

BLACK OAK MINE UNIFIED SCHOOL DISTRICT



February 9, 2017

MEETING OF THE BOARD OF TRUSTEES

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

Superintendent

Jeremy Meyers, Superintendent

Board of Trustees

Jeff Burch
Bill Drescher
Darcy Knight
Joe Scroggins
Ronnie Ebitson

Student Representative to the Board

Kealey Widmann

**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: February 9, 2017
TIME: 5:30 p.m. (Closed)
7:00 p.m. (Open)
LOCATION: 6540 Wentworth Springs Road
Georgetown, CA

Visitors are always welcome at meetings of the Board of Trustees and their suggestions and comments are encouraged. Those wishing to address the Board may do so when the item on the agenda is taken up, prior to action being taken by the Board, or under "Communications". Pursuant to Board Bylaw 9323, at the time of Oral Communications, the Board President will enforce a three minute time limit and will advise the public. With Board consent, the President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. The agenda packet for this public meeting, as well as agenda documents distributed less than 72 hours prior to this meeting, are available for review at the Black Oak Mine Unified School District Office at the above address. If you are an individual with a disability and need an accommodation, please contact the District Office at 333-8300 at least 48 hours in advance. The Board meetings are taped by the District Office and the tape recordings are destroyed after 30 days. Black Oak Mine Unified School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent, (530)333-8300. All efforts will be made for reasonable accommodations.

AGENDA

- 1.0 CALL TO ORDER - OPEN SESSION -5:30 P.M.
- 2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA
- 3.0 CLOSED SESSION TOPICS
 - The Board of Trustees will review matters pertaining to the following topics as necessary and will announce in public prior to going into Closed Session which topics will be considered in that Closed Session.
 - 3.1 Interdistrict Appeal Hearing-Student #001-17
 - 3.2 Interdistrict Appeal Hearing-Student #002-17
 - 3.3 Interdistrict Appeal Hearing-Student #003-17
 - 3.4 Personnel Matter-Release of Temporary Certificated Employee(s) (Pages 22-23)
 - 3.5 Personnel Matter-Reduction in Certificated Staff Due to Reduction/Elimination of Particular Kinds of Service (Pages 26-27)
 - 3.6 Personnel Matter-Reduction/Elimination in Classified Staff for the 2017-18 School Year (Page 30)
 - 3.7 Letters of Resignation-1-1.0 FTE Teacher & 1- .6 FTE Teacher and 1- Instructional Aide, Georgetown School
 - 3.8 Public Employee Employment-1.0 FTE Teacher Georgetown School
 - 3.9 Conference with Mr. Jeremy Meyers, Superintendent and Mrs. Shelly King, Personnel Services Coordinator, District Labor Negotiator, Regarding Labor Negotiations the Black Oak Mine Teachers Association and the California School

Employees Association, Gold Chain Chapter #660, Classified Management,
Confidential & Administrative employees

4.0 OPEN SESSION - 7:00 P.M.

The Board of Trustees will reconvene in open session.

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

6.0 PLEDGE OF ALLEGIANCE

7.0 ADOPTION OF THE AGENDA

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

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

M _____ S _____ V _____

8.0 COMMUNICATIONS - 7:05 P.M.

- 8.1 Public Hearing - Initial Collective Bargaining Proposal of California School Employees Association with the Black Oak Mine Unified School District for the 2016-17 School Year (Page 1)
- 8.2 Written Communications
- 8.3 Oral Communications - Members of the public may address the Board on any items of interest to the public that are within the subject matter jurisdiction of the Board, but are not on the agenda or are on the consent agenda. Each person who addresses the Board must first be recognized by the presiding officer and then give his/her name. Comments must be directed to the Board as a whole and not to individual members or District employees. Individual speakers will be allowed three (3) minutes to address the Board. However, the Board shall not act upon, respond to, or comment on the merits of any item presented during the Oral Communications, although the Board may ask clarifying questions of the presenter or refer the presenter to a District procedure if appropriate. (Government Code Sections 54954.2 and 54954.3) This is also the time to address any items on the consent agenda.

9.0 EXCELLENCE IN EDUCATION - 7:15 P.M.

10.0 B.O.M.T.A. REPORT - 7:25 P.M.

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

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

13.0 FMOTC REPORT- 7:40 P.M.

14.0 CBO REPORT- 7:45 P.M.

15.0 SITE ADMINISTRATORS REPORT- 7:50 P.M.

16.0 SUPERINTENDENT'S REPORT - 8:00 P.M.

17.0 INFORMATION & DISCUSSION - 8:10 P.M.

17.1 Results of El Dorado County Office of Education 2016-17 First Interim Review (Pages 3-6)

EXPLANATION: The results of El Dorado County Office of Education 2016-17 First Interim Review will be shared with the Board of Trustees.

17.2 Initial Collective Bargaining Proposal of Black Oak Mine Teachers Association with the Black Oak Mine Unified School District for the 2016-17 School Year (Pages 7-8)

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 proposal. The Black Oak Mine Teachers Association with Black Oak Mine Unified School Districts initial collective bargaining proposal is submitted for information only.

18.0 NEW BUSINESS - 8:15 P.M.

18.1 2015-16 Audit Report (Pages 9-14)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the 2015-16 Audit Report.

M _____ S _____ V _____

18.2 2015-16 Bond Performance Audit Report (Pages 15-19)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the 2015-16 Bond Audit Report.

M _____ S _____ V _____

18.3 Board Resolution #2017-05 Release of Temporary Certificated Employees (Pages 21-23)

RECOMMENDATION: It is recommended that the Board of Trustees consider adopting Board Resolution #2017-05 Release of Temporary Certificated Employees.

M _____ S _____ V _____

18.4 Board Resolution #2017-06 Reduction in Certificated Staff Due to Reduction/Elimination in Particular Kinds of Service (Pages 25-27)

RECOMMENDATION: It is recommended that the Board of Trustees consider adopting Board Resolution #2017-06 Reduction in Certificated Staff Due to Reduction/Elimination in Particular Kinds of Service.

M _____ S _____ V _____

18.5 Board Resolution #2017-07 Reduction/Elimination in Classified Staff for the 2017-18 School Year (Pages 29-30)

RECOMMENDATION: It is recommended that the Board of Trustees consider adopting Board Resolution #2017-07 Reduction/Elimination in Classified Staff

for the 2017-18 School Year.

M _____ S _____ V _____

- 18.6 El Dorado County School Board Association Annual Awards Dinner (Page 31)

RECOMMENDATION: It is recommended that the Board of Trustees consider nominating candidates in one or all of the four categories for the El Dorado County School Board Association Awards Dinner.

M _____ S _____ V _____

- 19.0 CONSENT AGENDA - 9:05 P.M.

M _____ S _____ V _____

- 19.1 Teacher Appreciation Day (Pages 33-34)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2017-01 Teacher Appreciation Day, May 2, 2017.

- 19.2 Day of the School Nurse (Pages 35-36)

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-02 Day of the School Nurse, May 3, 2017.

- 19.3 Classified School Employee Week (Pages 37-38)

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-03 Classified School Employee Week, May 15-19, 2017.

- 19.4 Second Reading and Adoption of CSBA Updated/Revised Board Policy/Bylaws (Pages 39-92)

RECOMMENDATION: It is recommended that the Board of Trustees consider adopting the CSBA updated/revised Board Policy/Bylaws.

- 19.5 Minutes - January 12, 2017 (Pages 93-94)

RECOMMENDATION: It is recommended that the Board of Trustees approve the minutes from the regular meeting on January 12, 2017.

- 19.6 Minutes - January 19, 2017 (Page 95)

RECOMMENDATION: It is recommended that the Board of Trustees approve the minutes from the Special Board Meeting on January 19, 2017.

- 19.7 Purchase Orders, Warrants, Bids and Quotes (Page 97)

RECOMMENDATION: It is recommended that 2016-17 fiscal year Batch numbers 7046-7055 dated January 5, 2017 to January 27, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$458,284.26, be approved.

- 19.8 Gifts (Pages 99-101)

RECOMMENDATION: It is recommended that the Board of Trustees accept the

gift donated.

19.9 Field Trips (Pages 103-105)

RECOMMENDATION: It is recommended that the Board of Trustees approve the overnight Field Trip requests.

20.0 REPORTS OF THE BOARD OF TRUSTEES – 9:30 P.M.

21.0 FUTURE MEETINGS

The next special meeting of the Board is scheduled for Thursday, February 16, 2017 at GS

The next special meeting of the Board is scheduled for Thursday, March 2, 2017 at GT

The next regular meeting of the Board is scheduled for Thursday, March 9, 2017 at DO

22.0 CLOSED SESSION

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

23.0 ADJOURNMENT

ck/board/2-09-17/agenda

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

PUBLIC HEARING

**THE INITIAL COLLECTIVE BARGAINING
PROPOSAL OF CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION WITH THE BLACK
OAK MINE UNIFIED SCHOOL DISTRICT FOR
THE
2016-17 SCHOOL YEAR**

February 9, 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 Results of El Dorado County Office of Education 2016-17
First Interim Review

MEETING DATE: February 9, 2017

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

EXPLANATION: The results of El Dorado County Office of Education 2016-17 First
Interim Review will be shared with the Board of Trustees.

BACKGROUND: In compliance with the provisions of Education Code Section
42130 et seq., the El Dorado County Office of Education has
completed its review of our District's 2016-17 First Interim budget
which was approved by the Board of Trustees at the December 8,
2016 Board meeting. This review covers the 2016-17 First Interim
budget as well as the projections for 2017-18 and 2018-19. The
County Office is required to issue a letter to the Governing Board
by January 15, 2017, that indicates agreement (or disagreement)
with the District's finding of positive, qualified or negative
budget.

January 17, 2017

Jeff Burch, School Board President
Black Oak Mine Unified School District
5060 Sagebrush Road
Garden Valley, CA 95633

Dear Jeff Burch:

In compliance with the provisions of Education Code Section 42130 et seq., our office has completed its "AB 1200 Review" of the 2016-17 First Interim budget adopted by the board in December of 2016. Per E.C. 42131, the district governing board certifies whether or not the district is able to meet its financial obligations for the remainder of the fiscal year (2016-17) and two subsequent years (2017-18 & 2018-19).

The County Office is required to issue a letter to the governing board by January 15, 2017 that indicates our agreement (or disagreement) with the governing board's finding of positive, qualified or negative. Our office has reviewed the data submitted, including the criteria and standards for your district, and **concur with the qualified certification** finding approved by the district governing board.

"A positive certification means the district is able to meet its financial obligations for the remainder of the school year and subsequent two years. A qualified certification means the district may not be able to meet its financial obligations for the current year or two subsequent fiscal years. A negative certification means the district will not be able to meet its financial obligations for the remainder of the current year or the subsequent year." (E.C. 42131)

2016-17 Budget Overview

The 2016-17 enacted state budget reflects the education priorities of both houses of the Legislature and the Governor and focuses on fully funding the Local Control Funding Formula (LCFF), early childhood education, and college readiness program. Full implementation of the LCFF is anticipated to be complete by 2020-21, with possibilities of completion as soon as 2018-19. While the annual LCFF gap-closure percentage estimates may seem large, the remaining gap to fill has shrunk significantly. For school districts this means that gap-closure percentages will increase, yet result in a smaller actual funding increase.

Although the economy has improved quickly over the last few years, both the Governor and the Department of Finance continue to remind school districts that an economic downturn is inevitable and would negatively affect school funding. Special attention should be paid to multi-year projections and the contributing factors both within and outside the control of district decision makers. As districts build their multi-year projections it is important to recognize that funding growth is expected to be limited as target funding approaches; employer contributions to retirement benefits are scheduled to rise; and requirements to improve academic performance increase.

We understand that the LCFF, LCAP, and accountability system that comes with the funding model have forced many districts to rethink their approach to planning and to allocating resources to align with state and local priorities. We appreciate the board's desire and intent to provide a quality education for its students. We strongly applaud and encourage the board's diligence in balancing a quality education with fiscal solvency.

2016-17 First Interim Review

The County Office has reviewed the data submitted and performed additional testing of the data as we deemed necessary. This review covers the 2016-17 First Interim budget, as well as the projections for 2017-18 and 2018-19. We have provided any technical comments relative to the report to your district's chief fiscal officer. Based upon our review, we highlight the following items:

- **Local Control Funding**

With the LCFF formula, the district is funded at its historical base, adjusted for average daily attendance (ADA) changes, plus a portion of the difference between the historical level and the LCFF target. This means at budget adoption the district is funded at 3% below its LCFF target. This gap between the funded and target LCFF is about \$340,000.

- **Current Year Deficit Spending**

The 2016-17 First Interim budget does not project deficit spending.

- **Negotiations**

The 2016-17 First Interim budget reflects the status of negotiations as follows:

Certificated	Unsettled
Classified	Unsettled

- **Declining Enrollment**

The district is funded in 2016-17 based on 2015-16 ADA, a loss of approximately \$78,000. The district is projecting a loss of about 12 ADA in 2016-17, which will result in approximately \$202,000 loss in local control funding in 2017-18.

- **Reserve Levels**

The district has an economic uncertainty reserve of 4.11%. The required reserve level for the district is 3%. We recognize that the district maintains additional reserves beyond the minimum.

It is important to note that the district continues to project a decline in their enrollment through 2018-19. If the projected decline brings the district to under 1,000 ADA this will increase the district's state required minimum reserve level from 3% of total expenditures to 4% in 2018-19. Based on current projected expenditures in 2018-19, this represents an additional \$120,000 in the state required reserve for economic uncertainty.

- **Cash Flow**

The general fund cash flow submitted with the 2016-17 First Interim Report projects that the district will end the budget year with a positive cash balance.

- **Administration Transition**

The district continues to experience administration changes in 2016-17, with five of the six district administrators in office less than two years. The Chief Business Officer has been in this position for

over a year, while the Georgetown Principal/Coordinator of Student Services and the Charter Director are new to their positions this year. The Superintendent position was combined with the Golden Sierra Junior/Senior High School Principal position. This position was newly appointed by the board in October 2016.

The Fiscal Crisis & Management Assistance Team's (FCMAT) Fiscal Health Risk Analysis indicates that a district that has a superintendent and/or a chief fiscal officer that has been with the district less than two years, combined with other key fiscal indicators, may increase the risk of the district's fiscal health. Leadership **stability** is considered a key fiscal indicator in measuring the financial solvency of districts, while leadership **instability** is one of the primary FCMAT predictors of school agencies needing intervention.

- **Multiyear Projections**

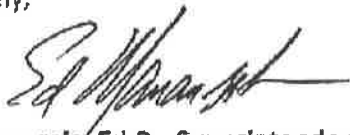
The district's multiyear projection reflects assumptions that target LCFF levels will increase by 1.11% in 2017-18 and 2.42% in 2018-19, with district funding at 1% below its LCFF target in 2017-18 and 2% below target in 2018-19. The district's multiyear projection indicates **insufficient** amounts to meet minimum reserve requirements in 2018-19. Reductions of (\$90,000) for 2017-18 and (\$90,000) for 2018-19 are needed to meet the minimum reserve level in 2018-19. The magnitude of these amounts represents necessary spending reductions of about 2% across the two years given the current level of projected revenues.

Summary Statement

It is always a delicate balance of maintaining financial responsibility while providing for the education of students. It is therefore critical to recognize that the district projects deficit spending, is experiencing declining enrollment, **needs to implement projected reductions in order to maintain reserve levels and continues to struggle with administrative stability.** We understand the board will be carefully monitoring the budget in the current and future fiscal years and will make reductions as necessary to ensure the ongoing fiscal solvency of the district.

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

Sincerely,



Ed Manansala, Ed.D., Superintendent
El Dorado County Office of Education

cc: Jeremy Meyers, District Superintendent/Golden Sierra JSHS Principal
Tricia Kowalski, Chief Fiscal/Business Officer
Robble Montalbano, EDCOE Deputy Superintendent, Administrative Services
Roslynne Manansala-Smith, EDCOE Director, External Business

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.2 Initial Collective Bargaining Proposal of California School Employees Association, Gold Chain Chapter #660 with the Black Oak Mine Unified School District for 2016-17

MEETING DATE: February 9, 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 proposal. The Black Oak Mine Unified School District initial proposal is submitted for information only.

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 contract for the 2016-2017 school year as follows:

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, 2016.

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.

Article XVII Classifications, Reclassifications, and Abolition of Positions

- Review Aide position at Otter Creek for possible reclassification
- Review Health Specialist Job Description
- Review Registrar Job Description
- Review job descriptions for updating.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.1 2015-16 Audit Report

MEETING DATE: February 9, 2017

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

RECOMMENDATION: It is recommended that the Board of Trustees approve the 2015-16 Audit Report.

BACKGROUND: Education Code 41020 requires that an annual audit of District funds be conducted by a certified public accountant. Each audit is to include an accounting of all funds of the District, General Fund and Special Funds, pursuant to standards and procedures developed in accordance with Education Code 41020.5. After approval by the Board of Trustees, a copy of the audit is filed with the El Dorado County Office of Education, the State Department of Education and the State Department of Finance. Our auditor of record for 2015-16 was Goodell, Porter, Sanchez & Bright LLD.

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



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

December 2, 2016

To The Board of Trustees
Black Oak Mine Unified School District
PO Box 4510
Georgetown, CA 95634-4510

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Black Oak Mine Unified School District for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated December 2, 2016, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Black Oak Mine Unified School District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, have complied with all relevant ethical requirements regarding independence. The engagement team completed the first draft of the financial statements and the Schedule of Federal Awards (SEFA) from District books and records. The financial statement draft and the SEFA were reviewed with knowledgeable District management and when necessary corrections were made to the draft financial statements and SEFA.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Black Oak Mine Unified School District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2015-2016. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

The most sensitive accounting estimates affecting the financial statements were:

- The net pension liabilities for the unfunded portion of the pension plans based on actuarial projections.

We evaluated the key factors and assumptions used to develop the Pension Plans estimates and determined they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the District's 2015-2016 financial statements is Note 11 - Employee Retirement Systems. This note describes the liability reported on the Statement of Net Position for the District's share of unfunded STRS and PERS pension liabilities.

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

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. The attached schedule summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. We did not identify any material misstatements as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated December 2, 2016.

Management's Consultations with Other Accountants

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

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Black Oak Mine Unified School District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Black Oak Mine Unified School District's auditors.

Other Information in Documents Containing Audited Financial Statements

We were engaged to report on other supplementary information which accompany the financial statements but are not required supplementary information.

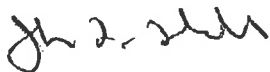
With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United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

We applied certain limited procedures to management's discussion and analysis, budgetary comparisons and the accounting and disclosures by employer for pensions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

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

Very truly yours,

GOODELL, PORTER, SANCHEZ & BRIGHT, LLP



John L. Goodell
Certified Public Accountant

JLG:la

Black Oak Mine Unified School District
Schedule of Unrecorded Adjustments
As of and for the Fiscal Year Ended June 30, 2016

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

<u>Fund</u>	<u>Debit</u>	<u>Credit</u>
<u>Cafeteria Fund</u>		
Cash	\$5,598	
Local Revenue		\$5,598
<i>To adjust clearing account balance to actual at June 30, 2016.</i>		
Stores Inventory	\$3,943	
Local Revenue		\$3,943
<i>To report physical inventory balance at June 30, 2016.</i>		
<u>Scholarship Fund</u>		
Cash	\$ 500	
Net Position Held in Trust		\$ 500

To report \$500 balance in clearing account at June 30, 2016.

We did not adjust the amount reported for Cash in County Treasury at June 30, 2016 to the current fair value amount. Had we recorded the adjustment, the District's total amount reported as Cash in County Treasury would increase \$7,194.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.2 2015-16 Bond Performance Audit Report

MEETING DATE: February 9, 2017

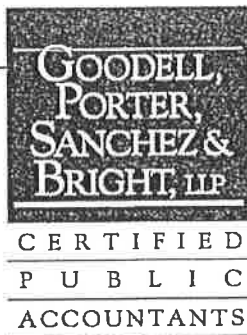
FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to accept the 2015-16 Bond Performance Audit Report.

BACKGROUND: Article 13A, Section 1(b)(3)(C) of the California Constitution requires that the Board of Trustees conduct an annual, independent performance audit of the bonds to ensure that the funds have been expended only on the specific projects listed. There were no costs or projects that were incurred planning, bidding or construction for the year ending June 30, 2016.

Our auditor of record for 2015-16 is Goodell, Porter, Sanchez & Bright, LLP with John Goodell, CPA, being assigned to conduct and prepare the audit report for our District.

A copy of the audit is being provided under separate cover for the Board of Trustees.



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

December 1, 2016

To The Board of Education and Measure G Citizen's Bond
Oversight Committee
Black Oak Mine Unified School District
6540 Wentworth Springs Road
P.O. Box 4510
Georgetown, CA 95634

We have audited the financial statements of the Measure G Bond Building Fund of Black Oak Mine Unified School District for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated March 11, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

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

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

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statement is Note 3, Measure G General Obligation Bonds.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not identify any adjustments to the District's Building Fund.

Disagreements with Management

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

Management Representation

We have requested certain representations from management that are included in the attached management representation letter dated November 18, 2016.

Management Consultations with Other Independent Accountants

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

Black Oak Mine Unified School District
Page Three
December 1, 2016

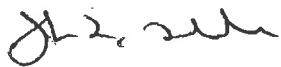
Other Audit Findings or Issues

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

This information is intended solely for the use of the Board of Education and Measure G Citizen's Bond Oversight Committee and management of Black Oak Mine Unified School District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

GOODELL, PORTER, SANCHEZ & BRIGHT, LLP



John L. Goodell
Certified Public Accountant

JLG:la

Black Oak Mine Unified School District
Schedule of Unrecorded Adjustments
As of and for the Year Ended June 30, 2016

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

None

We did not adjust the amount reported for Cash in County Treasury at June 30, 2016 to the current fair value amount. Had we recorded the adjustment, the District's total amount reported as Cash in County Treasury would increase \$528.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.3 Resolution #2017-05 Release/Non Reelection of
Temporary Certificated Employee

MEETING DATE: February 9, 2017

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

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board
Resolution #2017-05 Release/Non Reelection of
Temporary Certificated Employee.

BACKGROUND: The Board of Trustees, according to Education code section
44954, must notice any temporary certificated employee
prior to the end of the school year of their decision to
release the employee at the end of the 2016-2017 school
year for the 2017-18 school year.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

Resolution 2017-05

**Release of Temporary (including "Probationary 0")
Certificated Employees**

WHEREAS, Education Code section 44954(b) requires that the governing board shall notify a temporary employee, in a position requiring certification qualifications, of the decision to release the employee from such a position for the next succeeding school year; and

WHEREAS, certain employees hired in a temporary capacity by the District *may* retain certain employment protections even though these employees are unable to accrue permanent status in the manner of probationary employees (such employees are otherwise referred to as having "Probationary 0" status).

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. The employees listed by employee number in Exhibit "A" are temporary employees of the District employed in a position requiring certificated qualifications and each such employee shall be released at the end of the 2016/2017 school year for the 2017/2018 school year.
2. The Superintendent, or designee, is authorized and directed to give notice to each affected employee of this decision. Notice shall be given:
 - a. in the manner required by law; and
 - b. in conformity with the mandated timeline.

THIS RESOLUTION was passed and adopted by the Board at a regular meeting held on the 9th day of February 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed and approved by me after its passage.

President - Board of Education

ATTEST:

Clerk - Board of Education

EXHIBIT "A"
TO RESOLUTION 2017-05

TEMPORARY CERTIFICATED EMPLOYEES (LISTED BY EMPLOYEE #)
TO BE RELEASED

1568

1626

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.4 Resolution #2017-06 Reduction in Certificated Staff Due to Reduction or Elimination of Particular Kinds of Service for the 2017-18 School Year

MEETING DATE: February 9, 2017

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

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-06, Reduction in Certificated Staff Due to Reduction or Elimination of Particular Kinds of Service for the 2017-18 School Year.

BACKGROUND: According to the provisions of the Education Code, certificated staff must be notified prior to March 15th if their services will not be required in the following year. Due to a reduction or discontinuance of particular kinds of services, the certificated services listed on Resolution #2017-06 will be reduced.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Resolution 2017-06

**Reduction in Certificated Staff Due
To Reduction or Elimination of Particular
Kinds of Service**

WHEREAS, Sections 44949 and 44955 of the California Education Code require action by the governing board if the services of certificated staff are to be reduced or eliminated in order to permit the layoff of certificated employees.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. The services set forth in Exhibit "A" shall be reduced or eliminated at the close of the 2016/2017 school year for the 2017/2018 school year.
2. The Board has considered anticipated certificated employee attrition (resignation, retirements, non-reelections, temporary teacher releases, etc.). Nevertheless, it is still necessary to terminate certificated full-time equivalent positions as referenced in Exhibit "A."
3. It will be necessary to retain the services of certificated employees, regardless of seniority, who possess qualifications and competencies needed in the projected educational program for the 2016/2017 school year which are not possessed by more senior employees thereby subject to layoff.
4. The Superintendent, or designee, is authorized and directed to send notice(s) of recommendation of non-reemployment pursuant to Sections 44949 and 44955 of the California Education Code to any employee whose services shall be terminated by virtue of this Resolution.

THIS RESOLUTION was passed and adopted by the Board at a regular meeting held on the 9th day of February, 2017 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed and approved by me after its passage.

President - Board of Trustees
ATTEST:

Clerk - Board of Trustees

EXHIBIT "A"
TO RESOLUTION 2017-06

**PARTICULAR KINDS OF SERVICES (PKS) TO BE REDUCED
OR ELIMINATED
AT CLOSE OF 2016/2017 SCHOOL YEAR**

Service	Grade Level	Full Time Equivalent
Special Education	K-12	1.2
Multiple Subject	K-6	2.0
Social Science	7-12	.6
Math	7-12	1.0
Science	7-12	.2
District Total		5.0

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.5 Resolution #2017-7 Reduction in Classified Staff Due to Reduction or Elimination of Services for the 2017-18 School Year

MEETING DATE: February 9, 2017

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

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-57 Reduction in Classified Staff Due to Reduction or Elimination of Service for the 2017-18 School Year.

BACKGROUND: According to the provisions of the Education Code, classified staff must be notified 60 days from service of process. Due to a reduction or discontinuance of services, the classified services listed on Resolution #2017-7 will be reduced.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD RESOLUTION NUMBER 2017-07**

REDUCTION OF CLASSIFIED SCHOOL SERVICES FOR THE 2017/2018 SCHOOL YEAR

WHEREAS, due to a lack of funds and/or a lack of work, the Board of Trustees of the Black Oak Mine Unified School District hereby finds that it is in the best interest of this school district to reduce or discontinue certain classified employee services now being provided;

WHEREAS, Education Code Sections 45101, 45114, 45115, 45117, 45298, and 45308 authorize the District to layoff classified employees for lack of work or lack of funds;

NOW, THEREFORE, BE IT RESOLVED that:

1. As of the 30th June, 2016 the following positions shall be reduced or eliminated:

RESTRICTED FUNDED POSITIONS

4.1875 FTE Instructional Aide III (Special Education)

1.0625 FTE RSP Aide (Special Education)

5.25 FTE Restricted Total

2. The Superintendent is authorized and directed to give notices of reduction or termination of employment to those employees of this school district who are affected by this Resolution.
 - a. Notice shall be pursuant to this Resolution, District rules and regulations, applicable provisions of the Education Code of the State of California.
 - b. Notice shall be given at least sixty (60) calendar days prior to the effective date of the affected employee's layoff, of April 29.

THE FOREGOING RESOLUTION was passed and adopted at a regular meeting of the Board of Trustees of the Black Oak Mine Unified School District on February 9, 2017 by the following roll call vote:

AYES:

NOES:

ABSENT:

Dated this 9th day of February 2017.

Signed and approved by me after its passage.

Jeff Burch, President
Board of Trustees

ATTEST:

Darcy Knight, Clerk
Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.6 El Dorado County School Board Association Annual Awards Dinner

MEETING DATE: February 9, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider nominating candidates in one or all of the four categories for the El Dorado County School Board Association Awards Dinner.

BACKGROUND: The El Dorado County School Board Association will be holding their annual dinner meeting and awards program on March 6, 2017. Retired and Outgoing Board Members will be recognized for their service. Additional nominees will be recognized in four categories.

The four categories are:

- Category 1 – Educational Statesmanship – promoting public education in the community, region, etc.
- Category 2 – Leader in Boardsmanship – notable process/behavior in discussion/deliberation/team building/ collaboration – Contribution to board generally. Contribute to Board/Superintendent/ Administration relationship.
- Category 3 – Outstanding Community Member / Community Organization or Volunteer and Outstanding Corporate Organization – Has made a notable contribution to education.
- Category 4 – Dolores Garcia Memorial Spirit of Boardsmanship – Provides community leadership on educational issues and advocates on behalf of students and public education at the local, regional and possibly state level. Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Category 5 – Lifetime Achievement Award- Automatically given to outgoing/retiring board members to recognize their contributions during their career as a trustee (must have served at least eight years on school or county office board.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.1 National Teacher Appreciation Day

MEETING DATE: February 9, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-01 National Teacher Appreciation Day.

BACKGROUND: The Day of the Teacher is an annual observance during the month of May. The special day on which to recognize teachers was established several years ago at the State level and the District has traditionally observed the event at the District level by adopting a resolution and at the site level with various activities and/or recognitions. This year the observance is May 2, 2017.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD RESOLUTION 2017-01

CALIFORNIA DAY OF THE TEACHER

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees and the District's administrators do hereby proclaim May 2, 2017, as "California Day of the Teacher" in the Black Oak Mine Unified School District and encourage all citizens to join in this very special observance and show their sincere appreciation for our teachers.

Dated this 9th day of February, 2017, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of _____ ayes and _____ noes.

Jeff Burch, President
Board of Trustees

Darcy Knight, Clerk
Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.2 National Day of the School Nurse

MEETING DATE: February 9, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-02 National Day of the School Nurse.

BACKGROUND: The National Day of the School Nurse is an annual observance during the month of May. The special day on which to recognize nurses was established several years ago at the State level and the District has traditionally observed the event at the District level by adopting a resolution and at the site level with various activities and/or recognitions. This year the observance is May 3, 2017.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD RESOLUTION 2017-02**

NATIONAL SCHOOL NURSE DAY

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees and the District's administrators do hereby proclaim May 3, 2017, as "National School Nurse Day" in the Black Oak Mine Unified School District and encourage all citizens to join in this very special observance and show their sincere appreciation for nurse.

Dated this 9th day of February, 2017, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of _____ ayes and _____ noes.

Jeff Burch, President
Board of Trustees

Darcy Knight, Clerk
Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.3 Classified School Employees Week

MEETING DATE: February 9, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-03 Classified School Employees Week.

BACKGROUND: Classified School Employees Week is an annual observance during the month of May. The week in which to recognize classified school employees was established many years ago at the State level and the District has traditionally observed the event at the District level by adopting a resolution and at the site level with various activities and/or recognitions. This year the observance is May 15-19, 2017.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD RESOLUTION 2017-03**

CLASSIFIED SCHOOL EMPLOYEES WEEK

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that the Black Oak Mine Unified School District joins all other public agencies in California in designating May 15-19, 2017, as Classified School Employees Week.

Dated this 9th day of February, 2017, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of _____ ayes and _____ noes.

Jeff Burch, President
Board of Trustees

Darcy Knight, Clerk
Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.4 Second Reading and Adoption of the CSBA Board Bylaws and Board Policies

MEETING DATE: February 9, 2017

FROM: Mr. Jeremy Meyers, Superintendent

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

BACKGROUND: This is the second reading for the following CSBA Board Bylaws/Board Policies that have been updated / revised due to changes in laws and various other reasons:

Board Bylaw 9240 Board Training
Board Bylaw 9323 Meeting Conduct
Board Policy 3311 Bids
Board Policy 3311.1 Uniform Public Construction Cost Accounting Procedures
Board Policy 3470 Debt Insurance and Management
Board Policy 4030 Nondiscrimination in Employment
Board Policy 4119.11/4219.11/4319.11 Sexual Harassment
Board Policy 5030 Student Wellness
Board Policy 5116.2 Involuntary Student Transfers
Board Policy 5141.21 Administering Medication and Monitoring Health Conditions
Board Policy 6146.1 High School Graduation Requirements
Board Policy 6154 Homework/Makeup Work

BOARD TRAINING

The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development] that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

(cf. 9230 - Orientation)

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

Funds for Board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

BOARD TRAINING (continued)

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

(cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

Legal Reference:

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act, especially:*
54952.2 *Meeting*

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

WEB SITES

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

California County Boards of Education: <http://www.theccbe.org>

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

Bylaw
adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

MEETING CONDUCT

Meeting Procedures

All Board of Trustees meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 - Meetings and Notices)

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

Provided the Board typically has seven members and there are no more than two vacancies on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, if a vacancy exists on the Board, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall be not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)

MEETING CONDUCT (continued)**Public Participation**

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item; the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

MEETING CONDUCT (continued)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. 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.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:
 - a. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
 - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
 - c. The Board may not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is

MEETING CONDUCT (continued)

ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement.

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee shall designate locations from which members of the public may make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference: See next page

MEETING CONDUCT (continued)

Legal Reference:

EDUCATION CODE

- 5095 Powers of remaining board members and new appointees
- 32210 Willful disturbance of public school or meeting a misdemeanor
- 35010 Prescription and enforcement of rules
- 35145.5 Agenda; public participation; regulations
- 35163 Official actions, minutes and journal
- 35164 Vote requirements
- 35165 Effect of vacancies upon majority and unanimous votes by seven member board

CODE OF CIVIL PROCEDURE

- 527.8 Workplace Violence Safety Act

GOVERNMENT CODE

- 54953.3 Prohibition against conditions for attending a board meeting
- 54953.5 Audio or video tape recording of proceedings
- 54953.6 Broadcasting of proceedings
- 54954.2 Agenda; posting; action on other matters
- 54954.3 Opportunity for public to address legislative body; regulations
- 54957 Closed sessions
- 54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

- 403 Disruption of assembly or meeting

COURT DECISIONS

- City of San Jose v. Garbett*, (2010) 190 Cal.App.4th 526
- Norse v. City of Santa Cruz*, (9th Cir. 2010) 629 F3d 966
- McMahon v. Albany Unified School District*, (2002) 104 Cal.App.4th 1275
- Rubin v. City of Burbank*, (2002) 101 Cal.App.4th 1194
- Baca v. Moreno Valley Unified School District*, (1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

- 90 *Ops. Cal. Atty. Gen.* 47 (2007)
- 76 *Ops. Cal. Atty. Gen.* 281 (1993)
- 66 *Ops. Cal. Atty. Gen.* 336 (1983)
- 63 *Ops. Cal. Atty. Gen.* 215 (1980)
- 61 *Ops. Cal. Atty. Gen.* 243, 253 (1978)
- 59 *Ops. Cal. Atty. Gen.* 532 (1976)
- 55 *Ops. Cal. Atty. Gen.* 26 (1972)

Management Resources:

CSBA PUBLICATIONS

- Call to Order: A Blueprint for Great Board Meetings*, 2015
- The Brown Act: School Boards and Open Meeting Laws*, rev. 2014
- Board Presidents' Handbook*, rev. 2002
- Maximizing School Board Governance: Boardsmanship*

ATTORNEY GENERAL PUBLICATIONS

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

WEB SITES

- CSBA: <http://www.csba.org>
- California Attorney General's Office: <http://oag.ca.gov>

Bylaw
adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

BIDS

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

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

(cf. 3000 - Concepts and Roles)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

(cf. 3311.2 - Lease-Leaseback Contracts)

(cf. 3311.3 - Design-Build Contracts)

(cf. 3311.4 - Procurement of Technological Equipment)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

(cf. 9270 - Conflict of Interest)

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase personal property to the extent authorized by law. (Public Contract Code 20118)

BIDS (continued)*Legal Reference:*EDUCATION CODE*17070.10-17079.30 Leroy F. Greene School Facilities Act**17250.10-17250.55 Design-build contracts**17406 Lease-leaseback contract**17595 Purchases through Department of General Services**17602 Purchase of surplus property from federal agencies**38083 Purchase of perishable foodstuffs and seasonable commodities**38110-38120 Apparatus and supplies**39802 Transportation services*BUSINESS AND PROFESSIONS CODE*7056 General engineering contractor**7057 General building contractor*CODE OF CIVIL PROCEDURE*446 Verification of pleadings*GOVERNMENT CODE*4217.10-4217.18 Energy conservation contacts**4330-4334 Preference for California-made materials**6252 Definition of public record**53060 Special services and advice**54201-54205 Purchase of supplies and equipment by local agencies*PUBLIC CONTRACT CODE*1102 Emergencies**1103 Definition, responsible bidder**2000-2002 Responsive bidders**3000-3010 Roofing projects**3400 Bids, specifications by brand or trade name not permitted**3410 United States produce and processed foods**4113 Prime contractor; subcontractor**6610 Bid visits**12200 Definitions, recycled goods, materials and supplies**20101-20103.7 Public construction projects, requirements for bidding**20103.8 Award of contracts**20107 Bidder's security**20111-20118.4 Contracting by school districts**20189 Bidder's security, earthquake relief**22000-22045 Alternative procedures for public projects (UPCCAA)**22050 Alternative emergency procedures**22152 Recycled product procurement*COURT DECISIONS*Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739**Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425**Marshall v. Pasadena USD, (2004) 119 Cal.App.4th 1241**Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449**City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861*ATTORNEY GENERAL OPINIONS*89 Ops.Cal.Atty.Gen. 1 (2006)*

BIDS (continued)

Management Resources:

WEB SITES

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

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

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

California Department of General Services: <https://www.dgs.ca.gov>

Policy
approved:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

(cf. 3311 - Bids)

(cf. 7110 - Facilities Master Plan)

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

(cf. 9323.2 - Actions by the Board)

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES (continued)

Legal Reference:

PUBLIC CONTRACT CODE

1102 Definition of emergency

20110-20118.4 Local Agency Public Construction Act; school districts

22000-22020 California Uniform Construction Cost Accounting Commission

22030-22045 Alternative procedures for public projects (UPCCAA), especially:

22032 Applicability of procedures based on amount of project

22034 Informal bidding procedure

22035 Emergency need for repairs or replacement

22037-22038 Formal bidding procedures for projects exceeding \$175,000

22050 Alternative emergency procedures

Management Resources:

WEB SITES

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

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

California Uniform Construction Cost Accounting Commission: http://www.sco.ca.gov/ard_cuccac.html

DEBT ISSUANCE AND MANAGEMENT

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)

(cf. 3460 - Financial Reports and Accountability)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 9270 - Conflict of Interest)

Goals

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs

DEBT ISSUANCE AND MANAGEMENT (continued)

2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities

DEBT ISSUANCE AND MANAGEMENT (continued)

2. To refund existing debt
3. To provide for cash flow needs

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt
 - a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
 - b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
 - c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)
2. Long-Term Debt
 - a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

- b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

DEBT ISSUANCE AND MANAGEMENT (continued)

(cf. 7212 - Mello Roos Districts)

3. Lease financing, including certificates of participation (COPs)
 - a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
 - b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)
4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs
5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANS, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

DEBT ISSUANCE AND MANAGEMENT (continued)

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

DEBT ISSUANCE AND MANAGEMENT (continued)

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

Investment of Proceed

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

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

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all

DEBT ISSUANCE AND MANAGEMENT (continued)

laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)

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

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure.

(Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number

DEBT ISSUANCE AND MANAGEMENT (continued)

runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

*Legal Reference:*EDUCATION CODE

5300-5441 *Conduct of elections*
 15100-15262 *Bonds for school districts and community college districts*
 15264-15276 *Strict accountability in local school construction bonds*
 15278-15288 *Citizen's oversight committees*
 15300-15425 *School Facilities Improvement Districts*
 17150 *Public disclosure of non-voter-approved debt*
 17400-17429 *Leasing of district property*
 17450-17453.1 *Leasing of equipment*
 17456 *Sale or lease of district property*
 17596 *Duration of contracts*
 42130-42134 *Financial reports and certifications*

ELECTIONS CODE

1000 *Established election dates*

GOVERNMENT CODE

8855 *California Debt and Investment Advisory Commission*
 53311-53368.3 *Mello-Roos Community Facilities Act*
 53410-53411 *Bond reporting*
 53506-53509.5 *General obligation bonds*
 53550-53569 *Refunding bonds of local agencies*
 53580-53595.55 *Bonds*
 53850-53858 *Tax and revenue anticipation notes*
 53859-53859.08 *Grant anticipation notes*

CALIFORNIA CONSTITUTION

Article 13A, Section 1 *Tax limitation*
 Article 16, Section 18 *Debt limit*

UNITED STATES CODE, TITLE 15

78o-4 *Registration of municipal securities dealers*

UNITED STATES CODE, TITLE 26

54E *Qualified Zone Academy Bonds*

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 *Prohibition against fraud or deceit*
 240.15c2-12 *Municipal securities disclosure*

Legal References (continued)

DEBT ISSUANCE AND MANAGEMENT (continued)

CODE OF FEDERAL REGULATIONS, TITLE 26

- 1.103 Interest on state and local bonds*
- 1.141 Private activity bonds*
- 1.148 Arbitrage and rebate*
- 1.149 Hedge bonds*
- 1.6001-1 Records*

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

WEB SITES

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

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

Internal Revenue Service: <http://www.irs.gov>

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

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

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

U.S. Securities and Exchange Commission: <http://www.sec.gov>

Policy
Adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

NONDISCRIMINATION IN EMPLOYMENT

The Board of Trustees is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

(cf. 1240 - Volunteer Assistance)

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

No district employees shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or his/her association with a person or group with one or more of these actual or perceived characteristics.

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

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of any adverse employment action, such as termination or denial of employment, promotion, job assignment, or training

(cf. 4151/4251/4351 - Employee Compensation)

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

3. Unwelcome conduct, whether verbal, physical, or visual that is so severe or pervasive that it adversely affects employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance, or creating an intimidating, hostile, or offensive work environment.
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)

NONDISCRIMINATION IN EMPLOYMENT (continued)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

- b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.
- c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

- d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint procedures pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

NONDISCRIMINATION IN EMPLOYMENT (continued)

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

NONDISCRIMINATION IN EMPLOYMENT (continued)

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

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

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shepard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014

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

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15 – Race and Color Discrimination, April 2006

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors,

June 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy
adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

SEXUAL HARASSMENT

The Board of Trustees prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

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

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2CCR11023)

Any district employee who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment violation of this policy is subject to disciplinary action, up to and including dismissal.

SEXUAL HARASSMENT (continued)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

[11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

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

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

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

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources: See next page

SEXUAL HARASSMENT (continued)

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

<http://www.ed.gov/about/offices/list/ocr/index.html>

Policy
adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

INVOLUNTARY STUDENT TRANSFERS

The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6173.3 - Education for Juvenile Court School Students)

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 6164.2 - Guidance and Counseling Services)

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

INVOLUNTARY STUDENT TRANSFERS (continued)

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code 48929. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code 48432.5)

(cf. 6184 - Continuation Education)

2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6185 - Community Day School)

Legal References: See next page

INVOLUNTARY STUDENT TRANSFERS (continued)

Legal Reference:

EDUCATION CODE

35146 Closed sessions; student matters

48430-48438 Continuation classes, especially:

48432.5 Involuntary transfer to continuation school

48660-48666 Community day schools, especially:

48662 Involuntary transfer to community day school

48900 Grounds for suspension and expulsion

48929 Transfer of student convicted of violent felony or misdemeanor

48980 Notice at beginning of term

PENAL CODE

667.5 Violent felony, definition

29805 Misdemeanors involving firearms

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction

602 Minors violating laws defining crime; ward of court

Management Resources:

WEB SITES

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

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

Policy
Adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Board of Trustees believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 – Absences and Excuses)

(cf. 5113.1 – Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

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

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf and with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Board authorizes the Superintendent or designee to make available naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

In addition, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider, may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference: see next page

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.App.4th 570

Management Resources: See next page

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

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

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

Policy
adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

STUDENT WELLNESS

The Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

(cf. 1020 – Youth Services)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
(cf. 6164.2 - Guidance/Counseling Services)

School Wellness Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of these groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

STUDENT WELLNESS (continued)

The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity and Other Wellness Activities

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - summer Learning Programs)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

STUDENT WELLNESS (continued)

(cf. 5142.2 - Safe Routes to School Program)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

Professional development shall be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their health knowledge and skills related to student health and wellness.

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

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to student's physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness and may provide opportunities for regular physical activity among employees.

Nutritional Guidelines for All Foods Available at School

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1758, 1766, 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of

STUDENT WELLNESS (continued)

Education, the district may sponsor a summer meal program.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall provide access to free, potable water in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students; consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for all foods and beverages provided through student stores, vending machines, or other venues, shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)
(cf. 3554 - Other Food Sales)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

(cf. 1325 - Advertising and Promotion)

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.30)

STUDENT WELLNESS (continued)

Program Implementation and Evaluation

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.30)

District Nurse
6540 Wentworth Springs Road
Georgetown, CA 95634
530-333-8300

(cf. 0500 - Accountability)
(cf. 3555 - Nutrition Program Compliance)

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.30)

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods sold on campus outside of the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards

STUDENT WELLNESS (continued)

5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
6. Results of the state's physical fitness test at applicable grade levels
7. Number of minutes of physical education instruction offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

(cf. 5145.6 - Parental Notifications)

STUDENT WELLNESS (continued)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

*Legal Reference:*EDUCATION CODE

33350-33354 CDE responsibilities re: physical education

38086 Free fresh drinking water

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51210.1-51210.2 Physical education, grades 1-6

51210.4 Nutrition education

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

STUDENT WELLNESS (continued)*Legal References continued*

51795-51798 School instructional gardens
 51880-51921 Comprehensive health education
CODE OF REGULATIONS, TITLE 5
 15500-15501 Food sales by student organizations
 15510 Mandatory meals for needy students
 15530-15535 Nutrition education
 15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 42
 1751-1769j National School Lunch Program, especially:
 1758b Local wellness policy
 1771-1793 Child Nutrition Act, including:
 1773 School Breakfast Program
 1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE 7
 210.1-210.33 National School Lunch Program
 210.30 Wellness policy
 220.1-220.22 National School Breakfast Program
COURT DECISIONS
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

*Management Resources:*CSBA PUBLICATIONS

[Integrating Physical Activity into the School Day, Governance Brief, April 2016]
Increasing Access to Drinking Water in Schools, Policy Brief, March 2013
Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, re. 2012
[Physical Activity and Physical Education in California Schools, Research Brief, April 2010]
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009
Physical Education and California Schools, Policy Brief, rev. October 2007
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, rev. 2012

FEDERAL REGISTER

Rules and Regulations, July 29, 2016, Vol. 81, Number 146, pages 50151-50170

STUDENT WELLNESS (continued)*Management References continued*NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONSFit, Healthy and Ready to Learn, rev. 2012U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONSDietary Guidelines for Americans, 2016Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000WEB SITESCSBA: <http://www.csba.org>Action for Healthy Kids: <http://www.actionforhealthykids.org>Alliance for a Healthier Generation: <http://www.healthiergeneration.org>California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>California Department of Public Health: <http://www.cdph.ca.gov>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>California School Nutrition Association: <http://www.calsna.org>Center for Collaborative Solutions: <http://www.ccscenter.org>Centers for Disease Control and Prevention: <http://www.cdc.gov>Dairy Council of California: <http://www.dairycouncilofca.org>National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>National Association of State Boards of Education: <http://www.nasbe.org>~~National School Boards Association: <http://www.nsba.org>~~School Nutrition Association: <http://www.schoolnutrition.org>Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>U.S. Department of Agriculture, Healthy Meals Resource System: <http://healthymeals.fns.usda.gov>Policy
adopted:**BLACK OAK MINE UNIFIED SCHOOL DISTRICT**
Georgetown, California

HIGH SCHOOL GRADUATION REQUIREMENTS

The Board of Trustees desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (CTE) (Education Code 51225.3)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education and Activity)

7. Three semesters of Career Technical Education

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

Exemptions and Waivers

A foster youth, homeless student, or former juvenile court school student who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.3 - Education for Juvenile Court School Students)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

In addition, the Superintendent or designee shall facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the student has satisfactorily completed similar coursework in another district. (Education Code 49701)

[(cf. 6173.2 - Education for Children of Military Families)]

Retroactive Diplomas

Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

*Legal Reference:*EDUCATION CODE

47612 *Enrollment in charter school*

48200 *Compulsory attendance*

48412 *Certificate of proficiency*

48430 *Continuation education schools and classes*

48645.5 *Acceptance of coursework*

48980 *Required notification at beginning of term*

49701 *Interstate Compact on Educational Opportunity for Military Children*

51224 *Skills and knowledge required for adult life*

51224.5 *Algebra instruction*

51225.1 *Exemption from district graduation requirements*

51225.2 *Pupil in foster care defined; acceptance of coursework, credits, retaking of course*

51225.3 *High school graduation*

51225.35 *Mathematics course requirements; computer science*

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Legal References continued

51225.36 *Instruction in sexual harassment and violence; districts that require health education for graduation*

51225.5 *Honorary diplomas; foreign exchange students*

51225.6 *Compression-only cardiopulmonary resuscitation*

51228 *Graduation requirements*

51240-51246 *Exemptions from requirements*

51250-51251 *Assistance to military dependents*

51410-51412 *Diplomas*

51420-51427 *High school equivalency certificates*

51430 *Retroactive high school diplomas*

51440 *Retroactive high school diplomas*

51450-51455 *Golden State Seal Merit Diploma*

51745 *Independent study restrictions*

56390-56392 *Recognition for educational achievement, special education*

60851.5 *Suspension of high school exit examination*

60851.6 *Retroactive diploma; completion of all graduation requirements except high school exit examination*

66204 *Certification of high school courses as meeting university admissions criteria*

67386 *Student safety; affirmative consent standard*

CODE OF REGULATIONS, TITLE 5

1600-1651 *Graduation of students from grade 12 and credit toward graduation*

4600-4687 *Uniform complaint procedures*

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

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

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

HOMEWORK/MAKEUP WORK

The Board of Trustees recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

(cf. 6011 - Academic Standards)

As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives.

(cf. 4131 - Staff Development)

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete his/her homework, the teacher shall notify the student's parents/guardians and as soon as possible so that corrective action can be taken prior to the release of any final grades or

HOMEWORK/MAKEUP WORK (continued)

report cards.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

To further support students' homework efforts, the Superintendent or designee may establish and maintain telephone help lines, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, volunteers and/or students tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

(cf. 1240 - Volunteer Assistance)
(cf. 1700 - Relations between Private Industry and the Schools)
(cf. 3541 - Transportation Routes and Services)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6112 - School Day)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6163.1 - Library Media Centers)

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

Makeup Work

Students who miss school work shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.6 - Parental Notifications)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

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

Legal Resources: See next page

DRAFT

HOMEWORK/MAKEUP WORK (continued)

Legal Reference:

EDUCATION CODE

8420-8428 21st Century High School After School Safety and Enrichment for Teens

8482-8484.65 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48980 Parental notifications

UNITED STATES CODE, TITLE 20

7171-7176 21st Century Community Learning Centers

Management Resources:

CSBA PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance

Brief, July 2016

WEB SITES

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

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

Policy
adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

**MINUTES OF A REGULAR MEETING
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
January 12, 2017**

<u>CALL TO ORDER</u>	19.5	The Regular Meeting of the Board of Trustees was called to order by President Mr. Burch at 6:00 P.M. at 6540 Wentworth Springs Road, Georgetown. Present: Jeff Burch, Joe Scroggins, Darcy Knight, Bill Drescher, Ronnie Ebitson, and Mr. Jeremy Meyers, Superintendent.
<u>PUBLIC COMMENT CLOSED</u> <u>SESSION ITEMS, IF ANY</u> <u>CLOSED SESSION</u>		None After Opening the meeting and Having no public comments, the Board met in Closed Session and discussed: 3.1 Public Employee Employment-Instructional Aide-4 hours, Georgetown School 3.2 Negotiations 3.3 Superintendent Evaluation
<u>OPEN SESSION</u>		The Open Session of the Board reconvened at 7:05 P.M. Present: Board members, Members of the audience (including staff/community)
<u>DISCLOSURE OF ACTION</u> <u>TAKEN, IF ANY, IN CLOSED</u> <u>SESSION</u>		3.1 Approved employment of 4 hour Instructional Aide at Georgetown School Vote 5 to 0 3.2 No action 3.3 No action
<u>PLEDGE OF ALLEGIANCE</u> <u>ADOPTION OF THE AGENDA</u> <u>ACTION M-17-01</u>		The pledge was led by Ms. Kealey Widmann It was moved by Mrs. Knight, seconded by Mr. Ebitson and carried unanimously to adopt the agenda. Vote: 5 to 0 Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
<u>COMMUNICATIONS</u> Written Communications Oral Communications		
<u>EXCELLENCE IN EDUCATION</u>		Annette Dean, Georgetown School PTA President, handed out a flyer and invited all to the chili cook-off on January 27 at the I.O.O.F. Hall Jennifer Dwight-Frost was recognized for her commitment & dedication to the students and community on the Divide. Joe Scroggins left not feeling well at 7:20P.M. BOMTA gave a report to Board of Trustees.
<u>B.O.M.T.A. REPORT</u>		BOMTA gave a report to the Board of Trustees.
<u>C.S.E.A. REPORT</u>		CSEA gave a report to the Board of Trustees.
<u>STUDENT REPORT</u>		Student Rep., Kealey Widmann gave an update for each school site.
<u>FMOTC REPORT</u> <u>SITE ADMINISTRATORS</u> <u>REPORTS</u> <u>SUPERINTENDEN'S REPORT</u>		Mr. Mark Koontz reported to the Board of Trustees Site administrators reported to the Board of Trustees Mr. Meyers reported to the Board of Trustees
<u>INFORMATION & DISCUSSION</u> 2017-18 Budget Assumptions		Mrs. Tricia Kowalski developed a draft based upon the most current guidance from CDE, District input and prior year trends as well as external sources (such as SSC, EDCOE) when appropriate. These assumptions will be updated as the Governor's 2017-18 Budget Proposal is known later in January and updated as more information is published.
CSBA Board Policy & Bylaw Updates and Revisions		The Board of Trustees will consider reviewing and revising CSBA Board Policy and Board Bylaw updates.
Williams Uniform Complaint Procedures Policy Quarterly Report		As required by Education Code 35186, the quarterly report of complaints received pursuant to the Williams Uniform Complaint Procedures is provided for the information of the Board of Trustees. There were no complaints for the period October 1, 2016 through December 31, 2016.

NEW BUSINESS

2017-18 Budget Guidelines
ACTION M-17-02

It was moved by Mrs. Knight, seconded by Mr. Ebitson and carried unanimously to approve the 2017-18 Budget Guidelines.
Vote: 4 to 0 Scroggins absent Knight Y Burch Y Drescher Y Ebitson Y

2017-178 Budget Calendar
ACTION M-17-03

It was moved by Mr. .Drescher, seconded by Mr. Ebitson and carried unanimously to adopt the 2017-18 Budget Calendar.
Vote: 4 to 0 Scroggins absent Knight Y Burch Y Drescher Y Ebitson Y

OLD BUSINESS

CSBA Board Policy 0420.41
Charter School Oversight / Charter
Schools: A Guide for Governance
Teams

It was moved by Mr. Knight, seconded by Mr. Drescher and carried unanimously to approve CSBA Board Policy 0420.41 Charter School Oversight.
Vote: 4 to 0 Scroggins absent Knight Y Burch Y Drescher Y Ebitson Y

ACTION M-17-04

CONSENT AGENDA

ACTION M-17-05

It was moved by Mrs. Knight, seconded by Mr. Ebitson and carried unanimously to approve the consent agenda.
Vote: 4 to 0 Scroggins absent Knight Y Burch Y Drescher Y Ebitson Y

Classified Salary Schedule

Approved the Classified Salary Schedule

Second Reading & Adoption of
CSBA Updated/Revised Board
Policies & Bylaws

Adopted CSBA Updated/Revised Board Policies & Bylaws

Non Public School (NPS) Master
Contract
Minutes – December 8, 2016

Approved the NPS Master Contract for Sierra Foothills Academy

Approved the minutes from the regular meeting on December 8, 2016

Purchase Orders, Warrants, Bids
and Quotes

Approved 2016-17 fiscal year Batch numbers 7037-7045 dated November 30, 2016 to December 21, 2016, for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$563,434.84, be approved.

Gifts

Accepted the gifts donated

Field Trips

Approved the overnight field trip request.

REPORTS OF THE BOARDFUTURE MEETINGS

Special Meeting of the Board Thursday, January 19, 2017 at 6PM, District Office
Regular meeting of the Board Thursday, February 9, 2017 at 7PM, District Office

CLOSED SESSIONADJOURNMENT

Respectfully submitted,

The meeting was adjourned at 8:25 P.M.

Jeremy Meyers
Secretary of the Board

Jeff Burch
President of the Board

Date

**SPECIAL MINUTES OF A REGULAR MEETING
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
January 19, 2017**

CALL TO ORDER

19.6

The Special Meeting of the Board of Trustees was called to order by President Burch, at 6:00 P.M. at 6540 Wentworth Springs Rd., Georgetown, California

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mrs. Knight.

ADOPTION OF THE AGENDA
ACTION M-17-06

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

Vote 5 to 0 Burch Y Knight Y Scroggins Y Drescher Y Ebitson Y

COMMUNICATIONS

None

Community members, parents and staff were present and shared their thoughts, concerns and preference in regards to Firearms on School Grounds.

The Board of Trustees asked to table voting on Board Policy 3515.7 until we have more information on insurance costs to the district and County Office of Education input.

NEW BUSINESS

Board Policy 3515.7 Firearms on
School Grounds

Tabled

ADJOURNMENT

Respectfully submitted,

The meeting was adjourned at 7:21 P.M.

Jeremy Meyers
Secretary to the Board

Jeff Burch
President of the Board

Date

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.7 Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: February 9, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that 2016-17 fiscal year Batch numbers 7046-7055 dated January 5 to January 27, 2017, for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$452,284.26 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	392,779.12
Charter School Fund 09	11,463.51
Cafeteria Fund 13	11,573.49
Deferred Maintenance Fund 14	2,344.34
Developer Fees Fund 25	1,500.00
School Facilities Fund 35	38,623.80
Total	458,284.26

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.8 Gifts

MEETING DATE: February 9, 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 were donated to the District:

1) Shawn Barnes Construction/Lisa Barnes donated \$3000.00 to Northside School for student educational support.

2) Wells Fargo Community Support donated \$.1006.50 to Northside School for student educational support.

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:	Northside
Re:	Request for Board Acceptance of Gift
Date:	12/22/16
Description of Gift:	✓ for \$3000.00
Donor Estimated Value:	\$3000.00
Donated By:	Shawn Barnes Construction Lisa Barnes
Mailing Address:	2055 Hotchkiss Ct Cool, CA 95614 530.823-3473
Donor Requests Gift To Be Used At/For:	"Everything in support" school needs



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:	1/10/16
Description of Gift:	✓ for 1006.50
Donor Estimated Value:	\$ 1006.50
Donated By:	Wells Fargo Community Support
Mailing Address:	5036 Elinghouse Dr. Ste 130 Cool CA 95614
Donor Requests Gift To Be Used At/For:	School Needs



Mary Allen

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 19.9 Field Trips

MEETING DATE: February 9, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider approving 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 approval for an overnight field trip to Coloma Outdoor Discovery School March 14-16, 2017.

Golden Sierra Junior Senior High School is requesting approval for an overnight field trip to Blodgett for Every 15 Minutes April 19-20, 2017.

**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: March 14, 2017 Destination: Coloma Outdoor Discovery School
 Date returning: March 16, 2017 Time leaving: 9:00 am
 Est. time of return: 12:00 pm. 3-16-17
 School: Northside Dept.: _____ Club or Org.: _____
 Trip Supervisor: Suzanne Chaves # of Students: 63 # of Staff: 2 # of Chaperones: 10-12
 Place of Departure ^{Print Name} Northside School
 Mode of Transportation: Walking _____ School Bus _____ School Van _____ Public Transportation _____ Private vehicles X
 Total Estimated Cost of Trip: \$12,000.00 Funding Source: Parents/Fundraising

FOR TRIPS OTHER THAN EXTRA CURRICULAR

Educational purpose of trip and relationship to class or group curriculum:
4th graders - Gold Rush History - Life of a Miner
5th graders - Earth/Life Science.
 Lead up activities, trip activities, and follow up activities: Study of Gold Rush and
impact on California History
Continued study of Science core standards

FOR TRIPS USING SCHOOL BUSES

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

For Transportation Department Use Only

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

BILLING:

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

Transportation Department Signature: _____
 Reason for Denial: _____

ODOMETER READING (MILEAGE)

Ending _____
 Beginning _____
 Total Miles _____

Total Wages \$ _____
 Total Mileage \$ _____
 TOTAL CHARGES \$ _____

Date _____ Approved _____ Denied _____

Requested by: Suzanne Chaves/Amy McQuinn Suzanne Chaves Date: 1-17-17
 Principal/Site Administrator Signature: _____ Signature _____
 Superintendent's Signature: Jereing Wickers Date 1/23/17 Approved ✓ Denied _____
 Date of Board Action (for overnight trips or over 200 mile radius one way): 2-9-17 Approved _____ Denied _____
 Reason for Denial: _____

EISM - overnight

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: 4-19-17 Destination: Blodgett
Date returning: 4-20-17 Time leaving: 3pm 4-19
Est. time of return: 9am 4-20

School: BSHS Dept.: _____ Club or Org.: _____

Trip Supervisor: Carolyn Barla # of Students: 25 # of Staff: 4 # of Chaperones: 4
Print Name

Place of Departure BSHS

Mode of Transportation: Walking _____ School Bus _____ School Van _____ Public Transportation _____ Private vehicles X
Total Estimated Cost of Trip: \$500 Funding Source: EISM CHD Grant

FOR TRIPS OTHER THAN EXTRA CURRICULAR

Educational purpose of trip and relationship to class or group curriculum: Drunk Driving prevention program for BSHS. This retreat to debrief and reflect on the days activities @ school.

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

FOR TRIPS USING SCHOOL BUSES

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

For Transportation Department Use Only

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

BILLING:

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

Transportation Department Signature: _____
Reason for Denial: _____

ODOMETER READING (MILEAGE)

Ending _____
Beginning _____
Total Miles _____

Total Wages \$ _____
Total Mileage \$ _____
TOTAL CHARGES \$ _____

Date _____ Approved _____ Denied _____

Requested by: Carolyn Barla Carolyn Barla Date: 4-20-17
Print Name Signature

Principal/Site Administrator Signature: Jeremy Meyers Date 4/20/17 Approved ✓ Denied _____

Superintendent's Signature: Jeremy Meyers Date 4/20/17 Approved ✓ Denied _____

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

Reason for Denial: _____