

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT



December 14, 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

Board of Trustees  
Jeff Burch  
Bill Drescher  
Darcy Knight  
Joe Scroggins  
Ronnie Ebitson

Student Representative to the Board  
Brody Costin



**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:** December 14, 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 ascertain if there is a need for a time limit and will advise the public. With Board consent, the President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. The agenda packet for this public meeting, as well as agenda documents distributed less than 72 hours prior to this meeting, are available for review at the Black Oak Mine Unified School District Office at the above address. If you are an individual with a disability and need an accommodation, please contact the District Office at 333-8300 at least 48 hours in advance. The Board meetings are taped by the District Office and the tape recordings are destroyed after 30 days.

---

**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 Appeal Hearing Student #014-17
- 3.2 Short Term Employment - JV Girls Basketball Coach
- 3.3 Employee Matter
- 3.4 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
- 3.5 Superintendent Evaluation

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 RECOGNITION

8.0 ORGANIZATIONAL ACTIONS - 7:05 P.M.

8.1 Elect a Board President for the 2018 calendar year, beginning December 14, 2017.

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

8.2 Elect a Board Vice President for the 2018 calendar year, beginning December 14, 2017.

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

8.3 Elect a Board Clerk for the 2018 calendar year, beginning December 14, 2017.

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

8.4 Elect a Board of Trustee Representative to the El Dorado County School Board Association for the 2018 calendar year.

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

8.5 Elect a Board of Trustee Representative to the LCAP-Curriculum Council for the 2018 calendar year.

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

8.6 Elect a Board of Trustee Representative to the LCAP-BAC for the 2018 calendar year.

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

8.7 Elect a Board of Trustee Representative to the CBOC for the 2018 calendar year.

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

8.8 Appoint the Superintendent as Secretary to the Board of Trustees (BB 9122), representative to the Joint Powers Association, and coordinator for the District regarding Compliance with Civil Rights, Title IX, Asbestos Abatement (AHERA), Affirmative Action, and regulations relative to disabled persons for the 2018 calendar year.

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

8.9 2018 Board Meeting Calendar (Page 1)

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

#### 9.0 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:

9.1 The Board, by majority vote of the full Board, decides that an emergency exists, as defined in Govt. Code Section 54956.5;

9.2 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

9.3 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 \_\_\_\_\_

#### 10.0 COMMUNICATIONS - 7:30 P.M

10.1 Public Hearing - AB 1200 Disclosure for the Agreement between Black Oak Mine Unified School District and California School Employees Association (Page 3).

10.2 Public Hearing - Initial Collective Bargaining Proposal of California School Employees Association, Gold Chain Chapter #660 with the Black Oak Mine Unified School District for the 2017-18 School Year (Page 4).

10.3 Written Communications

10.4 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.

11.0 STUDENT REPRESENTATIVE TO THE BOARD REPORT - 7:45 P.M.

12.0 B.O.M.T.A. REPORT - 7:50 P.M.

13.0 C.S.E.A. REPORT - 7:55 P.M.

14.0 FMOTC - 8:00 P.M.

15.0 SITE ADMINISTRATORS - 8:05 P.M.

16.0 SUPERINTENDENT'S REPORT - 8:15 P.M.

17.0 NEW BUSINESS - 8:25 P.M.

17.1 First Interim Report (Page 5)

RECOMMENDATION: It is recommendation that the Board of Trustees consider taking action to certify the District's financial position as "Qualified," for the First Interim Report for the period ending October 31, 2017.

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

17.2 Board Meeting Minutes (Pages 7-8)

RECOMMENDATION: It is recommendation that the Board of Trustees consider taking action to approve the minutes for the Board Meeting on November 9, 2017.

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

17.3 Special Board Meeting Minutes (Page 9)

RECOMMENDATION: It is recommendation that the Board of Trustees consider taking action to approve the minutes for the Special Board Meeting on November 30, 2017.

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

17.4 MOU with CSEA (Pages 11-16)

RECOMMENDATION: It is recommendation that the Board of Trustees consider taking action to approve the MOU with CSEA.

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

17.5 AB 1200 Disclosure (Pages 17-23)

RECOMMENDATION: It is recommendation that the Board of Trustees consider taking action to approve the AB 1200 Disclosure.

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

18.0 INFORMATION AND DISCUSSION - 8:50 P.M.

18.1 Initial Collective Bargaining Proposal of California School Employee Association, Gold Chain Chapter #660 with the Black Oak Mine Union School District (Pages 25-27)

EXPLANATION: As required by Government Code Section 3547 prior to engaging in collective bargaining, initial proposals of both the employee organizations and the District must be made public. As well, it is required that the public have an opportunity to express itself regarding the proposals.

18.2 Initial Discussion of Facility Use Fees (Pages 29-31)

EXPLANATION: The Board of Trustees will have an initial discussion of Facility Use Fees.

18.3 Discussion on Quintette Bus Stop (Pages 33)

EXPLANATION: The Board of Trustees will have the opportunity to discuss the viability impact and cost of adding an additional bus stop to serve the Quintette Community.

19.0 CONSENT AGENDA - 9:00 P.M.

19.1 Second Reading and Adoption of the CSBA Updated/Revised Board Policy/Bylaws (Pages 35-83)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt the revised CSBA Board Policy/Bylaws.

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

19.2 Purchase Orders, Warrants, Bids and Quotes (Page 85)

RECOMMENDATION: It is recommended that 2017-18 fiscal year Batch Numbers 8032-8037 dated November 3, 2017 through November 29, 2017 for the General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$564,932.25, be approved.

19.3 Gifts (Pages 87-90)

RECOMMENDATION: It is recommended that the board of trustees consider taking action to accept the gifts donated.

19.4 Field Trips (Pages 91-92)

RECOMMENDATION: It is recommended that the board of trustees consider taking action to approve the overnight field trips.

20.0 REPORTS OF THE BOARD OF TRUSTEES - 9:00 P.M.

21.0 FUTURE MEETINGS

The next Regular Meeting of the Board is Thursday, January 11, 2018 at 7:00 P.M.

The next Special Board Meeting is Thursday, January 25, 2018 6:00 P.M. @ Georgetown School

22.0 CLOSED SESSION

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

23.0 ADJOURNMENT

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT

## 2018 BOARD MEETING CALENDAR

*Regular Sessions are the second Thursday of each month, unless otherwise noted\**

**January 11**

**February 8**

**March 8**

**April 12**

**May 17\*** *Regular Board Meeting & SOY Recognition Meeting*

**June 11\*** *(Monday before 2<sup>nd</sup> Thursday) Present LCAP & Budget*

**June 14** *(2<sup>nd</sup> Thursday) Approve LCAP & Budget*

**NO MEETING IN JULY**

**August 9**

**September 13**

**October 11**

**November 8**

**December 13**





**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

**PUBLIC HEARING**

**AB 1200 DISCLOSURE FOR the AGREEMENT  
BETWEEN BLACK OAK MINE UNIFIED SCHOOL  
DISTRICT AND CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION**

**December 14, 2017**

**7:00 P.M.**

**DISTRICT OFFICE – BOARD ROOM  
6540 WENTWORTH SPRINGS ROAD GEORGETOWN, CA**

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

**PUBLIC HEARING**

**THE INITIAL COLLECTIVE BARGAINING  
PROPOSAL OF  
CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION WITH BLACK OAK MINE UNIFIED  
SCHOOL DISTRICT FOR 2017-18**

**December 14, 2017**

**7:00 P.M.**

**DISTRICT OFFICE – BOARD ROOM  
6540 WENTWORTH SPRINGS ROAD GEORGETOWN, CA**

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.1 First Interim Report

MEETING DATE: December 14, 2017

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

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to certify the District's financial position as "Qualified," for the First Interim Report for the period ending October 31, 2017.

BACKGROUND: School districts are required to submit for review and approval by the Board of Trustees Interim Reports for the period ending October 31, 2017 and January 31, 2018. The purpose of these reports are to present an overview of the District's evolving financial situation and review adopted budgets to determine whether financial obligations can be met in the current year as well as the subsequent two fiscal years. After each report is reviewed and certified by the Board of Trustees, it is reviewed by the El Dorado County Office of Education.

Included is a comparison summary of the current 2017-18 First Interim Budget and the last August budget update along with a short narrative page explaining the variances and a summary of the multi-year projection.

The entire First Interim report is provided under separate cover to the Board of Trustees. A copy of the First Interim report is available at the District Office.

# THE EFFECTS OF THE 1997-1998 EL NIÑO ON THE WORLDWIDE DISTRIBUTION OF THE RED TIDE ALGAE GYRINODINIA SPERMATOPHYTES

1

2

3

4

5

6

7

8

9

10

11

12

**MINUTES OF A REGULAR MEETING  
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
November 9, 2017**

CALL TO ORDER      17.2

The Meeting of the Board of Trustees was called to order by President Burch, at 6:00 p.m. at 6540 Wentworth Springs Road, Georgetown, California  
Present: Jeff Burch, Darcy Knight, Bill Drescher, Ronnie Ebitson and Mr. Jeremy Meyers, Superintendent. Joe Scroggins was absent.

Closed Session Comments:

CLOSED SESSION

The Board met in Closed Session and discussed:

3.1 Public Employee Employment-Certificated, .5 FTE Teacher American River Charter School

3.2 Personnel Matter

3.3 Conferenced with Mr. Jeremy Meyers, Mrs. Tricia Kowalski, and Mrs. Shelly King, District Labor Negotiator, regarding labor negotiations with the Black Oak Mine Teachers Association, the California School Employee Association, Gold Chain Chapter #660, Classified Management, Confidential Employees & Administration

3.4 Superintendent Evaluation

The Open Session of the Board convened at 7:00 P.M.

OPEN SESSION

DISCLOSURE OF ACTION  
TAKEN IN CLOSED SESSION

3.1 Approved employment for Certificated Teacher

It was moved by Mr. Ebitson, seconded by Mrs. Knight and carried unanimously to approve employment. 3 to 0 vote Bill Drescher arrived late

3.2 Ongoing

3.3 Negotiations-ongoing

3.4 Superintendent Evaluation –ongoing and the Board will return to closed session after the Board meeting.

PLEDGE OF ALLEGIANCE  
ADOPTION OF THE AGENDA  
ACTION M-17-63

The Pledge of Allegiance was led by Mr. Jeremy Meyers

It was moved by Mrs. Knight, seconded by Mr. Drescher and carried unanimously to adopt the agenda.

4 to 0 Knight Y Scroggins AB Burch Y Drescher Y Ebitson Y

COMMUNICATIONS

Public Hearing- Collection and Accounting for Developer Fees for the 2016-17 School Year  
Written Communications

Opened the public hearing on the Collection and Accounting for Developer Fees for the 2016-2017 school year.

None

Oral Communications

Two parents spoke on wanting to get a bus stop in Quintette.

B.O.M.T.A. REPORT

President of BOMTA gave a report to the Board of Trustees.

C.S.E.A. REPORT  
STUDENT REPRESENTATIVE  
TO THE BOARD REPORT  
FMOTC REPORT  
SITE ADMINISTRATOR'S  
REPORTS  
SUPERINTENDENT'S REPORT  
INFORMATION AND  
DISCUSSION

CSEA was not in attendance.

Brody Costin, Student Representative, was absent.

Director, Mark Koontz gave an update on the transportation department.

Site Administrators gave reports to the Board of Trustees.

Mr. Jeremy Meyers gave a report to the Board of Trustees.

CSBA Board Policy & Board  
Bylaw Updates/Revisions  
NEW BUSINESS

The Board of Trustees will review the Updated/Revised CSBA Board Policy and Bylaws.

Annual Developer Fee Report  
ACTION M-17-64

It was moved by Mrs. Knight, seconded by Mr. Drescher and carried unanimously to approve the Annual Developer Fee Report.

4 to 0 Knight Y Scroggins AB Burch Y Drescher Y Ebitson Y

Annual Organizational Meeting  
ACTION M-17-65

It was moved by Mrs. Knight, seconded by Mr. and carried unanimously to announce the date of the Annual Organizational Meeting as December 14, 2017.

4 to 0 Knight Y Scroggins AB Burch Y Drescher Y Ebitson Y

Board Meeting Minutes from  
October 12, 2017

ACTION M-17-66

Special Board Meeting Minutes  
from October 26, 2017

ACTION M-17-67

Approval of Daily Compensation  
Rate for the Substitute  
Superintendent

ACTION M-17-68

CONSENT AGENDA

ACTION M-17-69

Second Reading & Adoption of  
CSBA Board Policy Updates/  
Revisions

Contract with Crowe Horwath,  
LLP

Memorandum of Understanding  
with EDCOE for Teacher  
Induction Program

Purchase Orders, Warrants, Bids &  
Quotes

Gift(s)

Field Trip(s)

REPORTS OF THE BOARD OF  
TRUSTEES

FUTURE MEETINGS

ADJOURNMENT

CLOSED SESSION

Respectfully submitted,

\_\_\_\_\_  
Jeremy Meyers  
Secretary to the Board

It was moved by Mr. Drescher seconded by Mrs. Knight and carried unanimously to approve the Board Meeting Minutes from October 12, 2017.

4 to 0 Knight Y Scroggins AB Y Burch Y Drescher Y Ebitson Y

It was moved by Mrs. Knight, seconded by Mr. Ebitson and carried unanimously to approve the Special Board Meeting Minutes from October 26, 2017.

3 to 0 Knight Y Scroggins AB Burch Y Drescher Abstained Ebitson Y

It was moved by Mrs. Knight, seconded by Mr. Ebitson and carried unanimously to approve the Daily Compensation Rate for the Substitute Superintendent.

4 to 0 Knight Y Scroggins AB Burch Y Drescher Y Ebitson Y

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

4 to 0 Scroggins Y Knight Y Scroggins AB Burch Y Drescher Y Ebitson Y

Adopted the CSBA Board Policy Updates/Revisions for BP 5144.

Approved the Contract with Crowe Horwath, LLP.

Approved the Memorandum of Understanding with EDCOE for Teacher Induction Program

Approved the 2017-18 fiscal year Batch numbers 8026-8031 dated October 6, 2017 to October 25, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$378,844.77.

Accepted the gifts donated

Approved the overnight field trip

The Board gave reports of the activities they attended in the district.

The next special meeting of the Board is November 30, 2017 @ Northside, 6:00PM

The next regular meeting of the Board is December 14, 2017 @ DO, 7:00PM

The meeting was adjourned at 7:58 P.M.

The Board reconvened in closed session.

Nothing to report out.

The meeting was adjourned at 8:45 P.M.

\_\_\_\_\_  
Jeff Burch  
President of the Board

\_\_\_\_\_  
Date

SPECIAL MINUTES OF A REGULAR MEETING  
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
November 30, 2017

CALL TO ORDER      17.3

The Special Meeting of the Board of Trustees was called to order by President Burch at 6:00PM at Northside School, Cool, California

Present: Jeff Burch, Darcy Knight, Bill Drescher, and Jeremy Meyers, Superintendent. Joe Scroggins and Ronnie Ebitson were absent.

OPEN SESSION

The meeting was called to order at 6:03PM

PLEDGE OF ALLEGIANCE

The pledge allegiance was led by Mr. Jeremy Meyers

ADOPTION OF THE AGENDA  
ACTION M-17-70

It was moved by Mrs. Darcy Knight seconded by Mr. Bill Drescher and carried unanimously to adoption of the agenda.  
Vote 3 to 0 Knight Y Burch Y Drescher Y

COMMUNICATIONS  
LCAP DISCUSSION

None

Mrs. Carrie Arnett gave a presentation on the LCAP for Northside Elementary School.

Several questions from the audience asking for clarification on where the targets and goals develop from and where the money for the programs comes from were answered by Mr. Jeremy Meyers. Another question from the audience regarding the anonymous survey that went out was addressed by Mrs. Carrie Arnett. Mrs. Darcy Knight addressed a question regarding teacher retention being a part of the LCAP.

ADJOURNMENT  
Respectfully submitted,

The meeting was adjourned at 7:01 PM

---

Jeremy Meyers  
Secretary to the Board

---

Jeff Burch  
President of the Board

---

Date





## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.4      MOU Agreement between California School Employees Association, Gold Chain #660 and Black Oak Mine Unified School District

MEETING DATE:            December 14, 2017

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

RECOMMENDATION:      It is recommended that the Board of Trustees approve the MOU Agreement between California School Employees Association, Gold Chain #660 and Black Oak Mine Unified School District.

BACKGROUND:            MOU is necessary due to NEW LAW AB 119 (2017) adds sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section 6254.3. It requires that, absent a waiver by CSEA, the District is required to (1) give CSEA 10 days' notice of every orientation session absent an urgent critical unforeseen need, (2) provide CSEA with access to new hires during any orientation session, (3) provide CSEA with contact information on new hires within 30 days of hire or the first pay period of the month after the employee is hired, whichever is later, and (4) also provide CSEA with a list of all employees' names and contact information every 120 days.

NEW EMPLOYEE ORIENTATION  
MEMORANDUM OF  
UNDERSTANDING BETWEEN  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
GOLDEN CHAIN CHAPTER #660  
AND THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT

COMMENTS

AB 119 (2017) adds sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section 6254.3. It requires that, absent a waiver by CSEA, the District is required to (1) give CSEA 10 days' notice of every orientation session absent an urgent critical unforeseen need, (2) provide CSEA with access to new hires during any orientation session, (3) provide CSEA with contact information on new hires within 30 days of hire or the first pay period of the month after the employee is hired, whichever is later, and (4) also provide CSEA with a list of all employees' names and contact information every 120 days.

Please note: Newly hired employees may, in accordance with the Public Records Act (PRA), request not to have their home address, home telephone number, personal cellular telephone number, and birth date provided to their exclusive representative. Under the PRA, this personal information is *not* open to *public* disclosure, but *is* open to the exclusive representative, unless the employee affirmatively requests otherwise. (*County of Los Angeles v. Los Angeles County Employee Relations Commission* (2013) 56 Cal.4th 905.) The employer may not encourage employees to make such a request.

1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide CSEA Gold Chain Chapter #660 notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the following information: full legal name, date of hire, classification, and site.

2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.
- b) The District shall provide CSEA (headquarters) with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure transmission site or service, on the last working day of the month in which they

NEW EMPLOYEE ORIENTATION  
MEMORANDUM OF  
UNDERSTANDING BETWEEN  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
GOLDEN CHAIN CHAPTER #660  
AND THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT

were hired. This contact information shall include the following items, with each field in its own column:

- L First Name;
- IL Middle initial;
- III. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- vni. Work telephone number;
- lx. Home Street address (incl. apartment #)
- x. City
- xi. State
- xn. ZIP Code (5 or 9 digits)
- xm. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- \*v. Personal email address of the employee;
- xvi. Birth date;
- xvn. Employee ID;
- xvm. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

In the event no one is hired on any particular month, the District shall send an e-mail to CSEA confirming they did not hire any new staff that month.

- c) Periodic Update of Contact Information: The District shall provide CSEA (headquarters) with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure transmission. This contact information shall also include the following information, with each field listed in its own column:

NEW EMPLOYEE ORIENTATION  
MEMORANDUM OF  
UNDERSTANDING BETWEEN  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIA  
TION GOLDEN CHAIN CHAPTER #660  
AND THE BLACK OAK MINE UNIFIED SCHOOL DI TRICT

- i. First Name;
- ii. Middle initial;
- iii. Lastname;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Home Street address (incl. apartment #)
- x. City
- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Birth date;
- xvii. Employee ID;
- xviii. Hire date.

### 3. NEW EMPLOYEE ORIENTATION

- a) "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, and benefits, duties and responsibilities, or any other employment-related matters.
- b) CSEA shall waive mandatory access to its new employee orientations, except as specified below. CSEA shall receive not less than ten (10) days' notice in advance of a group orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.
  - i. In the event the District conducts a group orientation, CSEA shall have one (1) hour of paid time for one (1) CSEA representative, including the Chapter President or designee, to conduct the orientation session. The CSEA

**NEW EMPLOYEE ORIENTATION**  
**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**GOLDEN CHAIN CHAPTER #660**  
**AND THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

representative and the new employees shall be in paid status. The CSEA Labor Relations Representative may also attend the orientation session.

- ii. In the event the District conduct one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to conduct the orientation session to be arranged by the CSEA Chapter President or designee. The CSEA representative and the new employee(s) shall be in paid status. The CSEA Labor Relations Representative may also attend the orientation session.
- c) The District shall include the CSEA membership application, in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d) The orientation session shall be held on District property. The employee(s) shall be on paid time.
- e) During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

#### **4. DURATION OF AGREEMENT**

- a) **Term:** This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2019 and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2019, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiation, either party can make a demand for interest arbitration.
  - i. Unless mutually agreed to by the Parties, there shall be no reopening of negotiations on this during the life of the Agreement from the date this Agreement is signed, through June 30, 2019.
- b) **avings clause:** If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The

NEW EMPLOYEE ORIENTATION  
MEMORANDUM OF UNDERSTANDING

BETWEEN  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
GOLDEN CHAIN CHAPTER #660  
AND THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT

remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

DISTR 1;

11/16/17

DATE

Michelle C. Pena-Sosa

CSEA

11/16/17

DATE

\_\_\_\_\_  
CSEA LRR

\_\_\_\_\_  
DATE

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.5      AB 1200 Disclosure of the Agreement between California School Employees Association, Gold Chain #660 and Black Oak Mine Unified School District

MEETING DATE:      December 14, 2017

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

RECOMMENDATION:      It is recommended that the Board of Trustees approve the AB 1200 Disclosure of the Agreement between California School Employees Association, Gold Chain #660 and Black Oak Mine Unified School District.

BACKGROUND:      Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states: "Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . ." This provision is applicable to both single year agreements and multi-year agreements where the contract has been reopened to determine compensation adjustments in a subsequent year. It is intended to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.

Attached is the disclosure of the cost to the District for AB 1200.

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

The proposed agreement is a 2 year agreement that covers the period beginning 11/16/2017 and ending 06/30/2019, and will be acted upon by the Governing Board at its meeting on December 14, 2017. The General Fund is impacted as follows. Impact on other funds is addressed in the narrative.

**Bargaining Unit Group**

(Please use separate disclosure for each group)

Certificated

Classified

Confidential/Management

Other

Check one	Cost of 1% *
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	22,372
<input type="checkbox"/>	
<input type="checkbox"/>	

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

**A. Proposed Change in Compensation**

	Compensation	Fiscal Impact of Proposed Agreement		
		Year 1 FY - 16-17	Year 2 FY - 17-18	Year 3 FY - 18-19
1	Salary Schedule - Increase(Decrease)			
2	Step and Column - Increase (Decrease) due to movement plus any changes due to settlement			
3	Other Compensation (complete description below)			
4	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. (may be included in costs above or shown separately)			
5	Health/Welfare Benefits - Increase (Decrease)			
6	Total Compensation			
7	Total Number of Represented Employees			
8	Total Compensation Average Cost per Employee - Increase (Decrease)			

%		
Year 1 FY - 16-17	Year 2 FY - 17-18	Year 3 FY - 18-19

**Other Compensation - Increase (Decrease)**

(Stipends, Bonuses, etc.) Provide Description below:

AB119 required negotiation for union access to new employees. BOMUSD has agreed to 1 hour of employee paid time at the beginning of the year orientation session and 1/2 hour of paid time for any hire after the orientation time.

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

YES

NO

If yes, please explain:

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

YES

NO

If yes, please indicate the cap amount.

\$10,207



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

No increases in the rate of compensation. BOMUSD has agreed to pay one hour of CSEA union representative and the on-boarded employee at the beginning of the year orientation session and one half an hour of CSEA and on-boarded employee pay for any hire after the orientation date.

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

N/A

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

N/A

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

N/A

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

N/A

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

BOMUSD has had an average turnover rate of 4.5 over the last four years. 95% of those were during the summer in the beginning of the year orientation was attended. BOMUSD currently has 70 classified members in which the hourly payrate is \$17.82. This means the maximum exposure if every classified member was replaced is less than \$1,500. The average exposure is less than \$100 which can be absorbed in the regular budget.

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

Current year:

General fund

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

N/A

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

N/A

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

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

N/A

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

a. Total expenditures, transfers out, and uses (including cost of proposal)	\$11,590,421
b. State Standard Minimum EUR Percentage for this district	4%
c. State Standard Minimum EUR amount for this district (greater of line 1-c or \$50,000 for districts w/less than 1,001 ADA)	463,617

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

a. General Fund budgeted Unrestricted EUR	579,522
b. General Fund budgeted Unrestricted Unappropriated amount	-
c. Special Reserve Fund budgeted EUR	-
d. Special Reserve Fund budgeted Unappropriated amount	-
e. Total District budgeted Unrestricted reserves	\$ 579,522

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

Yes ☒ No ☐

**IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

In accordance with E.C. 42142

**2017-18**

	(Col. 1) Latest Board- approved budget before settlement (as of ) Adopted	(Col. 2) Revisions Necessary as a result of proposed settlement	(Col. 3) Other Revisions	(Col. 4) Total impact on budget (col. 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	9,419,826			\$ 9,419,826
Remaining Revenues (8100-8799)	1,955,835			\$ 1,955,835
<b>TOTAL REVENUES</b>	11,375,661	-	-	\$ 11,375,661
<b>EXPENDITURES</b>				
1000 Certificated Salaries	4,193,559			\$ 4,193,559
2000 Classified Salaries	2,328,674			\$ 2,328,674
3000 Employee Benefits	2,784,757	-		\$ 2,784,757
4000 Books and Supplies	583,650			\$ 583,650
5000 Services and Operating Expenses	1,319,012			\$ 1,319,012
6000 Capital Outlay	67,385			\$ 67,385
7000 Other	313,384			\$ 313,384
<b>TOTAL EXPENDITURES</b>	11,590,421	-	-	\$ 11,590,421
<b>OPERATING SURPLUS (DEFICIT)</b>	-214,760	-	-	\$ (214,760)
Other Sources and Transfers In				\$ -
Other Uses and Transfers Out				\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	-214,760	-	-	\$ (214,760)
<b>BEGINNING BALANCE</b>	1,588,692			\$ 1,588,692
<b>ENDING BALANCE</b>	1,373,932			\$ 1,373,932

Provided by the office of Vicki Barber, Ed.D, El Dorado County Superintendent of Schools

**Certification No. 1**

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Black Oak Mine Unified School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the CSEA Bargaining Unit, during the term of the agreement from November 16, 2017 to June 30, 2019.

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

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

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

\_\_\_\_\_  
**Chief Business Official  
(Signature)**

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

**Certification #2**

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

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

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

\_\_\_\_\_  
**Tricia Kowalski  
Contact Person**

\_\_\_\_\_  
**(530) 333-8300  
Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on February 11, 2016, took action to approved the proposed Agreement with the CSEA Bargaining Unit.

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

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



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.1 Initial Collective Bargaining Proposal of California School Employees Association, Gold Chain Chapter #660 with the Black Oak Mine Unified School District for 2017-18

MEETING DATE: December 14, 2017

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

EXPLANATION: As required by Government Code Section 3547 prior to engaging in collective bargaining, initial proposals of both the employee organizations and the District must be made public. As well, it is required that the public have an opportunity to express itself regarding the proposals.

BACKGROUND: Government Code Section 3547 provides that:

1. All initial proposals must be presented at a public meeting of the school employer and thereafter constitute public record;
2. Meeting and negotiating shall not take place until:
  - (a) a reasonable time has elapsed after submission of the proposal to enable the public to become informed; and,
  - (b) the public has an opportunity to express itself regarding the proposal at a meeting of the public school employer.
3. After the public has had an opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.
4. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within 24 hours. Moreover, if a vote is taken on such subject by the District, the vote of each voting Board member is also required to be made public within 24 hours.

It should also be noted that before the District may enter into a written agreement with the employee organization, major provisions of the agreement including, but not limited to the cost that would be incurred, must be disclosed at a public meeting. (Legal references: Government Code Sections 3547; 3547.5)

There is no requirement that the Board take action of any sort regarding the initial proposal. It is simply an informational item.



Initial Proposal  
to  
Black Oak Mine Unified School District  
from  
CSEA Gold Chain Chapter 660

CSEA and its Gold Chain Chapter 660 propose to reopen the entire contract for the 2017-2018 school year as follows:

**Article IX**    Hours and Overtime

\*CSEA requests that the District increase hours and/or part time staff for office personnel, custodians, grounds keepers, instructional aides, food services, IT and library services

\*CSEA requests that the District honor the contract with CSEA and not outsource work to others and reimburse CSEA members when, and if, necessary

**Article X**    Pay and allowances

\*CSEA requests an increase in salary range for Transportation Dept. effective upon signing of this contractual agreement

\*CSEA requests that the District adjust the Longevity Steps on the classified bargaining unit salary schedule

\*CSEA requests that the District provide a fair and equitable salary increase for all classified bargaining unit members, effective July 1, 2017.

\*CSEA requests a retirement package for classified employees

\*CSEA requests a perfect attendance incentive.

**Article XI**    Holidays and Vacation

\*CSEA requests that the District provide all employees in the bargaining unit with the following holidays: The Day before Thanksgiving, and two (2) floating holidays.

\*CSEA requests language be added to this Article to address the accrual of vacation as of the date of hire as it relates to the moving to the next higher step on the vacation



schedule.

\*CSEA requests that a review of employees' records be made to correct any delays in moving up due to mid-year hire dates.

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

\*CSEA requests that Paragraph 14H.1.(b) be deleted.

#### **Article XVII Classifications, Reclassifications, and Abolition of Positions**

\*CSEA requests that the following job descriptions from previous years be resolved, including but not limited to, the Otter Creek reclassification, Registrar and Career Specialist

\*CSEA requests that the following job descriptions be reviewed for updating: IT, Office Support, and Library Clerk

#### **Article XIX Transportation**

\*CSEA requests updating of paragraph 19G regarding Utility hours

\*CSEA requests updating of paragraph 19C regarding the bidding process and adding a time limit to select a route

\*CSEA requests that Paragraph 19I be deleted.

\*CSEA requests updating of paragraph 19J.1. regarding Bus Drivers.



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.2 Initial discussion of Facility Use Fees

MEETING DATE: December 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: The Board of Trustees will have an initial discussion on Facility Use Fees.

BACKGROUND: Education Code Section 38130, The Civic Center Act, provides there is a civic center at each and every public school and grounds within the state for which the community can gather and meet. A school district may grant the use of the school facilities or grounds and in turn may charge an amount not to exceed its direct costs.

Education Code Section 38134 (g)(1)(A) defines Operational Direct Costs as the share of the costs of supplies, utilities, janitorial services, services of school district employees and salaries paid to school district employees directly associated with the administration of this section to operate and maintain school facilities or grounds that is proportional to the entity's use of the school facilities or grounds under this sections. Education Code Section 38134 (g)(1)(B) defines Capital Direct Costs as the share of the costs for maintenance, repair, restoration, and refurbishment, proportional to the use of the school facilities or grounds by the entity using the school facilities or grounds.

The California Department of Education (CDE) was tasked with determining the methodology of calculating fees. Black Oak Mine Unified School District used the prescribed methodology.

## DEFINITIONS

### District Sponsored:

Under the direct supervision of paid district staff.

- Funds generated from the event are received and managed by paid district/school staff according to State audit standards

### Educational Support

Stated purpose is to support district education through voluntary efforts and/or an approved Youth Enrichment Activity (YEA)

- Funds are received and managed by the group membership according to their respective standards / spending priorities and that indicate how the majority of the funds will support education.
- A waiver for facility use may be obtained if 100% of net proceeds benefit schools.

### Community

Events that are recreational / private and may or may not provide support to schools.

- No consideration is given with regards to funds

## REQUIREMENTS

### District Sponsored:

- BOMUSD calendars the event

### Educational Support

- GDRD calendars the event
- Facility Use fees reflect only direct operational costs plus staffing. Any fee waiver DOES NOT include staffing
- Insurance certificate must be provided
- Event may not be held until the permit is issued.

### Community

Events that are recreational / private and may or may not provide support to schools.

- GDRD calendars the event
- Insurance certificate must be provided
- Event may not be held until the permit is issued.

## FACILITY USE FEES-Per Hour

### Fields

	Operational Costs	Suggested Costs	Full costs	current rates
Stadium Field (with lights)	125.00	125.00	165.67	62.50
Stadium Field (without lights)	100.00	100.00	141.26	50.00
Golden Sierra Baseball Field	101.00	66.00	133.80	15.00
Golden Sierra Softball Field	101.00	66.00	133.80	15.00
Golden Sierra Lower Practice Field	101.00	66.00	133.80	15.00
Golden Sierra Soccer Field	101.00	66.00	133.80	15.00
Georgetown Baseball Field	101.00	66.00	133.80	15.00
Northside Baseball Field	101.00	66.00	133.80	15.00
Field of Dreams	101.00	66.00	133.80	15.00
District Baseball Field	101.00	66.00	133.80	15.00
Parking Lot only	14.00	14.00	14.28	12.50

### School Sites<sup>1</sup>

Classroom	11.00	11.00	12.81	30.00
Library	18.00	18.00	44.77	30.00
Kitchen <sup>2</sup>	14.00	14.00	14.98	20.00
Golden Sierra MPR	15.00	15.00	16.05	40.00
Golden Sierra Gym	45.00	45.00	54.45	40.00
Golden Sierra Locker Room	5.00	5.00	10.70	40.00
Georgetown Gym/MPR	28.00	28.00	47.09	35.00
Northside Gym/MPR	28.00	28.00	47.09	35.00
Georgetown Annex	28.00	28.00	47.09	35.00
Georgetown Amphitheater	145.00	145.00	160.79	25.00

### Staffing Rates Per Hour

Custodial	24	24	24
Kitchen	24	24	24
Custodial-Overtime	37	37	37
Kitchen -Overtime	36	36	36
Custodial-Holiday or Sunday	61	61	61
Kitchen-Holiday or Sunday	59	59	59

# Table 1. Summary of the results of the regression analysis.

Table 1

Variable	Mean	SD	Correlation	Partial Correlation
Age	35.5	10.5	0.15	0.12
Gender	Male	Female	0.05	0.03
Education	High School	College	0.10	0.08
Income	Low	High	0.12	0.10
Marital Status	Single	Married	0.08	0.06
Religion	Islam	Other	0.05	0.04

Age	35.5	10.5	0.15	0.12
Gender	Male	Female	0.05	0.03
Education	High School	College	0.10	0.08
Income	Low	High	0.12	0.10

Age	35.5	10.5	0.15	0.12
Gender	Male	Female	0.05	0.03
Education	High School	College	0.10	0.08
Income	Low	High	0.12	0.10
Marital Status	Single	Married	0.08	0.06
Religion	Islam	Other	0.05	0.04
Age	35.5	10.5	0.15	0.12
Gender	Male	Female	0.05	0.03
Education	High School	College	0.10	0.08
Income	Low	High	0.12	0.10
Marital Status	Single	Married	0.08	0.06
Religion	Islam	Other	0.05	0.04

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.3 Discussion on the Quintette Bus Stop

MEETING DATE: December 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: The Board of Trustees will have the opportunity to discuss the viability, impact, and cost of adding an additional bus stop to serve the Quintette community.

BACKGROUND: Per the direction of the Board of Trustees at the November 9, 2017 Board Meeting, Superintendent Meyers and the director of FMOT meet with the concerned parent/community member regarding the possibility of adding an additional bus stop to serve the Quintette Community.





# BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.1 CSBA Board Policy and Bylaw Updates/Revisions

MEETING DATE: December 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the following CSBA updated/revised Board Policies and/or Bylaws:

BACKGROUND: BP 0400 Comprehensive Plans, 0460 Local Control and Accountability Plan, 0500 Accountability, 1113 District and School Web Sites, 3280 Sale or Lease of District-Owned Real Property, 3513.4 Drug and Alcohol Free Schools, 4140/4240/4340 Bargaining Units, 5113.1 Chronic Absence and Truancy, 5113.12 District School Attendance Review Board, 5117 Interdistrict Attendance, 5131.6 Alcohol and Drug Use, 6020 Parent Involvement, 6153 School-Sponsored Trips, 6170.1 Transitional Kindergarten, and 6173.2 Education of Children of Military Families.

## COMPREHENSIVE PLANS

The Board of Trustees believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.

Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district. Such plans may describe anticipated short and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

*(cf. 0000 - Vision)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0430 - Comprehensive Local Plan for Special Education)*  
*(cf. 0440 - District Technology Plan)*  
*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 0500 - Accountability)*  
*(cf. 1112 - Media Relations)*  
*(cf. 2140 - Evaluation of the Superintendent)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 7110 - Facilities Master Plan)*

The process for developing comprehensive plans shall invite broad participation of school and community representatives. Committees may, and when required by law shall, be appointed to assist in the development of plans. District comprehensive plans are subject to review and approval by the Board.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 2230 - Representative and Deliberative Groups)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 9130 - Board Committees)*

School-level plans may be developed to meet the unique circumstances of individual school sites, provided that they are consistent with law, district vision, Board policies, district administrative regulations, the LCAP, and other districtwide plans. School plans shall be subject to review and approval of the Superintendent or designee, except when law or Board policy requires Board approval of the plan.

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

## COMPREHENSIVE PLANS (continued)

### *Legal Reference:*

#### EDUCATION CODE

*32280-32289 School safety plans*

*35035 Powers and duties of Superintendent*

*35291 Rules (power of governing board)*

*39831.3 Transportation safety plan*

*52060-52077 Local control and accountability plan*

*56195-56208 Requirements for special education plan*

*64001 Single school plan for student achievement, consolidated application programs*

#### CODE OF REGULATIONS, TITLE 5

*560 Civil defense and disaster preparedness plans*

#### UNITED STATES CODE, TITLE 20

*6312 Local educational agency plan*

### *Management Resources:*

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

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

*(cf. 0000 - Vision)*

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

The Board shall adopt a district wide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

*(cf. 3100 – Budget)*

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula. (Education Code 42238.02)

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

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

*(cf. 6174 - Education for English Learners)*

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

*(cf. 6164.4 – Identification and evaluation of Individuals for Special Education)*

*(cf. 6173 – Education Homeless Children)*

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

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

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN**

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0440 - District Technology Plan)*  
*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 7110 - Facilities Master Plan)*

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

### **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 6020 - Parent Involvement)*

### **Public Review and Input**

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from committee(s). (Education Code 52062)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN**

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

*(cf. 5145.6 – Parental Notifications)*

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 9320 - Meetings and Notices)*

### **Adoption of the Plan**

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

### **Submission of Plan to County Superintendent of Schools**

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

### Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

*Legal Reference: see next page*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### *Legal Reference:*

#### EDUCATION CODE

305-306 English language education  
17002 State School Building Lease-Purchase Law, including definition of good repair  
33430-33436 Learning Communities for School Success Program; grants for LCAP implementation  
41020 Audits  
42127 Public hearing on budget adoption  
42238.01-42238.07 Local control funding formula  
44258.9 County superintendent review of teacher assignment  
48985 Parental notices in languages other than English  
51210 Course of study for grades 1-6  
51220 Course of study for grades 7-12  
52052 Academic Performance Index; numerically significant student subgroups  
52060-52077 Local control and accountability plan  
52302 Regional occupational centers and programs  
52372.5 Linked learning pilot program  
54692 Partnership academies  
60119 Sufficiency of textbooks and instructional materials; hearing and resolution  
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission  
60811.3 Assessment of language development  
64001 Single plan for student achievement  
99300-99301 Early Assessment Program  
CODE OF REGULATIONS, TITLE 5  
15494-15497.5 Local control and accountability plan and spending requirements  
UNITED STATES CODE, TITLE 20  
6312 Local educational agency plan  
6826 Title III funds, local plans

### *Management Resources:*

#### CSBA PUBLICATIONS

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016  
LCFF Rubrics, Issue 1: What boards Need to Know About the New Rubrics, Governance Brief rev. October 2016

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual  
California School Dashboard  
LCFF Frequently Asked Questions  
Local Control and Accountability Plan and Annual Update (LCAP) Template  
Family Engagement Framework: A Tool for California School District, 2014  
California Career Technical Education Model Curriculum Standards, 2013  
California Common Core State Standards: Mathematics, rev. 2013  
California English Language Development Standards, 2012

#### WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
California School Dashboard: <http://www.cashcooldashboard.org>



## ACCOUNTABILITY

The Board of Trustees recognizes its responsibility to ensure accountability to the public for the performance of district and each district school. The Board shall regularly review the effectiveness of the district programs, personnel, and fiscal operations, with a focus on the capacity to improve student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

*(cf. 0000 - Vision)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 2140 - Evaluation of the Superintendent)*  
*(cf. 3460 - Financial Reports and Accountability)*  
*(cf. 4115, 4215, 4315 - Evaluation/Supervision)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6190 - Evaluation of the Instructional Program)*  
*(cf. 9400 - Board Self-Evaluation)*

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*

The district's alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052, 56366)

*(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

The district and each district school shall demonstrate comparable improvement in academic achievement for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students. English learners, students with disabilities, and foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP)

## ACCOUNTABILITY (continued)

*(cf. 0460 – Local Control and Accountability Plan)*  
*(cf. 0510 – School Accountability Report Card)*  
*(cf. 1100 – Communication with the Public)*  
*(cf. 1112 – Media Relations)*  
*(cf. 1220 – Citizen Advisory Committees)*  
*(cf. 6020 – Parent Involvement)*

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support or assistance, awarding incentives or rewards, and establishing other performance-based consequences.

*(cf. 0400 – Comprehensive Plans)*  
*(cf. 0420 – School Plans/Site Councils)*  
*(cf. 4141/4241 – Collective Bargaining Agreement)*

*Legal Reference: see next page*

## ACCOUNTABILITY (continued)

### *Legal Reference:*

#### EDUCATION CODE

33127-33129 *Standards and criteria for fiscal accountability*  
33400-33407 *CDE evaluation of district programs*  
44660-44665 *Evaluation of certificated employees*  
51041 *Evaluation of the educational program*  
52052-52052.1 *Public school performance accountability program*  
52060-52077 *Local control and accountability plan*  
56366 *Nonpublic, nonsectarian schools*  
60640-60649 *California Assessment of Student Performance and Progress*

#### CODE OF REGULATIONS, TITLE 5

1068-1074 *Alternative schools accountability model, assessments*  
15440-15463 *Standards and criteria for fiscal accountability*

#### UNITED STATES CODE, TITLE 20

6311 *Accountability, state plan*  
6312 *Local educational agency plan*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.12-200.24 *State accountability system*  
200.30-200.48 *[State LEA report cards and plan*

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>  
California School Dashboard : <http://www.caschooldashboard.org>  
U.S. Department of Education, <http://www.ed.gov>

## DISTRICT AND SCHOOL WEB SITES

To enhance communication with students, parents/guardians, staff, and community members, the Board of Trustees encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

*(cf. 0000 - Vision)*

*(cf. 0440 - District Technology Plan)*

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

*(cf. 1112 - Media Relations)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 6020 - Parent Involvement)*

### Design Standards

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

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

### Web Site Content

The Superintendent or designee shall develop content guidelines for district and school web sites and shall assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

*(cf. 1325 - Advertising and Promotion)*

### Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

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

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

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

*(cf. 5125 - Student Records)*

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

*(cf. 5125.1 - Release of Directory Information)*

**DISTRICT AND SCHOOL WEB SITES (continued)**

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with his/her name, may be published on district or school web sites unless the student's parent/guardian has notified the district in writing to not release the student's photograph with prior written consent, in accordance with BP/AR 5125.1 –Release of Directory Information.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites.

Employees' home addresses personal telephone numbers and personal email addresses shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

*(cf. 3515.3 - District Police/Security Department)*

*Legal Reference: (see next page)*

**DISTRICT AND SCHOOL WEB SITES (continued)***Legal Reference:*EDUCATION CODE

35182.5 Contracts for advertising  
 35258 Internet access to school accountability report cards  
 48907 Exercise of free expression; rules and regulations  
 48950 Speech and other communication  
 49061 Definitions, directory information  
 49073 Release of directory information  
 60048 Commercial brand names, contracts or logos

BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy  
 22584-22585 Student Online Personal Information Protection Act  
 22586 Preschool and prekindergarten privacy

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers  
 6254.21 Publishing addresses and telephone numbers of officials  
 6254.24 Definition of public safety official  
 11135 Nondiscrimination; accessibility to state web sites

PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright  
 504 Penalties for copyright infringement

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act  
 794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy  
 104.1-104.61 Nondiscrimination on the basis of disability

COURT DECISIONS

*City of San Jose v. Superior Court*, (2017) 2 Cal.5th 608  
*Aaris v. Las Virgenes Unified School District*, (1998) 64 Cal.App.4th 1112

*Management Resources:*U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Dear Colleague Letter*, May 26, 2011

*Joint Dear Colleague Letter: Electronic Book Readers*, June 2010

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

*Accessibility of State and Local Government Websites to People with Disabilities*, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

*Web Content Accessibility Guidelines*, December 2008

WEB SITES

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

California Department of Education, *Web Accessibility Standards*:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

U.S. Department of Education, Office for Civil Rights:

<http://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>

World Wide Web Consortium, *Web Accessibility Initiative*: <http://www.w3.org/wai>

## SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

The Board of Trustees believes that the district facilities and resources should be utilized in an economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space and the effective delivery of instruction.

*(cf. 1330 - Use of School Facilities)*  
*(cf. 7110 - Facilities Master Plan)*  
*(cf. 7111 - Evaluating Existing Buildings)*  
*(cf. 7160 - Charter School Facilities)*

The Board shall appoint a district advisory committee prior to the sale or lease of any surplus real property to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code 17387-17391)

*(cf. 1220 - Citizen Advisory Committees)*

If the local planning agency has adopted a general plan that affects or includes the area where the surplus property is located, the Board shall first submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

When selling or leasing district real property, the Board shall comply with the priorities and procedures specified in applicable law. (Education Code 17230, 17464, 17485-17499; Government code 54222)

*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 5148.3 - Preschool/Early Childhood Education)*

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a state school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 174623.3

## Resolution of Intention to Sell or Lease

**SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)**

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

*(cf. 9320 – Meetings and Notices)*

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

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

**Acceptance/Rejection of Bids**

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)



## **SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)**

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

*(cf. 1431 - Waivers)*

### **Use of Proceeds**

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase of district surplus property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

*(cf. 3100 - Budget)*

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

*Legal Reference: see next page*

## SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

### *Legal Reference:*

#### EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

17462.3 State Allocation Board program to reclaim funds

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

#### GOVERNMENT CODE

50001-50002 Definitions

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

#### PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

#### CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

#### COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

#### OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, December 2015

#### WEB SITES

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/lfs/ja>

Coalition for Adequate School Housing: <http://www.cashnet.org>

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

## DRUG AND ALCOHOL FREE SCHOOL

The Board of Trustees recognizes the need to keep district school free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

*(cf. 1325 – Advertising and Promotion)*  
*(cf. 3513.3 – Tobacco-Free Schools)*  
*(cf. 4020 – Drug and Alcohol-Free Workplace)*  
*(cf. 4159/4259/4359 – Employee Assistance Programs)*  
*(cf. 5030 – Student Wellness)*  
*(cf. 5131.6 – Alcohol and Other Drugs)*  
*(cf. 5131.62 – Tobacco)*  
*(cf. 6142.8 – Comprehensive Health Education)*

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

*(cf. 1330 – Use of School Facilities)*  
*(cf. 1330.1 – Joint Use Agreements)*

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

*(cf. 5141.21 – Administering Medications and Monitoring Health Conditions)*

Information about the district's drug and alcohol-free school policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students and the community.

## Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violation this policy to leave school property and /or refer the matter to law enforcement.

**DRUG AND ALCOHOL FREE SCHOOL (continued)**

*(cf. 1250 – Visitors/Outsiders)*

*(cf. 3515.2 – Disruptions)*

*(cf. 5145.11 – Questioning and Apprehension by Law Enforcement)*

*(cf. 5145.12– Search and Seizure)*

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

*(cf. 4112.41/4212.41/4312.41– Employee Drug Testing)*

*(cf. 4112.42/4212.42/4312.42 – Drug and Alcohol Testing for School Bus Drivers)*

*(cf. 4117.7/4217.7/4317.7 –Employment Status Report)*

*(cf. 4118/4218 – Dismissal/Suspension/Disciplinary Action)*

*(cf. 5131– Conduct)*

*(cf. 5144 – Discipline)*

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

*(cf. 5144.2 – Suspension and Expulsion/Due Process (Student with Disabilities))*

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

*(cf. 6145.2 – Athletic Competition)*

*Legal Reference: see next page*

**DRUG AND ALCOHOL FREE SCHOOL (continued)**

*Legal Reference:*

EDUCATION CODE

44940 Compulsory leave of absence for certificated persons  
44940.5 Procedures when employees are placed on compulsory leave of absence  
45123 Employment after conviction of controlled substance offense  
45304 Compulsory leave of absence for classified persons  
48900 Suspension, or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
48901.5 Prohibition of electronic signaling devices  
48902 Notification of law enforcement authorities; civil or criminal immunity  
48909 Narcotics or other hallucinogenic drugs  
48915 Expulsion; particular circumstances

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

8350-8357 Drug-free workplace

HEALTH AND SAFETY CODE

11053-11058 Standards and schedules  
11353.6 Juvenile Drug Trafficking and Schoolyard Act  
11362.1 Possession and use of cannabis, persons age 21 and over  
11362.3 Limitations on possession and use of cannabis  
11362.79 Limitations on medical use of cannabis  
104559 Tobacco use prohibition

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances  
844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

COURT DECISIONS

Ross v. Raging Wire Telecommunications, Inc., 42 Cal. 4<sup>th</sup> 920 (2008)

**BARGAINING UNITS**

The Board of Trustees recognizes the right of district employees to form bargaining units, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

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

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

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

The district shall not deter or discourage employees from becoming or remaining members of an employee organization, impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

**Formation of Bargaining Units**

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

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

*(cf. 4301 - Administrative Staff Organization)*

*(cf. 4312.1 - Contracts)*

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves

**BARGAINING UNITS (continued)**

individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

**Access to Employee Orientations and Contact Information**

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whoever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information on all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

**BARGAINING UNITS (continued)**

However, the Superintendent or designee shall not disclose the home address and nay phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

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

**Payment of Dues or Service Fee**

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)

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

*Legal Reference: see next page*



**BARGAINING UNITS (continued)***Legal Reference:*EDUCATION CODE*45060-45061.5 Deduction of fees from salary or wage payment, certificated employees**45100.5 Senior management positions**45104.5 Abolishment of senior classified management positions**45108.5 Definitions of senior classified management employees**45108.7 Waiver of provisions of 45108.5**45168 Deduction of fees from salary or wage payment, classified employees**45220-45320 Merit system, classified employees*GOVERNMENT CODE*3540-3549.3 Educational Employment Relations Act, especially:**3540.1 Definitions**3543.4 Management position; representation**3545 Appropriateness of unit; basis**3550-3552 Probation on public employers deterring or discouraging union membership**3555-3559 Public employee communication, information and orientation**6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking**6254.3 Disclosure of employee contact information to employee organization**6503.5 Joint powers agencies**53260-53264 Employment contracts*CODE OF REGULATIONS, TITLE 8*33015-33490 Recognition of exclusive representative; proceedings**33700-33710 Severance of established unit**34020 Petition to rescind organizational security arrangement**34055 Reinstatement of organizational security arrangement*COURT DECISIONS*Janus v. American Federation of State, County and Municipal Employees, Council 31, (7<sup>th</sup> Cir. 2017) 851**F.3<sup>d</sup> 746, cert granted Sept. 28, 2017, No. 16-1466**Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct.1083**County of Los Angeles v. Service Employees International Union, Local 721, (2013), 56 Cal.App.4th 905**Abood v. Detroit Board of Education, (1977) 431 U.S. 209**Management Resources:*WEB SITES*CSBA: <http://www.csba.org>**Association of California School Administrators: <http://www.acsa.org>**California Federation of Teachers: <http://www.cft.org>**California School Employees Association: <http://www.csea.com>**California Teachers Association: <http://www.cta.org>**Public Employment Relations Board: <http://www.perb.ca.gov>*

**CHRONIC ABSENCE AND TRUANCY**

The Board of Trustees believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.11 - Attendance Supervision)*

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates for all district students, for each school, and for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be disaggregated and used in the development of annual goals and specific actions for student attendance and engagement and for inclusion in the district's local control and accountability plan and other applicable school and district plans.

*(cf. 0400 - Comprehensive Plans)*

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

*(cf. 0450 - Comprehensive Safety Plan)*

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

*(cf. 0500 - Accountability)*

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

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

*(cf. 5126 - Awards for Achievement)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

The Superintendent or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

**CHRONIC ABSENCE AND TRUANCY (continued)**

Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

*(cf. 1020 - Youth Services)*  
*(cf. 5030 – Student Wellness)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

*(cf. 5113.12 – District School Attendance Review Board)*

A student's truancy, tardiness, or other absence from school shall not be the basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

The Superintendent or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall engage school staff in program evaluation and improvement and in identification of how to best allocate available community resources.

**CHRONIC ABSENCE AND TRUANCY (continued)***Legal Reference:*EDUCATION CODE*1740-1742 Employment of personnel to supervise attendance (county superintendent)**37223 Weekend classes**46000 Records (attendance)**46010-46014 Absences**46110-46119 Attendance in kindergarten and elementary schools**46140-46147 Attendance in junior high and high schools**48200-48208 Children ages 6-18 (compulsory full-time attendance)**48225.5 Work permits, entertainment and allied industries**48240-48246 Supervisors of attendance**48260-48273 Truants**48290-48297 Failure to comply; complaints against parents**48320-48325 School attendance review boards**48340-48341 Improvement of student attendance**48400-48403 Compulsory continuation education**48900 Suspension and expulsion**49067 Unexcused absences as cause of failing grade**52052 Academic Performance Index; numerically significant student subgroups**60901 Chronic absence*GOVERNMENT CODE*54950-54963 The Ralph M. Brown Act*PENAL CODE*270.1 Chronic truancy; parent/guardian misdemeanor**272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy**830.1 Peace officers*VEHICLE CODE*13202.7 Driving privileges; minors; suspension or delay for habitual truancy*WELFARE AND INSTITUTIONS CODE*256-258 Juvenile hearing officer**601-601.4 Habitually truant minors**11253.5 Compulsory school attendance*CODE OF REGULATIONS, TITLE 5*306 Explanation of absence**420-421 Record of verification of absence due to illness and other causes*COURT DECISIONS*L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976**Management Resources:*CSBA PUBLICATIONS*Attendance Awareness Month, Fact Sheet, September 2014*ATTENDANCE WORKS PUBLICATIONS*Count Us In! Working Together to Show that Every School Day Matters, 2014**The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early**Outreach for Positive Linkages and Engagement, 2014*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*School Attendance Review Board Handbook, 2009 A Road Map for Improved School Attendance and Behavior [2015]**School Attendance Improvement Handbook, 2000*

## CHRONIC ABSENCE AND TRUANCY (continued)

### WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>

**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD**

The Board of Trustees recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

*(cf. 5113 - Absences and Excuses)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5113.11 - Attendance Supervision)*  
*(cf. 5147 - Dropout Prevention)*

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

*(cf. 1020 - Youth Services)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5126 - Awards for Achievement)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6175 - Migrant Education Program)*  
*(cf. 6179 - Supplemental Instruction)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

The Board shall appoint members to the district's SARB, who may include a parent/guardian as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health

**DISTRICT SCHOOL ATTENDANCE REVIEW BOARD**

personnel; the county district attorney's office; and the county public defender's office.  
(Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

The district's SARB shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the Governing Board, Superintendent or designee, and County Superintendent of Schools.  
(Education Code 48273)

*Legal Reference: see next page*

## DISTRICT SCHOOL ATTENDANCE REVIEW BOARD

### *Legal Reference:*

#### EDUCATION CODE

1740 *Employment of personnel to supervise attendance (county superintendent)*

1980-1986 *County community school*

46010-46014 *Absences*

48200-48208 *Children ages 6-18 (compulsory full-time attendance)*

48240-48246 *Supervisors of attendance*

48260-48273 *Truants*

48290-48297 *Failure to comply; complaints against parents*

48320-48325 *School attendance review boards*

48340-48341 *Improvement of student attendance*

48400-48403 *Compulsory continuation education*

48660-48666 *Community day school*

49067 *Unexcused absences as cause of failing grade*

#### CODE OF CIVIL PROCEDURE

1985-1997 *Production of evidence; means of production*

#### GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act*

#### PENAL CODE

270.1 *Chronic truancy; parent/guardian misdemeanor*

272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*

830.1 *Peace officers*

#### VEHICLE CODE

13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*

#### WELFARE AND INSTITUTIONS CODE

256-258 *Juvenile hearing officer*

601-601.4 *Habitually truant minors*

11253.5 *Compulsory school attendance*

#### CODE OF REGULATIONS, TITLE 5

306 *Explanation of absence*

420-421 *Record of verification of absence due to illness and other causes*

#### COURT DECISIONS

*L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976*

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015*

*School Attendance Improvement Handbook, 2000*

#### WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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



**INTERDISTRICT ATTENDANCE**

The Board of Trustees recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

*(cf. 5111.1 – District Residency)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5118 - Open Enrollment Act Transfers)*

**Interdistrict Attendance Permits**

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

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

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

**Transportation**

The district shall not provide transportation beyond any school attendance area. Upon request, of a student's parent/guardian, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area of the school that the student attends if space is available.

*Legal Reference: see next page*

## INTERDISTRICT ATTENDANCE (continued)

### *Legal Reference:*

#### EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48317 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

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

#### CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

#### ATTORNEY GENERAL OPINIONS

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

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

#### COURT DECISIONS

*Walnut Valley Unified School District v. the Superior Court of Los Angeles County*, (2011) 192 Cal.App.4th 234

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

### *Management Resources:*

#### WEB SITES

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

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

**ALCOHOL AND OTHER DRUGS**

The Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 4020 - Drug and Alcohol-Free Workplace)*  
*(cf. 5137 - Positive School Climate)*

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

*(cf. 1020 - Youth Services)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

Prevention and intervention programs and activities may include, but are not limited to:  
(20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes

*(cf. 5131.62 - Tobacco)*

2. Professional development and training for school staff, specialize instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral

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

3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals

*(cf. 5141.6 - School Health Services)*

4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

## **ALCOHOL AND OTHER DRUGS (continued)**

### **Instruction**

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

### **Intervention, Referral and Student Assistance Programs**

The Superintendent or designee shall inform school staff, students and parents/guardians about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

*(cf. 5141.52 - Suicide Prevention)*

### **Enforcement/Discipline**

Student shall not possess, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

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

*(cf. 3513.4 - Drug and Alcohol Free Schools)*

*(cf. 5131 - Conduct)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*

*(cf. 5145.12 - Search and Seizure)*

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health

## **ALCOHOL AND OTHER DRUGS (continued)**

and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

*(cf. 5144 - Discipline)*

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

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

### **Program Evaluation**

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of district programs in reducing drug and alcohol use. The Superintendent or designee shall periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)

*(cf. 0500 - Accountability)*

*Legal Reference: see next page*

**ALCOHOL AND OTHER DRUGS (continued)***Legal Reference:*EDUCATION CODE

44049 Known or suspected alcohol or drug abuse by student  
 44645 In-service training anabolic steroids  
 48900 Suspension or expulsion (grounds)  
 48900.5 Suspension, limitation on imposition; exception  
 48901 Smoking or use of tobacco prohibited  
 48901.5 Prohibition of electronic signaling devices  
 48902 Notification of law enforcement authorities; civil or criminal immunity  
 48909 Narcotics or other hallucinogenic drugs  
 48915 Expulsion; particular circumstances  
 49602 Confidentiality of pupil information  
 51202 Instruction in personal and public health and safety  
 51203 Instruction on alcohol, narcotics and restricted dangerous drugs  
 51210 Areas of study  
 51220 Areas of study, grades 7 to 12  
 51260-51269 Drug education  
 60041 Instructional materials  
 60110-60115 Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana  
 11053-11058 Standards and schedules  
 11353.6 Juvenile Drug Trafficking and Schoolyard Act  
 11357 Unauthorized possession of marijuana; possession in school or on school grounds  
 11361.5 Destruction of arrest or conviction records  
 11372.7 Drug program fund; uses  
 11802 Joint school-community alcohol abuse primary education and prevention program  
 11999-11999.3 Alcohol and drug program funding; no unlawful use  
 124175-124200 Adolescent family life program

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors  
 828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

5812 National education goals  
 7101-7122 Student Support and Academic Enrichment Grants

*Management Resources:*WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Healthy Kids: <http://www.californiahealthykids.org>

Office of Safe and Healthy Students: <https://www2.ed.gov/about/offices/list/oese/oshs>

**PARENT INVOLVEMENT**

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1230 - School-Connected Organizations)*  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1250 - Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

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

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

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

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and barriers that may inhibit participation.

*(cf. 0500 - Accountability)*

**Title I Schools**

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

*(cf. 6171 - Title I Programs)*

**PARENT INVOLVEMENT** (continued)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

*(cf. 3100 - Budget)*

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

**Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*Legal Reference: see next page*



## PARENT INVOLVEMENT (continued)

### *Legal Reference:*

#### EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 Single plan for student achievement

#### LABOR CODE

230.8 Time off to visit child's school

#### CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

#### UNITED STATES CODE, TITLE 20

6311 State Plan

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

6631 Teacher and school leader incentive program, purposes and definitions

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School District, 2014

#### U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

#### WEB SITES

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

California Department of Education, Family, School, Community Partnerships:  
<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

**SCHOOL-SPONSORED TRIPS**

The Board of Trustees recognizes that school-sponsored trips supplement and enrich the classroom learning experience, lead to increased student achievement, foster student engagement.

The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

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

Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or Cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)

*(cf. 6143 – Courses of Study)*

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

*(cf. 6145.2 – Athletic Competition)*

Requests for field trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the principal.

*(cf. 3312.2 – Educational Travel Program Contracts)*

The principal shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

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

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

*(cf. 5142 – Safety)*

*(cf. 5143 – Insurance)*

*(cf. 5144 – Discipline)*

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

No field trip shall be authorized if any student would be excluded from participation because of lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

*(cf. 1230 – School-Connected Organizations)*

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

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

**SCHOOL-SPONSORED TRIPS** (continued)

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participation in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

*Legal Reference:*EDUCATION CODE*8760 Authorization of outdoor science and conservation programs**32040-32044 First aid equipment: field trips**35330 Excursions and field trips**35331 Provision for medical or hospital service for pupils (on field trips)**35332 Transportation by chartered airline**35350 Transportation of students**44808 Liability when pupils not on school property**48908 Duties of pupils; authority of teachers*BUSINESS AND PROFESSIONS CODE*17550-17550.9 Sellers of travel**17552-17556.5 Educational travel organizations**Management Resources:*WEB SITES*American Red Cross: <http://www.redcross.org>**California Association of Directors of Activities: <http://www.cadal.org>**U.S. Department of Homeland Security: <http://www.dhs.gov>*

## TRANSITIONAL KINDERGARTEN

The Board of Trustees desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist TK children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation of the district's TK program.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

### Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

*(cf. 5111 - Admission)*  
*(cf. 5111.1 - District Residency)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

## **TRANSITIONAL KINDERGARTEN (continued)**

### **Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social sciences, English language development, and social-emotional development.

*(cf. 5148.3 - Preschool/Early Childhood Education)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6174 - Education for English Language Learners)*

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.

*(cf. 6111 - School Calendar)*  
*(cf. 6112 - School Day)*

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

### **Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes instruction.

*(cf. 4112.2 - Certification)*

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

## **TRANSITIONAL KINDERGARTEN (continued)**

*(cf. 4131 - Staff Development)*

### **Continuation to Kindergarten**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

*(cf. 5123 - Promotion/Acceleration/Retention)*

### **Assessment**

The Superintendent or designee shall develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

*Legal Reference: (see next page)*

## TRANSITIONAL KINDERGARTEN (continued)

### *Legal Reference:*

#### EDUCATION CODE

8973 *Extended-day kindergarten*  
37202 *School calendar; equivalency of instructional minutes*  
44258.9 *Assignment monitoring by county office of education*  
46111 *Kindergarten, hours of attendance*  
46114-46119 *Minimum school day, kindergarten*  
46300 *Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten*  
48000 *Minimum age of admission (kindergarten and transitional kindergarten)*  
48002 *Evidence of minimum age required to enter kindergarten or first grade*  
48003 *Kindergarten annual report*  
48200 *Compulsory education, starting at age six*

### *Management Resources:*

#### CSBA PUBLICATIONS

*What a Board of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

#### *Transitional Kindergarten FAQs*

*Desired Results Developmental Profile, 2015*

*Transitional Kindergarten Implementation Guide: A Resource for California Public School*

*District Administrators and Teachers, 2013*

*California Preschool Curriculum Framework, Vol. 1, 2010*

*California Preschool Learning Foundations, Vol. 1, 2008*

#### WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

**EDUCATION OF CHILDREN OF MILITARY FAMILIES**

The Board of Trustees recognizes that children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students.

*(cf. 5125 - Student Records)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6179 - Supplemental Instruction)*

The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

*(cf. 5117 - Interdistrict Attendance)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.3 - Reciprocity of Academic Credit)*

The Superintendent or designee shall provide information and/or training to administrators, other appropriate district staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 5020 - Parent Rights and Responsibilities)*

The Superintendent or designee shall collaborate with parents/guardians, school liaison officers from military installations, and/or other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 6020 - Parent Involvement)*

The Superintendent or designee shall annually report to the Board and the public on the educational outcomes of children of military families. Such reports may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, and graduation rates.

*(cf. 0500 - Accountability)*  
*(cf. 5123 - Promotion/Acceleration/Retention)*  
*(cf. 6162.51 - State Academic Achievement Test)*



## EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

### *Legal Reference:*

#### EDUCATION CODE

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

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

49700-49704 Education of children of military families

51225.3 Requirements for graduation

51240-51246 Exemptions from requirements

51250-51251 School-age military dependents

66204 Certification of high school courses as meeting university admissions criteria

#### UNITED STATES CODE, TITLE 10

101 Definitions

1209 Transfer to inactive status list instead of separation

1211 Members on temporary disability retired list: return to active duty; promotion

#### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

6311 State plan

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the federal Rehabilitation Act

### *Management Resources:*

#### CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, April 2014

#### WEB SITES

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

California Child Welfare Council:

<http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx>

California Department of Education, Educational Options Office: <http://www.cde.ca.gov/ls/pf/mc>

Military Interstate Children's Compact Commission: <http://www.mic3.net>



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.2 Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: December 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that 2017-18 fiscal year Batch numbers 8032-8037 dated November 3, 2017 to November 29, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$564,932.25, 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	\$530,817.80
Charter School Fund 09	\$16,037.58
Cafeteria Fund 13	\$17,726.87
Bond Interest & Redemption Fund 51	\$350.00
Total	\$564,932.25



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.3      Gifts

MEETING DATE:      December 14, 2017

FROM:      Mr. Jeremy Meyers, Superintendent

RECOMMENDATION:      It is recommended that the board of trustees consider taking action to accept the gifts donated.

BACKGROUND:      The following gifts are being donated:

Divide Music Collation donated two flutes, a clarinet, and a trombone valued at \$969.75 to be used for the music department.

M.C. Harder & Roger W. Harder donated \$100 to be used at Northside School as needed.

Susan Booth donated toys and games valued at \$500 to be used at Georgetown School.

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.

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT

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:	Elizabeth Haines
Re:	Request for Board Acceptance of Gift
Date:	11/13/17
Description of Gift:	Jupiter Flute Gemeinhardt Flute Jupiter Clarinet King Trombone
Donor Estimated Value:	\$ 969.75
Donated By:	Divide Music Coalition
Mailing Address:	Divide Music Coalition c/o El Dorado Arts Council 112 Pacific Street Placerville, CA 95667
Donor Requests Gift To Be Used At/For:	Music

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT

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:	Northside
Re:	Request for Board Acceptance of Gift
Date:	11/1/17
Description of Gift:	✓ for 100.00
Donor Estimated Value:	\$ 100.00
Donated By:	MC. Harder + Rogers Harder Roger W. Harder
Mailing Address:	3709 Roblar Ave Santa Ynez CA 93460
Donor Requests Gift To Be Used At/For:	in lieu of red apple Teachers classroom funds @ NS

Signature:

Carrie Smith

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT

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 <i>WW</i>
Date:	Nov. 28, 2017
Description of Gift:	Toys and Games
Donor Estimated Value:	Estimated by Ms. Booth @ \$500.00
Donated By:	Susan Booth
Mailing Address:	P.O. Box 538 Cool, CA 95614
Donor Requests Gift To Be Used At/For:	Donation is for Georgetown School



## BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.4      Field Trips

MEETING DATE:              December 14, 2017

FROM:                      Mr. Jeremy Meyers, Superintendent

RECOMMENDATION:      It is recommended that the Board of Trustees approve the overnight field trips.

BACKGROUND:              Field trip request forms for trips over 200 miles radius one way or overnight are due to the district office 45 days prior to requested departure. These trips are required to have board approval.

The following trips are being requested:

Northside School is requesting an overnight field trip to Coloma Outdoor Discovery School for February 7-9, 2018.

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

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

Date leaving: February 7 2018 Destination: Coloma Outdoor Discovery School  
 Date returning: February 9, 2018 Time leaving: 10:30 am.  
 Est. time of return: 1:00 p.m.  
 School: Northside School Dept.: \_\_\_\_\_ Club or Org.: \_\_\_\_\_

Trip Supervisor: Suzanne Chaves # of Students: 61 # of Staff: 2 # of Chaperones: 11

Place of Departure Northside

Mode of Transportation: Walking \_\_\_\_\_ School Bus ☒ School Van \_\_\_\_\_ Public Transportation \_\_\_\_\_ Private vehicles \_\_\_\_\_  
 Total Estimated Cost of Trip: \$14,035 Funding Source: Parent pay/fundraising

**FOR TRIPS OTHER THAN EXTRA CURRICULAR**

Educational purpose of trip and relationship to class or group curriculum:

Living history - Gold Rush - 4th  
5th Science program / team building  
Ropes course

Lead up activities, trip activities, and follow up activities:

during and after Gold Rush  
Science Study of water  
Continued Team Building

**FOR TRIPS USING SCHOOL BUSES**

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

Northside School to Coloma  
Coloma back to Northside School

For Transportation Department Use Only

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

**BILLING:**

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

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

**ODOMETER READING (MILEAGE)**

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

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

Date 11-13-17 Approved ☒ Denied \_\_\_\_\_

Requested by: Suzanne Chaves Suzanne Chaves Date: 11-7-17  
 Print Name Signature

Principal/Site Administrator Signature: [Signature] Date 11-7-17 Approved ☒ Denied \_\_\_\_\_

Superintendent's Signature: [Signature] Date 11/14/17 Approved ☒ Denied \_\_\_\_\_

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

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



