL TO ORDER      17.7

The Regular Meeting of the Board of Trustees was called to order by President Burch at 6:00 P.M. at 6540 Wentworth Springs Road, Georgetown.

Present: Jeff Burch, Darcy Knight, Joe Scroggins, Bill Drescher, Ronnie Ebitson and Jeremy Meyers, Superintendent

PUBLIC COMMENT ON CLOSED  
SESSION AGENDA  
CLOSED SESSION

After announcing Open Session, the Board met in Closed Session and discussed:

- 3.1 Public Personnel Employment- 3-1.0 FTE Teachers GSJSHS, 1.0 FTE Teacher Northside, 2-1.0 FTE Teachers Georgetown School, .25 FTE Teacher ARCS/.75 FTE Special Ed. Teacher, and .5 FTE Teacher ARCS
- 3.2 Letter of Resignations/Retirement-Kitchen Manager GSJSHS & 1.0 Teacher Georgetown School
- 3.3 Conference with Mr. Jeremy Meyers and Mrs. Shelly King, District Labor Negotiators, Regarding Labor Negotiations the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660, Classified Management, Confidential Employees & Administrators
- 3.4 Superintendent Evaluation

OPEN SESSION

The Open Session of the Board convened at 7:10p.m.

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

DISCLOSURE OF ACTION  
TAKEN, IF ANY, IN CLOSED  
SESSION

- 3.1 It was moved by Mrs. Knight and seconded by Mr. Ebitson to approve the employment of 3-1.0 FTE Teachers GSJSHS, 1.0 FTE Teacher Northside, 2-1.0 FTE Teachers Georgetown School, .25 FTE Teacher ARCS/.75 FTE Special Ed. Teacher, and .5 FTE Teacher ARCS. Vote 5-0
- 3.2 It was moved by Mr. Scroggins and seconded by Mr. Drescher to accept the letters of resignation Vote 5-0
- 3.3 on going
- 3.4 on going

PLEDGE OF ALLEGIANCE

The pledge was led by Mr. Mark Koontz.

ADOPTION OF THE AGENDA  
ACTION M-17-41

It was moved by Mr. Scroggins, seconded by Mrs. Knight and carried unanimously to adopt the agenda.  
5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

COMMUNICATIONS

Written Communications

None

Oral Communications

None

B.O.M.T.A. REPORT

BOMTA was not present

C.S.E.A. REPORT

CSEA gave a report to the Board of Trustees

SUPERINTENDENT'S REPORT

Superintendent reported on the success of the three Professional Development Days for Teachers

INFORMATION AND DISCUSSION

Board Self-Evaluation

The Board of Trustees discussed the Self-Evaluation of the Board.

CSBA Board Policy & Bylaw Updates

The Board of Trustees will review the CSBA Updated/Revised Board Policy & Bylaws

NEW BUSINESS

BOMUSD Local Control and  
Accountability Plan Adoption

It was moved by Mr. Scroggins, seconded by Mrs. Knight, and carried unanimously to approve and adopt the BOMUSD Local Control Accountability Plan as presented.

ACTION M-17-42

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

2017-18 Budget Adoption &  
Statement of Reason for in Excess of  
Minimum Reserve

It was moved by Mrs. Knight, seconded by Mr. Scroggins and carried unanimously to approve and adopt the 2017-18 budget as presented.

ACTION M-17-43

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

ARCS Local Control and  
Accountability Plan Adoption

It was moved by Mr. Scroggins, seconded by Mr. Drescher, and carried unanimously to approve and adopt the ARCS Local Control Accountability Plan as presented.

ACTION M-17-44

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

CONSENT AGENDAACTION M-17-45

Consolidated Application (ConApp)  
 Board Resolution #2017-12  
 Establishing Fund Balance Policies as  
 Required by GASB 54  
 GAMUT Online Service Contract  
 Medi-Cal Administrative Claiming  
 Agreement  
 Consultant Agreement with Universal  
 Coating, Inc.  
 Consultant Service Agreement with  
 Sierra Child & Family Services for  
 2017-18 School Year  
 Non Public School Master Contract  
 for Guiding Hands  
 NPS Student Placement

REPORTS OF THE BOARDFUTURE MEETINGSADJOURNMENT

Respectfully submitted,

\_\_\_\_\_  
 Jeremy Meyers  
 Superintendent

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

5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

Approved the 2017-18 Consolidated Application

Adopted Board Resolution #2017-12 Establishing Fund Balance Policies as Required by GASB 54

Approved GAMUT Online Service Contract

Approved the Medi-Cal Administrative Claiming Agreement

Approved the Consultant Agreement with Universal Coating, Inc.

Approved the Consultant Service Agreement with Sierra Child & Family Services for 2017-18 School Year

Approved the Non Public School Master Contract for Guiding Hands

Approved the NPS Student Placement for 2017-18

The next regular meeting of the Board is on August 10, 2017 at 7:00P.M. at the District Office

The meeting was adjourned at 7:43p.m.

\_\_\_\_\_  
 Jeff Burch  
 President of the Board

\_\_\_\_\_  
 Date

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.8 Local Wellness Policy

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent  
Mrs. Tricia Kowalski, Chief Business Official

RECOMMENDATION: It is recommended that the Board of Trustees approve the Updated Local Wellness Policy.

BACKGROUND: Child Nutrition & Women, Infants, & Children (WIC) Reauthorization Act of 2004 required all school districts participating in any federal child nutrition program to establish and adopt a Local School Wellness Policy by 2006. Healthy, Hunger-Free Act of 2010 strengthened Local School Wellness Policies so they became useful tools in evaluation, establishing and maintaining healthy school environments.

Local Wellness Policies focus on nutrition education, physical activity and nutrition guidelines for all foods sold on campus. It updates local school wellness policies: requires opportunities for public input, transparency, and implementation plan.

A committee within the school district that included child nutrition staff, school administration, parents, teachers of physical education, school health professionals and community members also needed to provide input to these policies. We completed this process through our Local Wellness Committee.

The Local Wellness Policy was provided to the Board of Trustees under separate cover. A copy of the Local Wellness Policy is available at the District Office.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.9 Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that 2016-17 fiscal year Batch numbers 7086-7097 dated May 23, 2017 to June 30, 2017 and 2017-18 fiscal year Batch numbers 8001-8006 dated July 6, 2017 to July 28, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$986,233.93 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
General Fund 01	902,869.57
Charter School Fund 09	21,638.47
Cafeteria Fund 13	12,415.35
Deferred Maintenance Fund 14	47,634.37
Enterprise Fund 63	680.32
Fund 75	35.85
R.O.P. Fund 09	960.00
Total	986,233.93





## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.10 Gifts

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent



RECOMMENDATION: It is recommended that the Board of Trustees accept the gifts donated.

BACKGROUND: The following gift(s) were donated to the District:

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).

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

### Request for Board Acceptance of Gift

To:	Jeremy Meyers, Superintendent
From:	Wendy Westsmith, Principal 
Re:	Request for Board Acceptance of Gift
Date:	June 9, 2017
Description of Gift:	2 Chrome Book Charging Carts
Donor Estimated Value:	\$2849.99
Donated By:	Georgetown PTA
Mailing Address:	6530 Wentworth Springs Road Georgetown, CA 95634
Donor Requests Gift To Be Used At/For:	Donation is for Classrooms 

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.11 Obsolete Equipment

MEETING DATE: August 10, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees declare specified equipment obsolete.

BACKGROUND: Georgetown School has requested that the following technology equipment (obsolete computers) incompatible with current operation system be declared obsolete. A list of the computers were provided to the Board of Trustees under separate cover.