

BLACK OAK MINE UNIFIED SCHOOL DISTRICT



October 12, 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

Brody Costin

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT
6540 WENTWORTH SPRINGS ROAD
GEORGETOWN, CALIFORNIA**

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: October 12, 2017
TIME: 6:15 p.m. (Closed)
7:00 p.m. (Open)
LOCATION: 6540 Wentworth Springs Road
Georgetown, CA

AGENDA

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

- 1.0 CALL TO ORDER - OPEN SESSION - 6:15 P.M.
- 2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA
- 3.0 CLOSED SESSION TOPICS
 - The Board of Trustees will review matters pertaining to the following topics as necessary and will announce in public prior to going into Closed Session which topics will be considered in that Closed Session.
 - 3.1 Confidential Student Matter-Interdistrict Appeal Hearing Student # 013-17
 - 3.2 Confidential Student Matter-Expulsion Student #01-18
 - 3.3 Confidential Student Matter-Expulsion Student #02-18
 - 3.4 Public Employee Employment - 1.0 FTE Confidential Employee and 1.0 FTE Teacher, GSJSHS
 - 3.5 Conference with Mr. Jeremy Meyers and Mrs. Shelly King, District Labor Negotiators, Regarding Labor Negotiations with the Black Oak Mine Teachers Association, the California School Employees Association, Gold Chain Chapter #660, Confidential Employees, Classified Management and Administrators
 - 3.6 Superintendent Goals
- 4.0 OPEN SESSION - 7:00 P.M.
 - The Board of Trustees will reconvene in open session.
- 5.0 DISCLOSURE OF ACTION TAKEN, IF ANY, IN CLOSED SESSION
- 6.0 PLEDGE OF ALLEGIANCE
- 7.0 ADOPTION OF THE AGENDA
 - The Board may act upon an item of business not appearing on the posted agenda if, first, the Board publicly identifies the item, and second, one of the following occurs:
 - 7.1 The Board, by majority vote of the full Board, decides that an emergency exists, as defined in Govt. Code Section 54956.5;

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

M _____ S _____ V _____

8.0 COMMUNICATIONS – 7:05 P.M.

8.1 Written Communications

- 8.2 Oral Communications – Members of the public may address the Board on any items of interest to the public that are within the subject matter jurisdiction of the Board, but are not on the agenda or are on the consent agenda. Each person who addresses the Board must first be recognized by the presiding officer and then give his/her name. Comments must be directed to the Board as a whole and not to individual members or District employees. Individual speakers will be allowed three (3) minutes to address the Board. However, the Board shall not act upon, respond to, or comment on the merits of any item presented during the Oral Communications, although the Board may ask clarifying questions of the presenter or refer the presenter to a District procedure if appropriate. (Government Code Sections 54954.2 and 54954.3) This is also the time to address any items on the consent agenda.

9.0 B.O.M.T.A. REPORT – 7:15 P.M.

10.0 C.S.E.A. REPORT – 7:20 P.M.

11.0 STUDENT REPRESENTATIVE TO THE BOARD REPORT – 7:25 P.M.

12.0 FMOTC REPORT- 7:30 P.M.

13.0 CBO REPORT – 7:35 .M.

14.0 SITE ADMINISTRATOR'S REPORTS – 7:40

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

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

16.1 CSBA Board Policy/Bylaw Updates & Revisions (Pages 1-10)

EXPLANATION: The Board of Trustees will review the CSBA updated/revised Board Policies/Bylaws.

16.2 Adopted Budget Review Letter from EDCOE (Pages 11-14)

EXPLANATION: The El Dorado County of Education AB 1200 Review of the 2017-18 Adopted Budget will be shared with the Board of Trustees.

16.3 Board Bylaw Review (Pages 15-28)

EXPLANATION: The Board of Trustees will review Board Bylaws 9320 and 9323.

16.4 Williams Uniform Complaint Procedure (Pages 29-30)

EXPLANATION: As required by Education Code 35186, the quarterly report of complaints received pursuant to the Williams Uniform Complaint Procedures is

provided for information to the Board of Trustees.

17.0 NEW BUSINESS – 8:30 P.M.

17.1 Board Meeting Minutes for September 14, 2017 (Pages 31-32)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the Minutes for the Board Meeting on September 14, 2017.

M _____ S _____ V _____

17.2 Board Retreat Minutes for September 16, 2017 (Page 33)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the Minutes for the Board Retreat on September 16, 2017.

M _____ S _____ V _____

18.0 CONSENT AGENDA - 8:40 P.M.

M _____ S _____ V _____

18.1 Board Resolution #2017-18 Authorized Signatures for District Warrants and Official Documents (Pages 35-36)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the Board Resolution #2017-18 Authorized Signatures for District Warrants and Official Documents.

18.2 Board Resolution #2017-19 Authorizing Designated Agents to Act As Custodians to Agency Fund (Pages 37-38)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the Board Resolution #2017-19 Authorizing Designated Agents to Act As Custodians to Agency Fund and to Sign Bank Transactions and Documents on Behalf of Black Oak Mine Unified School District.

18.3 Purchase Orders, Warrant, Bids and Quotes (Page 39)

RECOMMENDATION: It is recommended that 2017-18 fiscal year Batch numbers 8016-8025 dated September 8, 2017 to September 28, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$336,031.02 be approved.

18.4 Energy Services Design and Installation Agreement with Aircon Energy, Inc. (Page 41)

RECOMMENDATION: It is recommended that the Board of Trustees approve the agreement with Aircon Energy, Inc. for the Energy Conservation Measures to be installed at American River Charter School.

18.5 Obsolete Instructional Material (Pages 43-44)

RECOMMENDATION: It is recommended that the Board of Trustees to declare specified instructional materials obsolete.

18.6 Gifts (Pages 45-46)

RECOMMENDATION: It is recommended that the Board of Trustees accept the gifts donated.

18.7 Field Trip(s) (Pages 47-53)

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

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

20.0 FUTURE MEETINGS

Special meeting of the Board Thursday, October 26, 2017 at GSJSHS 6:00 PM

Regular meeting of the Board Thursday, November 9, 2017 DO 7:00 PM

Special meeting of the Board Thursday, November 30, 2017 at Northside 6:00 PM

21.0 CLOSED SESSION

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

22.0 ADJOURNMENT

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.1 CSBA Board Policy and Bylaw Updates/Revisions

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent

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

BACKGROUND: BP 5144 Discipline (BP/AR revised) Mandated policy updated to reflect law (AB 97, 2013) which requires development of LCAP goals and actions addressing school climate and Federal Guidance encouraging appropriate interventions and supports rather than exclusionary discipline practices. Policy also adds optional language limiting the use of suspension for willful defiance or disruption of school activities, and deletes option which limited the board's authority to suspend enforcement of the expulsion order. Mandated regulation reorganized for clarity and updated to reflect law (AB 256, 2013) which clarifies that a student may be disciplined for bullying by means of electronic act even when the act originated off campus. Regulation also includes a new optional section on "Stipulated Expulsion."

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

DISCIPLINE

The Board of Trustees ~~desires to prepare~~ **[is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing]** students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, **[use of]** effective **[school and]** classroom management **[strategies, provision of appropriate intervention and support]**, and parent involvement can minimize the need for discipline **[disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.]** Staff shall use preventative measures and positive conflict resolution techniques whenever possible. ~~In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.~~

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

~~(cf. 5131 - Conduct)~~

~~(cf. 5131.1 - Bus Conduct)~~

~~[(cf. 5131.2 - Bullying)]~~

~~(cf. 5137 - Positive School Climate)~~

~~(cf. 5138 - Conflict Resolution/Peer Mediation)~~

~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

~~(cf. 5145.9 - Hate-Motivated Behavior)~~

~~(cf. 6020 - Parent Involvement)~~

~~Board policies and administrative regulations shall outline acceptable~~ **[The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for]** student conduct; ~~and provide the basis for sound and ensuring equity and continuous improvement in the implementation of district discipline policies and]~~ practices.

[The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.]

[In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.]

[Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)]

DISCIPLINE (continued)*[(cf. 5020 - Parent Rights and Responsibilities)]**[(cf. 5144.1 - Suspension and Expulsion/Due Process)]**[(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))]**[(cf. 6159.4 - Behavioral Interventions for Special Education Students)]**[(cf. 6164.5 - Student Success Teams)]*

[The administrative staff at] each school shall [may] develop disciplinary rules to meet the school's particular needs [consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 35291.5, 32282)]

*[(cf. 0450 - Comprehensive Safety Plan)]**[(cf. 9320 - Meetings and Notices)]*

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. ~~Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.~~ **[When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.]**

*(cf. 0450 - Comprehensive Safety Plan)**(cf. 3515 - Campus Security)**(cf. 3515.3 - District Police/Security Department)**(cf. 4158/4258/4358 - Employee Security)**(cf. 5136 - Gangs)**(cf. 5144.1 - Suspension and Expulsion/Due Process)**(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))**(cf. 6159.4 - Behavioral Interventions for Special Education Students)**(cf. 6164.5 - Student Success Teams)**(cf. 6184 - Continuation Education)**(cf. 6185 - Community Day School)*

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

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

The Superintendent or designee shall provide professional development as necessary to assist staff in developing **[the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to,]** consistent **[school and]** classroom management skills, ~~implementing~~ effective disciplinary **[accountability and positive intervention]** techniques, and ~~establishing~~ **[development of strong,]** cooperative relationships with parents/guardians.

DISCIPLINE (continued)

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

[District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.]

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

[(cf. 3100 - Budget)]

[At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.]

Legal Reference: see next page

DISCIPLINE (continued)

Legal Reference:

EDUCATION CODE

32280-32288 *School safety plans*
35146 *Closed sessions*
35291 *Rules*
35291.5-35291.7 *School-adopted discipline rules*
37223 *Weekend classes*
44807.5 *Restriction from recess*
48900-48926 *Suspension and expulsion*
48980-48985 *Notification of parent/guardian*
49000-49001 *Prohibition of corporal punishment*
49330-49335 *Injurious objects*
[52060-52077 *Local control and accountability plan*]

CIVIL CODE

1714.1 *Parental liability for child's misconduct*

CODE OF REGULATIONS, TITLE 5

307 *Participation in school activities until departure of bus*
353 *Detention after school*

Management Resources:

CSBA PUBLICATIONS

[Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014]

[Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011]

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 *School Safety, Discipline, and Attendance, March 2001*

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

[Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014]

WEB SITES

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

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

[Public Counsel: <http://www.fixschooldiscipline.org>]

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

DISCIPLINE**Site-Level Rules**

[Site-level rules shall be consistent with district policies and administrative regulations.]
In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

~~The rules shall be consistent with law, Board policy, and district regulations. The Board of Trustees may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)~~

~~Each school shall review its site-level discipline rules at least every four years. [Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in district discipline policies or goals for school safety and climate as specified in the district's local control and accountability plan.] A copy of the rules shall be filed with the Superintendent or designee [for inclusion in the comprehensive safety plan.]~~

~~[(cf. 0450 - Comprehensive Safety Plan)]~~

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

[School rules shall be communicated to students clearly and in an age-appropriate manner.]

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

[Disciplinary Strategies]

~~Disciplinary strategies provided in Board policy, administrative regulation, and law may be used in developing site-level rules. These strategies include, but are not limited to:~~

[To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes

DISCIPLINE (continued)

a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:]

1. Discussion or conference with [between school staff and the student and his/her] parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student for advice [to the school counselor or other school support service personnel for case management] and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. [Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians]

(cf. 6164.5 - Student Success Teams)]

4. [When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan]

[(cf. 6159 - Individualized Education Program)]

[(cf. 6164.6 - Identification and Education under Section 504)]

5. [Enrollment in a program for teaching prosocial behavior or anger management]

6. [Participation in a restorative justice program]

7. [A positive behavior support approach with tiered interventions that occur during the school day on campus]

8. [Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably]

9. [Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner]

DISCIPLINE (continued)

- 10. [After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups]**

[(cf. 5148.2 - Before/After School Programs)]

11. Recess restriction [as provided in the section below entitled "Recess Restriction"]
12. Detention ~~during and~~ after school hours [as provided in the section below entitled "Detention After School"]
13. Community service [as provided in the section below entitled "Community Service"]
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

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

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

[When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)]

[(cf. 5125 - Student Records)]

Corporal Punishment

~~Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)~~

DISCIPLINE (continued)

~~Corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity.~~

~~In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)~~

~~(cf. 4158/4258/4358—Employee Security)~~

~~(cf. 5131.7—Weapons and Dangerous Instruments)~~

~~(cf. 6145.2—Athletic Competition)~~

Recess Restriction

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

~~(cf. 5030 - Student Wellness)~~

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

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

DISCIPLINE (continued)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours, on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of the [disciplinary] rules related to discipline to transfer students at the time of their enrollment in the district.

Regulation
approved:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.2 Adopted Budget Review Letter from El Dorado County Office of Education

MEETING DATE: October 12, 2017

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

EXPLANATION: The El Dorado County Office of Education AB 1200 Review of the 2017-18 Adopted Budget will be shared with the Board of Trustees.

BACKGROUND: In compliance with the provisions of Education Code Section 42127 et seq., each year the EDCOE completes an AB 1200 Review of the budget adopted by the Board of Trustees.

September 13, 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 42127 et seq., our office has completed its "AB 1200 Review" of the 2017-18 budget adopted by the board in June of 2017. Based on the data provided to our office, including the Criteria and Standards for your district, your budget for 2017-18 has been approved as adopted. Any technical comments relative to the adopted budget have been directed to your district's chief fiscal officer.

2017-18 Budget Review

Education Code provisions outline the major components of the budget review process and require the county superintendent to do the following by September 15, 2017:

- Examine the adopted budget to determine whether it complies with the standards and criteria adopted pursuant to Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the fiscal year and is consistent with a financial plan that will enable the district to satisfy its multiyear financial commitments.
 - In addition to analysis of the budget, review and consider studies or reports that indicate the district is showing fiscal distress or find that more than three of the 15 most common predictors of a school district needing intervention are present.
 - Conditionally approve or disapprove a budget that does not provide adequate assurance that the district will meet its current and future obligations and resolve any problems identified in studies or reports.
- Determine whether the adopted budget includes the expenditures necessary to implement the local control and accountability plan (LCAP) or annual update to the LCAP.
- On or before September 15, approve, conditionally approve, or disapprove the adopted budget for each school district.
 - For the 2015-16 fiscal year and each fiscal year thereafter, the budget shall not be approved before an LCAP or update to an LCAP for the budget year is approved.
 - A separate letter on the LCAP has been sent.

The county office reviews the data submitted and performs additional testing of the data as we deem necessary. This review covers 2016-17 estimated actual data, 2017-18 budget as well as projections for 2018-19 and 2019-20.

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

- **Local Control Funding**

With the LCFF formula, the district is funded at its historical base, adjusted for average daily attendance (ADA) changes, plus a portion of the difference between the historical level and the LCFF target. This means at budget adoption the district is funded at 2% below its LCFF target. This gap between the funded and target LCFF is about \$229,000.

- **Current Year Deficit Spending**

The 2017-18 adopted budget shows the district's income/expenditure variance (adjusted for one-time income and expenditures) is approximately \$235,000, which means the districts is spending \$235,000 more than current year income.

- **Salary Discussions**

The 2017-18 adopted budget reflects the status of negotiations as follows:

Certificated	Unsettled
Classified	Unsettled

At the time the 2017-18 budget was adopted, salary negotiations for both certificated and classified were unsettled for the 2016-17 and 2017-18 school years. According to information provided in the budget report, these potential increases have not been included in the budgeted salary and benefit expenditures.

- **Enrollment/ADA (Average Daily Attendance)**

The District experienced declining enrollment in the past few years. Based on the comparison of CBEDS data, in 2016-17 the district experienced a loss of about 49 students. The district projects enrollment losses for the next two years at 40 for 2017-18 and 23 for 2018-19. This decline in enrollment will lead to lower revenues from sources that are based on enrollment and average daily attendance (ADA). As a declining enrollment district, revenues fall more quickly than expenditures and long-term structural solutions are necessary to bring expenditures in alignment with revenues.

The district is funded in 2017-18 based on 2016-17 ADA, a loss of approximately \$265,000. The district is projecting a loss of over 29 ADA in 2017-18, which will result in over \$211,000 loss in LCFF funding in 2018-19.

- **Reserve Levels**

The district has an economic uncertainty reserve of 5%. State required minimum reserve percentages are based on the district estimated average daily attendance. The district has estimated ADA to be 985, which increased the minimum reserve percentage from 3% to 4% in the 2017-18 year. We recognize that the district maintains additional reserves beyond the minimum.

- **Statement of Reserves**

Beginning with 2015-16 adopted budgets, SB 858 amended Education Code Section 42127 to require that a district's public hearing for budget adoption include the following for review and discussion:

- ✓ The minimum reserve level required in each year
- ✓ The amount of assigned and unassigned ending fund balance that exceeds the minimum in each year
- ✓ Reasons for the reserve being greater than the minimum

Beyond a simple listing of assignments, reasons should provide the rationale and justification that explains why there are greater than the minimum level of reserves.

The district met this requirement at its public hearing for the budget adoption.

- **Cash Flow Projections**

Although not required with budget adoption, the general fund cash flow projection submitted with the 2017-18 Adopted Budget estimates that the district will end the budget year with a positive cash balance.

• **Multiyear Projections**

The district's multiyear projection reflects assumptions that target LCFF revenue levels will increase by 2.15% in 2018-19 and 2.35% in 2019-20, with district funding at 1% below its LCFF target in 2018-19 and 1% below target in 2019-20.

As CalSTRS and CalPERS employer rates continue to rise, it is important for districts to recognize the impact of these increased rates (as listed in the tables below) in their multiyear projections. The district's multiyear includes both the CalSTRS and CalPERS employer rate increases, which are estimated at \$141,000 in 2018-19 and \$149,000 in 2019-20.

CALSTRS	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Employer Rate	8.25%	8.88%	10.73%	12.58%	14.443%	16.28%	18.13%	19.10%	19.50%
Increase from Prior Year		0.630%	1.850%	1.850%	1.863%	1.837%	1.850%	0.970%	0.400%

CALPERS	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Employer Rate	11.442%	11.771%	11.847%	13.888%	15.800%	18.700%	21.600%	24.900%	26.400%
Increase from Prior Year		0.329%	0.076%	2.041%	1.912%	2.900%	2.900%	3.300%	1.500%

The district's multiyear projection indicates sufficient amounts to just meet minimum reserve requirements provided reductions of \$850,000 in cuts for 2019-20 are implemented. The magnitude of these amounts represents necessary spending reductions of about 10% given the current level of projected revenues. The multiyear projection indicates the 2019-20 ending fund balance will have dropped 128% over a two-year period.


The district has projected continued deficit spending. Based on the adopted budget and multi-year projections, the district would need to implement budget reductions of \$152,000 in 2017-18, \$619,000 in 2018-19, and \$1,142,000 in 2019-20 in order to eliminate unrestricted deficit spending.

Summary Statement

It is always a delicate balance of financial responsibility and the responsibility to provide for the education of students. It is therefore critical to recognize that the district is experiencing declining enrollment. 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
Tricia Kowalski, Chief Fiscal/Business Officer
Robbie Montalbano, EDCOE Deputy Superintendent
Roslynne Manansala-Smith, EDCOE Director, External Business



BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.3 Board Bylaw Review

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: The Board of Trustees will review Board Bylaws 9320 and 9323.

BACKGROUND: The Bylaws of the Board of Trustees specify the composition of the board, including the terms, election, and appointment of members, the election of officers, and the appointment of committees; the nature and frequency of meetings; the rules of procedure for meetings and committees; and the provisions for amending and suspending bylaws.

MEETINGS AND NOTICES

Meetings of the Board of Trustees are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Regular Meetings

The Board shall hold one regular meeting each month. Regular meetings shall be held at 7:00 p.m. on the second Thursday at the District Office.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

MEETINGS AND NOTICES (continued)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

MEETINGS AND NOTICES (continued)

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - *Concerted Action/Work Stoppage*)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - *Emergencies and Disaster Preparedness Plan*)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

MEETINGS AND NOTICES (continued)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

MEETINGS AND NOTICES (continued)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques

MEETINGS AND NOTICES (continued)

9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference: (see next page)

MEETINGS AND NOTICES (continued)

Legal Reference:

EDUCATION CODE

- 35140 *Time and place of meetings*
- 35143 *Annual organizational meeting, date, and notice*
- 35144 *Special meeting*
- 35145 *Public meetings*
- 35145.5 *Agenda; public participation; regulations*
- 35146 *Closed sessions*
- 35147 *Open meeting law exceptions and applications*

GOVERNMENT CODE

- 3511.1 *Local agency executives*
- 11135 *State programs and activities, discrimination*
- 54950-54963 *The Ralph M. Brown Act, especially:*
- 54953 *Meetings to be open and public; attendance*
- 54954 *Time and place of regular meetings*
- 54954.2 *Agenda posting requirements, board actions*
- 54956 *Special meetings; call; notice*
- 54956.5 *Emergency meetings*

UNITED STATES CODE, TITLE 42

- 12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 *Effective communications*
- 36.303 *Auxiliary aids and services*

COURT DECISIONS

- Wolfe v. City of Fremont*, (2006) 144 Cal.App. 544

ATTORNEY GENERAL OPINIONS

- 88 *Ops. Cal. Atty. Gen.* 218 (2005)
- 84 *Ops. Cal. Atty. Gen.* 181 (2001)
- 84 *Ops. Cal. Atty. Gen.* 30 (2001)
- 79 *Ops. Cal. Atty. Gen.* 69 (1996)
- 78 *Ops. Cal. Atty. Gen.* 327 (1995)

Management Resources:

CSBA PUBLICATIONS

- The Brown Act: School Boards and Open Meeting Laws*, rev. 2009

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

- The ABCs of Open Government Laws*

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

- Open and Public IV: A Guide to the Ralph M. Brown Act*, 2nd Ed., 2010

WEB SITES

- CSBA: <http://www.csba.org>
- CSBA, Agenda Online:
<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>
- California Attorney General's Office: <http://www.ag.ca.gov>
- Institute for Local Government: <http://www.ca-ilg.org>
- League of California Cities: <http://www.cacities.org>

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: February 9, 2017

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.4 Williams Uniform Complaints Procedures Policy Quarterly Report

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent

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

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

For the period July 1, 2017 through September 30, 2017 there are no complaints to report.

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

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

District: Black Oak Mine Unified School District

Person completing this form: Carla Koontz Title: Superintendent Secretary

Quarterly Report Submission Date:
(check one)

☐ April 2017
☐ July 2017
☒ October 2017
☐ January 2018

Date for information to be reported publicly at governing board meeting: October 12, 2017

Please check the box that applies:

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

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



Signature of District Superintendent

10-2-2017

Date
30

**MINUTES OF A REGULAR MEETING
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
September 14, 2017**

<u>CALL TO ORDER</u>	17.1	The Regular Meeting of the Board of Trustees was called to order by Vice President Drescher, at 6:30 P.M. at 6540 Wentworth Springs Road, Georgetown, California
		Present: Bill Drescher, Darcy Knight, Ronnie Ebitson and Jeremy Meyers, Superintendent. Jeff Burch & Joe Scroggins were absent
<u>PUBLIC COMMENT</u>		none
<u>CLOSED SESSION</u>		The Board met in Closed Session and discussed: 3.1 Confidential Student Matter-Interdistrict Transfer Appeal Hearing Student #012-17 3.2 Public Employee Employment - Certificated Staff 3.3 Public Employee Employment - Classified Staff 3.4 Resignation/Retirement-1.0 FTE Teacher GSJSHS/1.0 FTE Confidential Employee 3.5 Conferenced with Mr. Jeremy Meyers and Mrs. Shelly King, District Labor Negotiator, regarding labor negotiations with the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660, Classified Management, Confidential Employees and Administrators
<u>OPEN SESSION</u>		The Open Session of the Board convened at 7:03 P.M. Present: Board members, Members of the audience (including staff/community)
<u>DISCLOSURE OF ACTION</u>		3.1 Parents withdrew their request for an appeal hearing
<u>TAKEN IN CLOSED SESSION</u>		3.2 Approved employment for Certificated Staff: Vote 3 to 0 3.3 Approved employment for Classified Staff: Vote 3 to 0 3.4 Approved the resignation for 1.0 FTE Teacher GSJSHS and Retirement for 1.0 FTE Confidential Employee Vote 3-0 3.5 No Action
<u>PLEDGE OF ALLEGIANCE</u>		The Pledge of Allegiance was led by Mrs. Bernoudy.
<u>ADOPTION OF THE AGENDA</u>		It was moved by Mrs. Knight, seconded by Mr. Ebitson and carried unanimously to adopt the amended agenda.
<u>ACTION M-17-52</u>		3 to 0 Burch AB Knight Y Scroggins AB Drescher Y Ebitson Y
<u>COMMUNICATIONS</u>		
Public Hearings		Certification of the Sufficiency or Insufficiency of Textbooks and Instructional Materials for the 2017-18 school year.
Written Communications		None
Oral Communications		None
<u>STUDENT REPRESENTATIVE</u>		Student Rep., Brody Costin gave a report of the district sites activities.
<u>REPORT</u>		
<u>B.O.M.T.A. REPORT</u>		BOMTA was not present.
<u>C.S.E.A. REPORT</u>		CSEA Vice President gave a report to the Board of Trustees.
<u>FMOTC REPORT</u>		Mr. Koontz gave a report to the Board of Trustees.
<u>SITE ADMINISTRATORS</u>		Mrs. Dyck, Mrs. Westsmith & Mrs. Arnett gave reports.
<u>REPORT</u>		
<u>SUPERINTENDENT'S REPORT</u>		Mr. Meyers gave a report.
<u>INFORMATION AND</u>		
<u>DISCUSSION</u>		
Discussion of El Dorado County Office of Education 2017-18 Annual LCAP Review		The Board of Trustees had a discussion of the El Dorado County Office of Education 2017-18 Annual LCAP Review
Discussion of El Dorado County Office of Education Report of Fiscal Solvency		The Board of Trustees had a discussion of the El Dorado County Office of Education Report of Fiscal Solvency
Board of Trustees Procedural Review		The Board of Trustees reviewed the Special Board Meeting dates set for 2017-18

Board Bylaw Review

It was decided by the Board to bring this discussion back in October

NEW BUSINESS

Board Meeting Minutes

August 10, 2017

ACTION M-17-53

Resolution #2017-14 Determination of the Sufficiency or Insufficiency of Textbooks and Instructional Materials for the 2017-18 school year.

ACTION M-17-54

Unaudited Actuals for 2016-17

ACTION M-17-55

CONSENT AGENDA

ACTION M-17-56

Resolution #2017-15

Appropriations Limit Calculation (GANN Limit)

Board Resolution #2017-16

Designation of a Representative & an Alternate to the School Insurance Group

Board Resolution #2017-17 Week of the School Administrator

Second Reading and Adoption of Board Bylaws and Policies American River Charter School Vendors

Consultant Service Agreement

Consultant Service Agreement

Consultant Service Agreement

Growing Healthy Children Therapy Services Master Contract for the 2017-18 School Year

Obsolete Instructional Material

Purchase Orders, Warrants, Bids & Quotes

Gifts

REPORTS OF THE BOARD OF TRUSTEESFUTURE MEETINGS

ADJOURNMENT

CLOSED SESSION

Respectfully submitted,

 Jeremy Meyers

Secretary to the Board

The Board of Trustees reviewed Board Bylaws 9320 and 9323

It was moved by Mrs. Knight seconded by Mr. Ebitson and carried unanimously to approve the minutes from the August 10, 2017 Board meeting.

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

It was moved by Mrs. Knight seconded by Mr. Ebitson and carried unanimously to adopt Board Resolution #2017-14 Determination of the Sufficiency or Insufficiency of Textbooks and Instructional Materials for the 2017-18 school year.

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

It was moved by Mrs. Knight, seconded by Mr. Ebitson and carried unanimously to approve the Unaudited Actuals for 2016-17.

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

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

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

Adopted the Board Resolution #2017-15 Appropriations Limit Calculation (GANN Limit)

Approved the Board Resolution #2017-16 Designation of a Representative and an Alternate to the School Insurance Group

Approved the Board Resolution #2017-17 Week of the School Administrator

Approved the updated/revised Board Bylaws and Policies BP0000, 0100, 2140, 6161.1 and BB9121, 9220, 9230 & 9400.

Approved the American River Charter School Vendors.

Approved the Consultant Service Agreement with Preferred Choice

Approved the Consultant Service Agreement with Liz Dowell

Approved the Consultant Service Agreement with SchoolWorks

Approved the Growing Healthy Children Therapy Services Master Contract for the 2017-18 School Year

Declared specified instructional material as obsolete.

It is recommended that 2017-18 fiscal year Batch numbers 8007-8015 dated August 1, 2017 to September 5, 2017, for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$772,641.40, be approved.

Accepted the gifts donated to the district.

Board members reported on district happenings.

Special Board meeting-Board Retreat: Saturday, September 16, 2017 8:30AM

Regular Board meeting: Thursday, October 12, 2017 7PM

Special Board meeting: Thursday, October 26, 2017 7PM

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

 Bill Drescher

Vice President of the Board

 Date

**SPECIAL MINUTES OF A REGULAR MEETING
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
September 16, 2017**

<u>CALL TO ORDER</u>	17.2	The Special Meeting of the Board of Trustees was called to order by Clerk Knight at 8:30 A.M. at the District Office Georgetown, California Present: Joe Scroggins, Darcy Knight, Ronnie Ebitson and Jeremy Meyers, Superintendent were present. Jeff Burch and Bill Drescher were absent.
<u>OPEN SESSION</u>		The meeting was called to order at 8:37 A.M.
<u>PLEDGE OF ALLEGIANCE</u>		The pledge allegiance was led by Mr. Scroggins.
<u>ADOPTION OF THE AGENDA</u> ACTION M-17-57		It was moved by Mr. Scroggins, seconded by Mr. Ebitson and carried unanimously to approve the adoption of the agenda. (Adopted after an amendment to the order of the Discussion items. District Goals discussed first then Superintendent evaluation. Vote 3 to 0 Burch AB Knight Y Scroggins Y Drescher AB Ebitson Y
<u>INFORMATION AND DISCUSSION</u> Superintendent 2016-17 Evaluation District Goals		Bill Drescher arrived at 8:45 A.M. The Board of Trustees discussed the Superintendent's Evaluation. The Board of Trustees discussed goals for the district. Top Three goals: 1-Expand music program K-6 2-Technology (1 to 1 chrome books) 3-Challenge students to do better than average with A-G completion Other goals that were discussed: Structured plan with curriculum for Nature Area Raise test scores Monthly District events Calendared on the website Better marketing/communicating what we are doing in the district.
CSBA Annual Education Conference-San Diego		The Board of Trustees discussed the CSBA Annual Education Conference The Board discussed the CSBA Annual Education Conference and the Board would like to forgo attending this conference and asked that the Superintendent use the money budgeted for the conference to purchase more chrome books for students.
Board Open Discussion on Governance		The Board of Trustees discussed posting a master calendar of the Board meeting agenda topics so that parents, community members and staff can see what topics are at the meetings and when they will take place.
<u>ADJOURNMENT</u> Respectfully submitted,		The meeting was adjourned at 11:35 A.M.

Jeremy Meyers
Secretary to the Board

Bill Drescher
Vice President of the Board

Date

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.1 Board Resolution #2017-18 Authorizing Designated Agents to Act As Custodians of Agency Fund and To Sign Bank Transactions and Documents On Behalf Of the Black Oak Mine Unified School District

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2017-18 Authorizing Designated Agents to Act as Custodians of Agency Fund and to Sign Bank Transactions and Documents On Behalf Of the Black Oak Mine Unified School District.

BACKGROUND: On a periodic basis it is appropriate that the governing body of a public agency review designated signature authorizations. These signature delegations delineate by name and position specific authorization for business to be conducted on behalf of the Black Oak Mine Unified School District.

Members of the Board of Trustees, by virtue of the power of authority of office, are the authorized District agents. For operational purposes, this authority is delegated to the Superintendent as Chief Executive Officer. Within the structure of the organization, a further delineation of responsibility is prudent for effective management.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

BOARD RESOLUTION 2017-18

AUTHORIZING DESIGNATED AGENTS TO ACT AS CUSTODIANS OF AGENCY FUNDS
AND TO SIGN BANK TRANSACTIONS AND DOCUMENTS ON BEHALF OF THE BLACK
OAK MINE UNIFIED SCHOOL DISTRICT

BE IT RESOLVED, that the Superintendent, pursuant to the Education Code, be designated as the custodian of all funds of the agency and shall be responsible for collection and payment into authorized agency account(s) all monies required to paid into the account(s) and all expenditure therefrom subject to such regulations as the Board of Trustees prescribes. The Superintendent shall cause to be prepared and filed all necessary reports and claims for reimbursement applicable to the agency.

BE IT FURTHER RESOLVED by the Board of Trustees of the Black Oak Mine Unified School District and hereby ordered that checks drawn on agency bank accounts shall be signed by two of the following designated persons on the attached list.

BE IT FURTHER RESOLVED that all claim reports be signed by one of the following persons:

Jeremy Meyers, Superintendent
Patricia Kowalski, Chief Business Official
Shelly King, Personnel Services Coordinator

This **RESOLUTION** is effective upon date of adoption until revoked or superseded.

PASSED AND ADOPTED by the following called vote the 12th day of October, 2017.

AYES:
NOES:
ABSENT:
ABSTAIN:

President, Board of Trustees

ATTEST:

Clerk, Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.2 Board Resolution #2017-19 Authorized Signatures for District Warrants and Official Documents

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2017-19 Authorized Signatures for District Warrants and Official Documents.

BACKGROUND: Pursuant to Education Code Section 42633, authorized signatures for district warrants and official documents must be filed annually with the County Office of Education after the December organizational meeting or when personnel changes have taken place.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

BOARD RESOLUTION #2017-19

Authorized Signatures for District Warrants and Official Documents

At its regular meeting on October 12, 2017 the Board of Trustees, by a vote of ___ ayes and ___ noes authorized a Member of the Board of Trustees; the Chief Business Official; the Personnel Services Coordinator; and the District Superintendent to sign payroll and expenditure warrants and all other official documents directly related to the operation of the District.

Dated and effective this 12th day of October, 2017, and until changed by a future action of the Board of Trustees.

Board of Trustees – Joe Scroggins

Chief Business Official – Patricia Kowalski

Personnel Services Coordinator – Shelly King

Superintendent – Jeremy Meyers

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.3 Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that 2017-18 fiscal year Batch numbers 8016-8025 dated September 8, 2017 to September 28, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of \$336,031.02 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	278,823.47
Charter School Fund 09	19,179.36
Cafeteria Fund 13	13,337.38
Deferred Maintenance Fund 14	15,429.96
Enterprise Fund 63	4,725.00
Foundation Trust Fund 73	4,500.00
Fund 75	35.85
Total	336,031.02

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.4 Energy Services Design and Installation Agreement with Aircon Energy, Inc.

MEETING DATE: October 12, 2017

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

RECOMMENDATION: It is recommended that the Board of Trustees approve the agreement with Aircon Energy, Inc. for the Energy Conservation Measures to be installed at American River Charter School.

BACKGROUND: This Energy Services Design and Installation Agreement with Aircon Energy, Inc. is for the purpose of developing and implementing cost effective energy conservation measures (ECM's) and providing other services designed to reduce the District's energy consumption at buildings.

A copy of the Aircon Energy contract is available at the District Office and will be provided to the Board of Trustees under separate cover.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.5 Obsolete Instructional Materials

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent
Mrs. Angela Schroeder, District Librarian

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to declare specified instructional materials obsolete.

BACKGROUND: Golden Sierra Junior Senior High School has submitted a list of outdated to obsolete. These books will be disposed of rather than sold to wholesalers once the request is approved. Wholesale does not want to purchase these texts.

Title	ISBN	Count
Physical Science	0-13-201270-7	14
Life Science	0-13-201272-3	12
History Alive: Medieval History and Beyond	1-58371-376-X	11
History Alive: The United States Though Industrialism	1-58371-401-4	1

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.6 Gifts

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent

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

BACKGROUND: The following gifts are being donated:

Eric Tompkins donated \$800.00 to support the Music Club Program at Northside School.

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

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

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

Request for Board Acceptance of Gift

To:	Jeremy Meyers, Superintendent
From:	Carrie Arnett
Re:	Request for Board Acceptance of Gift
Date:	9/25/17
Description of Gift:	Cash donation in support of Music Club program at Northside School.
Donor Estimated Value:	\$ 800.00
Donated By:	Eric Tompkins
Mailing Address:	2003 Indian Trail Cool, CA 95614
Donor Requests Gift To Be Used At/For:	Support of Music Club program at Northside.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 18.7 Field Trip

MEETING DATE: October 12, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the overnight field trip(s).

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 Board of Trustees will consider the following trip(s):

The Golden Sierra Wrestling Team is requesting the following (6) six overnight wrestling tournaments:

January 5-6, 2018 at Sonoma High School

January 27-28, 2018 at Corning High School

February 16-17, 2018 at Bakersfield High School

February 16-17, 2018 at McNair High School

February 22-24, 2018 at Stockton High School

March 1-3, 2018 at Bakersfield High School

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

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

Date leaving: 1/5/18 Destination: Sonoma High School
Date returning: 1/6/18 Time leaving: 5:00 am
Est. time of return: 11:00 pm

School: Cross Dept.: Athletics Club or Org.: Wrestling

Trip Supervisor: Arena # of Students: 20 # of Staff: 1 # of Chaperones: 0

Place of Departure Cross

Mode of Transportation: Walking ☐ School Bus ☒ School Van ☐ Public Transportation ☐ Private vehicles ☒
Total Estimated Cost of Trip: _____ Funding Source: _____

FOR TRIPS OTHER THAN EXTRA CURRICULAR

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

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.

Dinner stop?

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: Keith Bush
Print Name

Signature

Date: 9/18/17

Principal/Site Administrator Signature: _____

Date: 9/25/17 Approved ☒ Denied _____

Superintendent's Signature: _____

Date: 9/25/17 Approved ☒ Denied _____

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

Approved _____ Denied _____

Reason for Denial: Keith Bush

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 OVERNIGHTARE DUE 45 DAYS PRIOR TO REQUESTED DEPARTURE. (Exceptions are made for league changes in athletic schedules and playoffs.)

Date leaving: 1/27/18 Destination: Corning High
Date returning: 1/28/18 Time leaving: 4:00 pm
Est. time of return: 11:00 pm

School: Grays Dept.: Athletics Club or Org.: Wrestling

Trip Supervisor: Arena # of Students: 20 # of Staff: 1 # of Chaperones: 1
Print Name Arena

Place of Departure 075515

Mode of Transportation: Walking ☐ School Bus ☒ School Van ☐ Public Transportation ☐ Private vehicles ☒
Total Estimated Cost of Trip: _____ Funding Source: _____

FOR TRIPS OTHER THAN EXTRA CURRICULAR

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

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

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

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

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.

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

For Transportation Department Use Only

Driver: _____ Van# _____ Bus # _____

Leave _____ A.M. _____ P.M. Leave _____ A.M. _____ P.M.

Return _____ A.M. _____ P.M. Return _____ A.M. _____ P.M.

Total Hours _____ Total Hours _____

ODOMETER READING (MILEAGE)

Ending _____
Beginning _____
Total Miles _____

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

BILLING:

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

Transportation Department Signature: _____

Reason for Denial:

Date _____ Approved _____ Denied _____

Requested by: Keith Bush Keith Bush Date: 9/18/17
Print Name Signature

Principal/Site Administrator Signature: _____ Date: 6/5/17 Approved ☒ Denied ☐
 Superintendent's Signature: _____ Date: 6/5/17 Approved ☒ Denied ☐

Date of Board Action (for overnight trips or over 200 mile radius one way): 1/11/17 Approved Denied

Reason for Denial: K911, BUC

**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: 2/16/18 Destination: Bakersfield
 Date returning: 2/17/18 Time leaving: 6:00 am
 Est. time of return: 11:00 pm
 School: CSTS Dept.: Athletics Club or Org.: Wrestling
 Trip Supervisor: Arena # of Students: 20 # of Staff: 1 # of Chaperones:
 Place of Departure: CSTS
 Mode of Transportation: Walking ☐ School Bus ☐ School Van ☐ Public Transportation ☐ Private vehicles ☒
 Total Estimated Cost of Trip: Funding Source:

FOR TRIPS OTHER THAN EXTRA CURRICULAR

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

 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.

Dinner stop?

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: Keith Bush
 Print Name

Keith Bush Date: 9/18/11
 Signature

Principal/Site Administrator Signature:
 Superintendent's Signature:
 Date of Board Action (for overnight trips or over 200 mile radius one way):
 Reason for Denial:

Date 9/2/14 Approved ☒ Denied ☐
 Date 9/2/14 Approved ☒ Denied ☐
 Approved ☐ Denied ☐

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

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

Date leaving: 2/16/18 Destination: McNair High
 Date returning: 2/17/18 Time leaving: 2/16/18 3:00 p.m.
 Est. time of return: 2/17/18 11:00 p.m.
 School: CSTS Dept.: Activities Club or Org.: Wrestling
 Trip Supervisor: Arena # of Students: 20 # of Staff: 1 # of Chaperones:
 Place of Departure: CSTS
 Mode of Transportation: Walking ☐ School Bus ☐ School Van ☐ Public Transportation ☐ Private vehicles ☒
 Total Estimated Cost of Trip: Funding Source:

FOR TRIPS OTHER THAN EXTRA CURRICULAR

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

 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.

Dinner stop?

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: Keith Bush Keith Bush Date:
 Principal/Site Administrator Signature: Date 9/25/17 Approved ☒ Denied ☐
 Superintendent's Signature: Date 9/25/17 Approved ☒ Denied ☐
 Date of Board Action (for overnight trips or over 200 mile radius one way): Approved ☐ Denied ☐
 Reason for Denial: Keith Bush

**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: 2/22/18 Destination: Stockton
Date returning: 2/24/18 Time leaving: 3:00pm
Est. time of return: 6:00pm

School: GSTHS Dept.: Athletics Club or Org.: Wrestling

Trip Supervisor: Arena # of Students: 2 # of Staff: 1 # of Chaperones: 1
Print Name

Place of Departure: GSTHS

Mode of Transportation: Walking ☐ School Bus ☐ School Van ☐ Public Transportation ☐ Private vehicles ☒
Total Estimated Cost of Trip: _____ Funding Source: _____

FOR TRIPS OTHER THAN EXTRA CURRICULAR

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

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.

Dinner stop?

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: Keith Bush Keith Bush Date: 2/18/17
Print Name Signature

Principal/Site Administrator Signature: _____ Date 2/22/17 Approved ☒ Denied _____
Superintendent's Signature: _____ Date 2/22/17 Approved ☒ Denied _____

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

Reason for Denial: Keith Bush

**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: 3/1/18 Destination: Bakersfield
 Date returning: 3/3/18 Time leaving: 3:00 PM
 School: CSTS Dept.: Athletics Club or Org.: Wrestling
 Trip Supervisor: Arena # of Students: 2 # of Staff: 1 # of Chaperones:
 Place of Departure: CSTS Print Name
 Mode of Transportation: Walking ☐ School Bus ☐ School Van ☐ Public Transportation ☐ Private vehicles ☒
 Total Estimated Cost of Trip: Funding Source:

FOR TRIPS OTHER THAN EXTRA CURRICULAR

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

 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.

Dinner stop?

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: Keith Bush Signature: Keith Bush Date: 9/18/17
 Principal/Site Administrator Signature: Date: 9/18/17 Approved ☒ Denied ☐
 Superintendent's Signature: Date: 9/18/17 Approved ☒ Denied ☐
 Date of Board Action (for overnight trips or over 200 mile radius one way): Approved ☐ Denied ☐
 Reason for Denial: KEITH BUSH