

BLACK OAK MINE UNIFIED SCHOOL DISTRICT



September 14, 2017

MEETING OF THE BOARD OF TRUSTEES

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

Superintendent

Jeremy Meyers, 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: September 14, 2017
TIME: 6:30 p.m. (Closed)
7:00 p.m. (Open)
LOCATION: 6540 Wentworth Springs Road
Georgetown, CA

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

AGENDA

- 1.0 CALL TO ORDER - OPEN SESSION - 6:30 P.M.
- 2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA
- 3.0 CLOSED SESSION TOPICS
The Board of Trustees will review matters pertaining to the following topics as necessary and will announce in public prior to going into Closed Session which topics will be considered in that Closed Session.
 - 3.1 Confidential Student Matter - Interdistrict Transfer Appeal Hearing Student #012-17
 - 3.2 Public Employee Employment - Certificated Staff: 3-1.0 FTE Teachers
 - 3.3 Public Employee Employment - Classified Staff: .5 FTE Custodian I
 - 3.4 Resignation/Retirement-1.0 FTE Teacher GSJSHS/1.0 FTE Confidential Employee
 - 3.5 Conference with Mr. Jeremy Meyers and Mrs. Shelly King, District Labor Negotiator, Regarding Labor Negotiations the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660, Confidential Employees, Classified Management and Administrators
- 4.0 OPEN SESSION - 7:00 P.M.
The Board of Trustees will reconvene in open session.
- 5.0 DISCLOSURE OF ACTION TAKEN, IF ANY, IN CLOSED SESSION
- 6.0 PLEDGE OF ALLEGIANCE
- 7.0 ADOPTION OF THE AGENDA
The Board may act upon an item of business not appearing on the posted agenda if, first, the Board publicly identifies the item, and second, one of the following occurs:
 - 7.1 The Board, by majority vote of the full Board, decides that an emergency exists, as

defined in Govt. Code Section 54956.5;

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

M _____ S _____ V _____

8.0 COMMUNICATIONS – 7:05 P.M.

- 8.1 Public Hearing – The Certification of the Sufficiency or Insufficiency of Textbooks and Instructional Materials for the 2017-18 School Year (Page 1)
- 8.2 Written Communications
- 8.3 Oral Communications – Members of the public may address the Board on any items of interest to the public that are within the subject matter jurisdiction of the Board, but are not on the agenda or are on the consent agenda. Each person who addresses the Board must first be recognized by the presiding officer and then give his/her name. Comments must be directed to the Board as a whole and not to individual members or District employees. Individual speakers will be allowed three (3) minutes to address the Board. However, the Board shall not act upon, respond to, or comment on the merits of any item presented during the Oral Communications, although the Board may ask clarifying questions of the presenter or refer the presenter to a District procedure if appropriate. (Government Code Sections 54954.2 and 54954.3) This is also the time to address any items on the consent agenda.

9.0 STUDENT REPRESENTATIVE TO THE BOARD REPORT – 7:10 P.M.

10.0 B.O.M.T.A. REPORT – 7:15 P.M.

11.0 C.S.E.A. REPORT – 7:20 P.M.

12.0 FMOTC – 7:25 P.M.

13.0 SITE ADMINISTRATOR'S REPORTS – 7:30 P.M.

14.0 SUPERINTENDENT'S REPORT – 7:40 P.M.

15.0 INFORMATION & DISCUSSION – 7:50 P.M.

- 15.1 Discussion of El Dorado County Office of Education 2017-18 Annual LCAP Review (Pages 3-4)

EXPLANATION: The El Dorado County Office of Education 2017-18 Black Oak Mine Unified School District LCAP review.

- 15.2 Discussion of El Dorado County Office of Education Report of Fiscal Solvency (Pages 5-11)

EXPLANATION: The El Dorado County Office of Education Annual Report regarding Fiscal Solvency will be shared.

- 15.3 Board of Trustees Procedural Review (Page 13)

EXPLANATION: The Board of Trustees will review the Special Board Meeting dates set for 2017-18.

15.4 Board Bylaw Review (Pages 15-27)

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

16.0 NEW BUSINESS – 8:10 P.M.

16.1 Board Meeting Minutes (Pages 29-30)

RECOMMENDATION: It is recommended that the Board of Trustees approve the minutes from the regular Board Meeting August 10, 2017.

M _____ S _____ V _____

16.2 Determination of the Sufficiency or Insufficiency of Textbooks and Instructional Materials for the 2017-18 School (Pages 31-32)

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-14, Determination of the Sufficiency of Textbooks and Instructional Materials for the 2017-18 school year.

M _____ S _____ V _____

16.3 Unaudited Actuals Financial Report (Page 13)

RECOMMENDATION: It is recommended that the Board of Trustees approve and certify the 2016-17 Unaudited Actuals.

M _____ S _____ V _____

17.0 CONSENT AGENDA - 8:45P.M.

M _____ S _____ V _____

17.1 Board Resolution #2017-15 Appropriations Limit Calculation (Gann Limit) (Pages 35-36)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2017-15, Resolution for Adopting and Certifying the “Gann” Limit for 2016-17 and 2017-18 fiscal years.

17.2 Board Resolution #2017-16 Designation of Reps & Alternate to SIG Joint Powers Board (Pages 37-38)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2017-16 Designation of Reps & Alternate to SIG Joint Powers Board.

17.3 Board Resolution #2017-17 Week of the School Administrator (Pages 39-40)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2017-17 Week of the School Administrator.

17.4 Second Reading and Adoption of Board Bylaws & Board Policies (Pages 41-65)

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

17.5 American River Charter School Vendor Agreements (Page 67)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the vendor agreements for American River Charter School.

17.6 Consultant Service Agreement Preferred Choice (Pages 69-72)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the Consultant Service Agreement with Preferred Choice.

17.7 Consultant Service Agreement Liz Dowell (Pages 73-75)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the Consultant Service Agreement with Liz Dowell.

17.8 SchoolWorks Demographic Study Service Agreement (Pages 77-81)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the service agreement with SchoolWorks to perform our 2017-18 annual enrollment study.

17.9 Master Contract with Growing Healthy Children Therapy Services (Page 83)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the Master Contract with Growing Healthy Children Therapy Services for the 2017-18 School Year.

17.10 Obsolete Instructional Materials (Pages 85-86)

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

17.11 Purchase Orders, Warrant, Bids and Quotes (Page 87)

RECOMMENDATION: It is recommended that 2017-18 fiscal year Batch numbers 8007-8015 dated August 1, 2017 through 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.

17.12 Gifts (Pages 89-92)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to accept the gifts donated to the District.

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

19.0 FUTURE MEETINGS

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

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

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

20.0 CLOSED SESSION

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

21.0 ADJOURNMENT

PLEASE POST
September 1 – September 14

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

PUBLIC HEARING
ON THE CERTIFICATION OF THE SUFFICIENCY
OR INSUFFICIENCY OF TEXTBOOKS AND
INSTRUCTIONAL MATERIALS
FOR THE 2017-18 SCHOOL YEAR

September 14, 2017 7:00 P.M.
DISTRICT OFFICE – BOARD ROOM
6540 WENTWORTH SPRINGS ROAD
GEORGETOWN, CA

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.1 Discussion of El Dorado County Office of Education 2017-18 Annual LCAP of the Black Oak Mine Unified School District

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent
Mrs. Wendy Westsmith, Director TK-6 Education
Mrs. Tricia Kowalski, Chief Business Official

EXPLANATION: The El Dorado County Office of Education 2017-18 Annual Review of the Black Oak Mine Unified School District's LCAP has been approved and will be shared with the Board of Trustees.

BACKGROUND: In accordance with Education Code Sections 52070 and 42127, the El Dorado County Office of Education has reviewed the Local Control Accountability Plan (LCAP) for the Black Oak Mine Unified School District.



August 28, 2017

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

Dear Jeff Burch,

In accordance with Education Code Sections 52070 and 42127, the El Dorado County Office of Education has reviewed the Local Control Accountability Plan (LCAP) for **Black Oak Mine Unified School District** for the fiscal year 2017-2018. Based upon our review, the 2017-2018 LCAP for Black Oak Mine Unified School District has been **approved**.

Education Code requires the County Superintendent to approve the LCAP and annual update for each school district after determining all of the following:

- The LCAP adheres to template adopted by the State Board of Education.
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated students pursuant to Sections 42238.02 and 42238.03.

During the implementation period of LCFF, the district should be prepared to share information with its stakeholders about the new funding formula and its impact on the district's budget, the budget development process and the expectations for the LCAP.

A complete listing of any technical corrections and or recommendations relating to the adopted LCAP has been sent directly to the superintendent and chief business official. If you have any questions about the LCAP, please contact Kevin Monsma, Associate Superintendent at (530) 295-2271.

We appreciate the efforts of the board and district administration as they develop and implement the goals and actions described in the LCAP. We look forward to our continued partnership as we work together to deliver excellence in education to our students.

Sincerely,

Ed Manansala, Ed.D., County Superintendent of Schools

cc: Jeremy Meyers, District Superintendent
Tricia Kowalski, Chief Fiscal Officer
Kevin Monsma, Associate Superintendent
Angie Lind, Senior Director, Curriculum, Instruction & Accountability
6767 Green Valley Road, Placerville, California 95667 | 530-622-7130

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.2 Discussion of El Dorado County Office of Education Annual Report of Fiscal Solvency

MEETING DATE: September 14, 2017

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

EXPLANATION: The El Dorado County Office of Education Annual Report of Fiscal Solvency will be shared with the Board of Trustees.

BACKGROUND: Pursuant to the provision of Education Code Section 1240 (e), the El Dorado County Superintendent is required to present an annual report to a school district's governing board and the Superintendent of Public Instruction regarding the fiscal solvency of any school district with a disapproved budget, qualified or negative interim certification, or one that has been determined at any time during the year to be in a position of fiscal uncertainty pursuant to EC Section 42127.6. The attached annual report on the fiscal solvency of the Black Oak Mine Unified School District for fiscal year 2016-17 was generated as a result of the District's qualified Second Interim Report certifications.



EXCELLENCE IN EDUCATION FOR THE 21st CENTURY
Ed Manansala, Ed.D., County Superintendent of Schools

August 14, 2017

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

Re: 2016 – 2017 Annual Report

Dear Mr. Burch,

Pursuant to the provision of Education Code Section 1240(e), the El Dorado County Superintendent is required to present a 2016-17 annual report to a school district's governing board and the Superintendent of Public Instruction regarding the fiscal solvency of any school district with a disapproved budget, qualified or negative interim certification, or one that has been determined at any time during the year to be in a position of fiscal uncertainty pursuant to EC Section 42127.6. The attached annual report on the fiscal solvency of the Black Oak Mine Unified School District for fiscal year 2016-17 was generated as a result of the District's qualified Second Interim Report certifications.

We appreciate the efforts of the Board and District administration as they strive to develop and maintain balanced budgets. Please do not hesitate to contact our office if we can be of assistance and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Manansala", is written over a light blue horizontal line.

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

2016-17 Annual Report of Fiscal Solvency
Black Oak Mine Unified School District
Issued by El Dorado County Superintendent
Ed Manansala, Ed.D.

Pursuant to the provision of Education Code Section 1240(e), the El Dorado County Superintendent is required to present a 2016-17 annual report to a school district's governing board and the Superintendent of Public Instruction regarding the fiscal solvency of any school district with a disapproved budget, qualified or negative interim certification, or one that has been determined at any time during the year to be in a position of fiscal uncertainty pursuant to Education Code (EC) Section 42127.6. This annual report on the fiscal solvency of the Black Oak Mine Union School District for fiscal year 2016-17 has been generated as a result of the district's qualified First and Second Interim Report certifications.

2016-17 Fiscal Solvency Review

Summary

There has been a history of communications between our office and the district over the last several years recognizing the challenges that the district faces in dealing with the fiscal instability that ongoing declining enrollment brings. The district has submitted budget reports with qualified certifications, where the district certified that they may not be able to meet its financial obligations for the current year or two subsequent years, in 2009-10, 2010-11, 2011-12, 2014-15 and 2015-16. In addition, in December 2016 and March 2017, the district submitted both the First & Second Interim Reports which the Board had again assigned a qualified certification. Our office concurred with the qualified certification.

2016-17 General Fund Summary	Adopted Budget	First Interim	Second Interim	Third Interim
Total Revenues	\$11,861,662	\$12,366,460	\$12,626,175	\$12,648,208
Total Expenditures	\$11,780,162	\$12,557,259	\$12,667,093	\$12,498,029
Surplus/(Deficit) \$	\$41,035	(\$190,799)	(\$98,211)	\$96,901
TRUE-ONGOING DEFICIT SPENDING*	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainty \$	\$476,112	\$518,618	\$509,161	\$502,321
Reserve for Economic Uncertainty %	4.03%	4.11%	4.00%	4.00%

*Adjusted for one-time revenue/expenses

Administration Transition

The district experienced continuing administration changes in 2016-17. The district started the school year with seven administration positions, five of which were filled with new employees or employees that had been at the district less than two years. The substitute superintendent had been at the district since May 2016, the CBO since August 2015, while the charter director, the Georgetown Elementary principal,

Administration Transition (continued)

and the temporary Golden Sierra Junior/Senior High School principal were new to their positions for the 2016-17 school year. After the retirement of the Superintendent in August 2016, the superintendent and the high school principal positions were combined and the new position was appointed in November 2016. In March 2017, the Georgetown Elementary principal resigned and was not replaced during the 2016-17 school year.

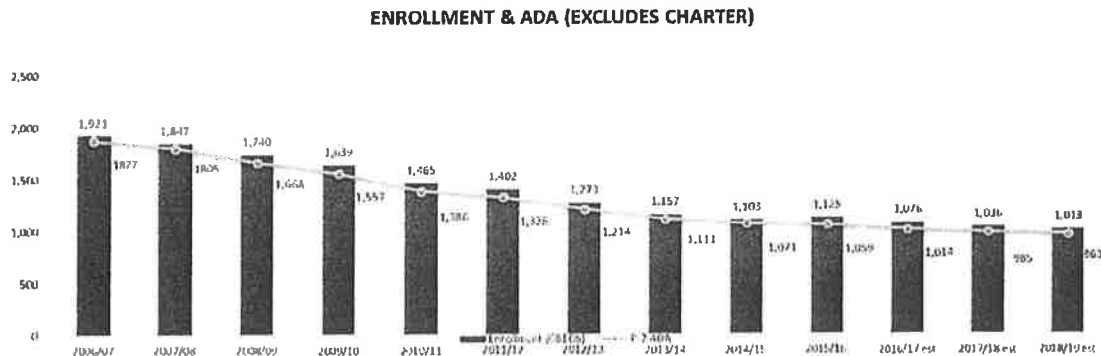
The Fiscal Crisis & Management Assistance Team's (FCMAT) Fiscal Health Risk Analysis (see attachment A) indicates that a district that has a superintendent and/or a chief fiscal officer that has been with the district less than two years, combined with other key fiscal indicators, may increase the risk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

The FCMAT Fiscal Health Risk Analysis was developed as a management tool to evaluate key fiscal indicators that will assist a school district in measuring its financial solvency for the current and two subsequent fiscal years as recommended by AB 1200. Our office recommends the district use the FCMAT Fiscal Health Risk Analysis as a tool to provide a self-evaluation and a tool to help the district identify fiscal issues they need to address. The use of this tool by the district and diligent planning may enable the district to better understand its financial objectives and strategies to sustain its financial solvency.

Enrollment History

Over the last 10 years, enrollment has declined approximately 44% from 2006-07 to 2016-17; while total district general fund expenditures have gone from \$15.7 million to \$12.5 million, or a 20% decrease. Given the district's continuing decline in enrollment, staffing adjustments for certificated and classified employee groups should be consistent with the enrollment trend. The purpose for the declining enrollment funding guarantee (funding based on greater of current or prior year ADA) is to allow districts time to adjust their spending patterns, including reducing staffing. Districts with unstable or continual declining enrollment are much more likely to have fiscal instability if they do not adjust their staffing or spending to their enrollment trends.

In March 2017, the district projects a continued decline in enrollment as shown on the graph below provided by the district at Third Interim.



Reserve for Economic Uncertainties/Substantial Budget Reductions

The minimum state required Reserve for Economic Uncertainties (EUR) for the district in 2016-17 is 3%. The district has adopted a local requirement of 4% EUR. The district's multiyear projections at Adopted, First Interim, Second Interim, and Third Interim Budget reports have all indicated that there would not be sufficient fund balance or ongoing revenues to cover deficit spending without implementing significant expenditure reductions. Based on the board actions taken from March to May, the magnitude of the necessary reductions across two years to meet the state required minimum reserve for economic uncertainties given the current level of revenues dropped from 6% at Second Interim to about 3% at Third Interim. In order for the district to eliminate all deficit spending across the two subsequent years, the magnitude of the necessary reductions of expenses at Third Interim would increase from 3% to 7%.

In the First Interim review letter sent to the district on January 17, 2017, we noted a mutual understanding that, "the board would 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."

The district chief business official has been in close communication with our office and has kept our office up to date of the district's plans for reductions. In order to implement the necessary reductions by June 2017, the district board has taken action on the items listed below from February to March 2017:

- **February 9, 2017:** *Adopted Resolutions to reduce 7.0 certificated teacher FTE, and 5.25 classified FTE beginning July 1, 2017.*
- **March 9, 2017:** *Adopted Resolutions to reduce 1.0 certificated administrator FTE, and .5625 classified FTE.*

Based on the board actions listed above and current district administrative staffing decisions, the estimated reductions, if implemented are estimated at (\$420,000) in total:

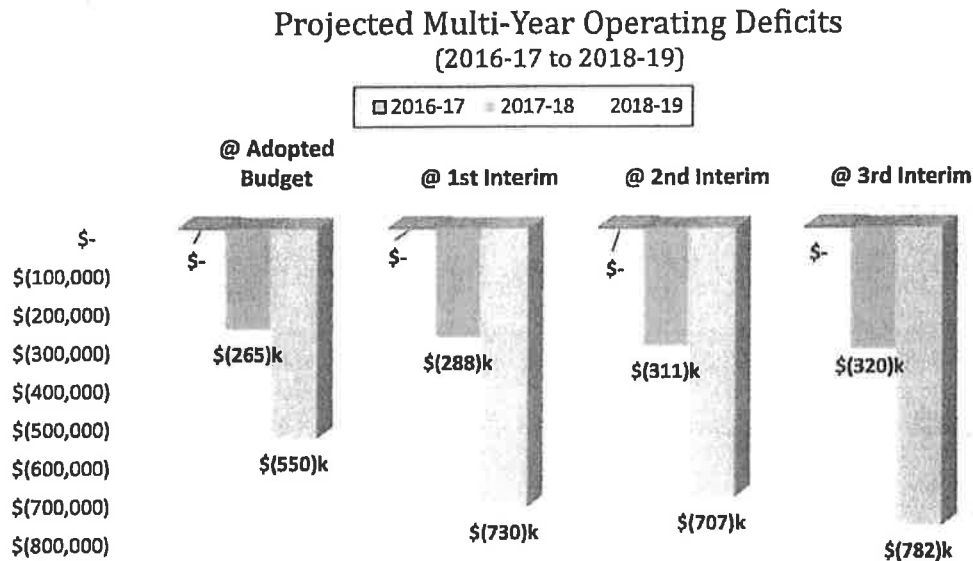
- 3.45 Certificated Teacher FTE \cong (\$274,000)
- 3.25 Classified FTE \cong (\$146,000)

It is crucial for the Governing Board to follow through on the District's plans and commitments to both meet the minimum state required EUR and to achieve fiscal solvency.

Deficit Spending

The district projected an operating deficit at Adopted Budget, First Interim, Second Interim, and Third Interim financial reporting periods for the current year and two subsequent years. Due to board actions listed above, these projected deficit spending amounts have decreased in the multiyear projections at Third Interim. For the 2017-18 year, the projected deficit spending amount has increased from (\$265,000) to (\$320,000) and for 2018-19, it has increased from about (\$550,000) to (\$782,000). If reductions from the board actions are not implemented in 2017-18, multiyear projections indicate the General Fund would not have a sufficient fund balance to meet minimum reserves in 2018-19.

Deficit Spending (continued)



**It is important to note that negotiations with the classified employee bargaining group remain unsettled for 2016-17. Once settled, this may increase the deficit spending in 2017-18.*

Negotiations

To date, all bargaining group negotiations remain unsettled for 2016-17 and potential increases have not been included into budgeted salary and benefit expenditures. With the present financial condition, it is important to understand the district will not be able to sustain any salary increase without further budget reductions to those listed above.

We remind the district of the requirements of Government Code (GC) 3540.2, GC 3547.5, and Assembly Bill 1200 for public disclosure of collective bargaining agreements for districts with a qualified certification. Per GC 3540.2, "A school district that has a qualified or negative certification pursuant to Education Code Section 42131 must allow the county office of education at least 10 working days to review and comment on any proposed agreement between the exclusive representatives and the public school employer. The school district must provide the county superintendent with all information relevant to an understanding of the financial impact(s) of the agreement pursuant to Government Code Section 3543.2."

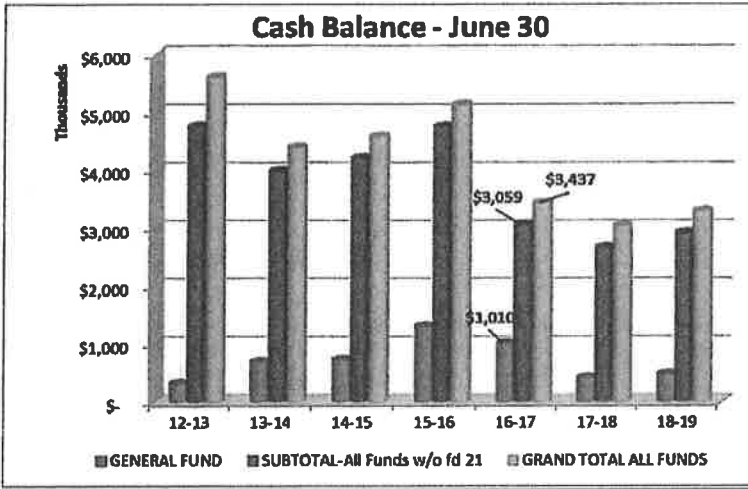
Other Funds/Cash Flow

The Cafeteria fund has continued to show a trend of deficit spending, reflecting a required contribution from the general fund estimated at about \$58,000 for 2016-17. It is important that the district closely monitor the financial activities of this fund to eliminate the deficit and restore the fund to a self-supporting status.

District cash flow projections & cash balances indicated that the district has sufficient cash to meet its obligations for 2016-17 across all funds. It is important to note that the district's general fund cash flow projections for 2017-18 submitted with the Second Interim report indicated that the district will end the year in June with an overall positive cash balance, but the general fund may not have sufficient funds to

Other Funds/Cash Flow (continued)

meet its obligations in months from August to November 2017. During these months, the district can temporarily borrow from its other funds to address these shortfalls, per EC 42603. It is important to note that the cash balances in the district's other funds may not be as stable in the upcoming years as the district closes out capital facilities projects with OPSC.



Summary

We recognize the efforts of the Board, Superintendent, Chief Business Official, and other stakeholders as they continue to work toward reducing the ongoing structural deficit. These efforts aimed towards strengthening the ending balance and eliminating the ongoing deficit spending can put the district in a position to better deal with the continuing budget challenges brought about by significant declining enrollment. Our office will continue to partner with the district in closely monitoring the district's fiscal solvency. We appreciate the continued efforts of the Board and District administration to ensure the ongoing financial stability of the district.

Distribution: J. Meyer, District Superintendent/Principal
T. Kowalski, District Chief Business Official
T. Torlakson, Superintendent of Public Instruction, CDE
P. Foggiano, School Fiscal Services Division, CDE
R. Montalbano, Deputy Superintendent of Administrative Services, EDCOE
R. Manansala-Smith, Director, External Business, EDCOE

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.3 Board of Trustees Procedural Review

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: Board of Trustees will review the Special Board Meeting dates for the 2017-18 School Year.

BACKGROUND: Special Board Meeting dates have been set for each site for the 2017-18 School Year.

Special Board Meeting Dates:

October 26, 2017 6PM @ Golden Sierra Junior Senior High School

November 30, 2017 6PM @ Northside School

January 25, 2018 6PM @ Georgetown School

March 22, 2018 6PM @ American River Charter School

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 15.4 Board Bylaw Review

MEETING DATE: September 14, 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 F.3d 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: Boardmanship

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

**MINUTES OF A REGULAR MEETING
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
August 10, 2017**

<u>CALL TO ORDER</u>	16.1	The Regular Meeting of the Board of Trustees was called to order by Vice President Bill Drescher at 6:30 P.M. at 6540 Wentworth Springs Road, Georgetown.
		Present: Joe Scroggins, Darcy Knight, Bill Drescher, Ronnie Ebitson and Mr. Jeremy Meyers, Superintendent. Jeff Burch was absent
Public Comment: <u>CLOSED SESSION</u>		Public comment: NONE The Board met in Closed Session and discussed <ul style="list-style-type: none">3.1 Confidential Student Matter – Interdistrict Transfer Appeal #007-173.2 Public Employee Employment – Certificated Staff: 1.0 FTE CTE Teacher, Golden Sierra Junior Senior High School, .5 FTE Teacher Home Study ARCS & .5 FTE Teacher ARCS3.3 Public Employee Employment – Classified Staff: 1-Bus Driver, 3- Custodian I, .75 FTE Kitchen Manager-GT, .8 FTE Office Clerk, ARCS3.4 Public Employee Employment – Retirement, 1-Custodian II3.5 Public Employee Employment - Resignation of 1-Custodian I, 1- Custodian II, Office Clerk-ARCS3.6 Request for Leave of Absence 1.0 FTE Teacher Golden Sierra Junior Senior HS3.7 Conference with Mr. Jeremy Meyers, Superintendent, District Labor Negotiator, and Mrs. Shelly King, Personnel Services Coordinator, Regarding Labor Negotiations with the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660, Confidential Employees, Classified Management, MH Therapist & Administrators
<u>OPEN SESSION</u>		The Open Session of the Board convened at 7:00 p.m. Present: Board members, Members of the audience (including staff/community)
<u>DISCLOSURE OF ACTION TAKEN, IN CLOSED SESSION</u>		<ul style="list-style-type: none">3.1 Interdistrict Transfer denial for Student #007-17 was a no show3.2 Approved the employment of certificated personnel staff Vote 4-03.3 Approved the employment of classified personnel staff Vote 4-03.4 Approved the retirement Vote 4-03.5 Approved the resignations Vote 4-03.6 Denied the request for a leave of Absence Vote 4-03.7 no action taken
<u>PLEDGE OF ALLEGIANCE</u> <u>ADOPTION OF THE AGENDA</u> ACTION M-17-46		The pledge was led by Mr. Ebitson. It was moved by Mr. Scroggins, seconded by Mr. Ebitson and carried unanimously to adopt the agenda after amending the agenda by moving item 17.1-now 16.3 & 17.4-now 16.4 from Consent to New Business. Vote 4 to 0 Knight Y Scroggins Y Drescher Y Ebitson Y
<u>COMMUNICATIONS</u> Written Communications Oral Communications <u>B.O.M.T.A. REPORT</u> <u>C.S.E.A. REPORT</u> <u>CBO REPORT</u> <u>FMOTC REPORT</u>		none none Not present Not present CBO gave a brief report. FMOTC gave a brief report on the projects Maintenance and Custodial staff accomplish over the summer. ARCS and GS Admin gave a report for their sites.
<u>SITE ADMINISTRATOR'S REPORTS</u> <u>SUPERINTENDENT'S REPORT</u> <u>INFORMATION AND DISCUSSION</u> CLAD		Mr. Jeremy Meyers gave a report. Discussed the CLAD certification recommendations as it pertains to permanent employees who currently do not possess this qualification.
FONA Update CSBA Board Policy/Bylaw Updates/Revises		Mark Koontz gave an update redefining FONA boundaries. The Board of Trustees will consider reviewing/revising the following Board Policies and Board Bylaws: BP 1312.3, 1340, 2121, 3551, 4127/4227/4327, 4312.1, 6142.93, 6145, 6145.2, 6178.1,

Williams Uniform Complaints
Procedures Policy Quarterly
Report

NEW BUSINESS

Representative to the American
River Charter School Council
ACTION M-17-47

Board of Trustees Procedural
Review

ACTION M-17-48

CONSENT AGENDA

ACTION M-17-51

Early Mental Health Salary
Schedules

Moved to Item 16.3

ACTION M-17-49

Board Resolution #2017-13
Budget Revision Resolution
CSBA Board Policy Updates
and Revisions

Agreement with New Morning
Youth & Family Services

Moved to Item 16.4

ACTION M-17-50

Contact Service Agreement
Brandman University

Minutes Regular Board Meeting

Minutes Regular Board Meeting

Local Wellness Policy

Purchase Orders, Warrants, Bids
and Quotes

Gifts

Obsolete Equipment

REPORTS OF THE BOARD

FUTURE MEETINGS

ADJOURNMENT

Respectfully submitted,

Jeremy Meyers
Superintendent

7214 and BB 9012

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.

It was moved by Mrs. Knight seconded by Mr. Scroggins and carried unanimously to appoint Tricia Kowalski as the Representative to the American River Charter School Council.
Vote 4 to 0 Burch Ab Knight Y Scroggins Y Drescher Y Ebitson Y

It was moved by Mr. Scroggins seconded by Mr. Ebitson to take action to set dates for Special Board Meetings at each school site.

Vote 3 to 1 Knight Abstained Scroggins Y Drescher Y Ebitson Y

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

Vote 4 to 0 Knight Y Scroggins Y Drescher Y Ebitson Y

It was moved by Mrs. Knight seconded by Mr. Ebitson and carried unanimously to approve the Salary Schedules for Early Mental Health-Non Bargaining Unit.

Vote 4 to 0 Knight Y Scroggins Y Drescher Y Ebitson Y

Adopted the Board Resolution #2017-13 Budget Revision Resolution

Adopted the following CSBA Revised Board Policies and Board Bylaws: BP 0000, 0100, 2140, 6161.1, and BB 9121, 9220, 9230 & 9400.

It was moved by Mr. Scroggins, seconded by Mr. Ebitson and carried unanimously to approve the Agreement with New Morning Youth & Family Services

Jeremy will provide the Board with a job description and clarification.

Vote 4 to 0 Knight Y Scroggins Y Drescher Y Ebitson Y

Approved the Contract Service Agreement with Brandman University

Approved the Board Meeting Minutes for the June 5, 2017 Regular Board Meeting

Approved the Board Meeting Minutes for the June 8, 2017 Regular Board Meeting

Approved the updated Local Wellness Policy

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

Accepted the gifts donated.

Declared specified equipment obsolete.

Board members reported.

The next regular meeting of the Board is on September 14, 2017 at 7:00P.M. - District Office

The meeting was adjourned at 8:53 p.m.

Bill Drescher
Vice President of the Board

Date

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.2 Determination of the Sufficiency or Insufficiency of Textbooks and Instructional Materials for the 2017-18 School Year

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-14 Determination of the Sufficiency of Textbooks and Instructional Materials for the 2017-18 school year.

BACKGROUND: Pursuant to Education Code Section 60119, the Board of Trustees will hold a public hearing on or before the eighth week of school. Notice of the public hearing was posted in three public places within the District and stated the time, place and purpose for the hearing 10 days prior to the hearing.

The definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments. It does not mean that the district must have two sets of textbooks for each student. The textbooks or instructional materials, or both, are aligned to the content standards.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD RESOLUTION #2017-14
DETERMINATION OF THE SUFFICIENCY
OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR THE 2017-18 SCHOOL YEAR**

WHEREAS, the Board of Trustees of the Black Oak Mine Unified School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on September 14, 2017 at 7:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the Board of Trustees provided at least a 10 day notice of the public hearing posted in at least three public places within the District that stated the time, place, and purpose of the hearing, and;

WHEREAS, the Board of Trustees encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, in mathematics, history-social science, health, foreign language, and English/language arts, including the English language development component of an adopted program, and Visual and Performing Arts consistent with the cycles and content of the curriculum frameworks, and;

WHEREAS, sufficient laboratory science equipment was provided for science laboratory classes offered in grades 9-12, inclusive;

NOW, THEREFORE, BE IT RESOLVED that for the 2017-18 school year, the Black Oak Mine Unified School District has provided each pupil with sufficient textbooks and instructional materials consistent with the cycles and content of the curriculum frameworks.

Dated this 14th day of September, 2017, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of _____ ayes and _____ noes.

President
Board of Trustees

Clerk
Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 16.3 Unaudited Actuals for 2016-17

MEETING DATE: September 14, 2017

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

RECOMMENDATION: It is recommended that the Board of Trustees approve and certify the 2016-17 Unaudited Actuals.

BACKGROUND: The financial records for fiscal year 2016-17 have been reviewed and closed for the year. Year ending balances have been calculated and brought forward to 2017-18.

Mrs. Kowalski will present an overview of the changes in the 2015-16 Unaudited Actuals from the year-end projections prepared in June 2017.

The Unaudited Actuals will be provided to the Board of Trustees under separate cover. Copies can be requested by contacting Carla Koontz at the District Office or viewed on line at bomusd.org.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.1 Board Resolution #2017-15 Appropriations Limit Calculation
(Gann Limit)

MEETING DATE: September 14, 2017

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

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-15, Adopting and Certifying the "Gann" Limit for 2016-17 and 2017-18 fiscal years.

BACKGROUND: The Gann Limit (Proposition 4 by Paul Gann) was passed by the voters to place a limit on the amount of revenue that the State of California and local governments, including school districts, can increase each year, and was first calculated in 1980-81. Revenues that count toward the District's limit include local taxes and revenue limit income. Federal aid and local non-tax revenues, such as lottery, gifts, and fees, do not count toward the Gann Limit.

Attached is a copy of the Resolution for Adopting and Certifying the "Gann" Limit. These calculations are required by Education Code 42132 to be adopted by the Board of Trustees and then submitted to the California Department of Education to document that the District is within the required limit.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD RESOLUTION #2017-15**

RESOLUTION FOR ADOPTING AND CERTIFYING THE "GANN" LIMIT

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2016-17 fiscal year and a projected Gann Limit for the 2017-18 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2016-17 and 2017-18 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2016-17 and 2017-18 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

Dated this 14th day of September, 2017, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of _____ ayes and _____ noes.

President of the Board of Trustees

Clerk of the Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.2 Resolution #2017-16 Designation of a Representative and an Alternate to the Schools Insurance Group Joint Powers Board

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to adopt Board Resolution #2017-16 Designation of a Representative and an Alternate to the Schools Insurance Group Joint Powers Board.

BACKGROUND: SIG bylaws require a resolution to designate Representatives to their Joint Powers Board.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT BOARD RESOLUTION 2017-16

Designation of a Representative and an Alternate To the Schools Insurance Group Joint Powers Board

Whereas, this Agency is a Participating Agency of the Schools Risk and Insurance Management Group (SIG), and

Whereas, the bylaws of SIG state in part: "Each participating agency shall delegate one representative as a member of the Joint Powers Board, and one Alternate to serve in the absence of the representative. Such appointment shall be by resolution of the Governing Board of the Agency." And

DESIGNATION

NOW, THEREFORE, BE IT RESOLVED that the Governing Board hereby designates the following individuals as the Representative and the Alternate of the Schools Insurance Group Joint Powers Board:

Representative Patricia Kowalski

Alternate Shelly King

CERTIFICATION

I certify that the Governing Board of this Agency by resolution on September 14, 2017 has approved this action.

Darcy Knight, Clerk to the Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.3 Week of the School Administrator

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Resolution #2017-17 Week of the School Administrator, October 8-14, 2017.

BACKGROUND: In observance of the importance of educational leadership at the school, school district, and county levels, the second full week in the month of October of each year shall be designated as "Week of the School Administrator". The State of California has declared the week of October 8-14, 2017 as the "Week of the School Administrator" per Education Code 44051.1. "School Administrator" is a broad term which includes superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other school district employees. School leaders are to be commended for the contributions they make to successful student achievement.

**BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD RESOLUTION 2017-17
WEEK OF THE SCHOOL ADMINISTRATOR**

WHEREAS, Leadership Matters for California's public education system and the more than 6 million students it serves; and

WHEREAS, School administrators are passionate, lifelong learners who believe in the value of quality public education; and

WHEREAS, The title "school administrator" is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other school district employees are considered administrators; and

WHEREAS, providing quality service for student success is paramount for the profession; and

WHEREAS, Most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California's superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement; and

WHEREAS, Public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

WHEREAS, School leaders depend on a network of support from school communities – fellow administrators, teachers, parents, students, businesses, community members, board of trustees, colleges and universities, community and faith-based organizations, elected officials, and district and county staff and resources – to promote ongoing student achievement and school success; and

WHEREAS, Research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state; and

WHEREAS, the State of California has declared the first full week of March as the "Week of the School Administrator" in Education Code 44015.1; and

WHEREAS, The future of California's public education system depends upon the quality of its leadership;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Black Oak Mine Unified School District do hereby proclaim October 8-14, 2017, as "Week of the School Administrator" in the Black Oak Mine Unified School District and all school leaders be commended for the contributions they make to successful student achievement.

Dated this 14th day of September, 2017, by order of the Board of Trustees of the Black Oak Mine Unified School District upon a vote of _____ ayes and _____ noes.

Darcy Knight, Clerk of the Board of Trustees

Jeff Burch, President of the Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.4 Adoption of CSBA Board Policy and Bylaw Updates/Revisions

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

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

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

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

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

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

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

BB 9220 was updated to reflect NEW LAW (SB 415, 2015) which, effective January 1, 2018, requires a district to move the date of its board election to be concurrent with a statewide election whenever holding an election on a nonconcurrent date has resulted in a significant decrease in voter turnout, as defined. Bylaw encourages districts to review recent voter turnout and, if necessary, adopt a plan before the January 1, 2018 deadline in order to delay consolidation until November 8, 2022. Bylaw also reflects NEW LAWS which require public hearings before and after drawing maps of proposed trustee areas (AB 350, 2016), authorize districts to permit board candidates to submit candidate statements for electronic distribution (AB 210, 2016), allow districts to establish a dedicated fund to make public funds available to persons seeking elective office under specified conditions (SB 1107, 2016), and require prospective plaintiffs who allege that the election method violates the California Voting Rights Act to notify the district before filing a complaint (AB 350, 2016).

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

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

VISION

The Board of Trustees believes that a clearly stated purpose and direction for the district provide the foundation for continuous improvement and accountability. The Board shall adopt a long-range vision for district programs and activities that focuses on the achievement and well-being of all students and reflects the importance of preparing students for the future academically, professionally, and personally. The vision shall recognize the unique role of students, parents/guardians, staff, and community partners in contributing to a high-quality education for all students. The district's vision may be incorporated into its mission or purpose statement, philosophy or motto, long-term goals, short-term objectives, and/or comprehensive plans such as the local control and accountability plan (LCAP).

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 6020 - Parent Involvement)

The Board shall review the district vision statements annually, in conjunction with the update to the LCAP, to ensure consistency among all documents that set direction for the district. Following these reviews, the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians and the community.

(cf. 1100 - Communication with the Public)

(cf. 1113 - District and School Web Sites)

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

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

(cf. 0500 - Accountability)

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0000(b)

VISION (continued)

Legal Reference:

EDUCATION CODE

52060-52077 Local control and accountability plan

Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student achievement: A Review of the Research, May 2017
Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

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

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

WEB SITES

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

PHILOSOPHY

In order to establish and support a guiding vision for the district, the Board of Trustees shall develop, articulate, and regularly review an overarching set of fundamental principles which describe the district's core beliefs, values, or tenets. The Board and district staff shall incorporate these principles into all district programs, activities, and operations of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 – Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

It is the philosophy of the district that:

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

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

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

(cf. 5131.2 – Bullying)

(cf. 5137 – Positive School Climate)

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

(cf. 6020 – Parent Involvement)

PHILOSOPHY (continued)

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

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

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

(cf. 1000 – Concepts and Roles)

17. Two-way communication with all stakeholders is essential for establishing continuity, support, and shared goals both within the district and with the surrounding community.
18. The Board has a responsibility to advocate on behalf of all students, keep current on legislative issues affecting education, and build positive relationships with local, state and federal representatives.
19. A fiscally sound budget which is reflective of the district's vision is imperative to the financial stability of the district and to the attainment of its goals.

PHILOSOPHY

20. Responsibility for district programs and operations is shared by the entire educational community, with ultimate accountability resting with the Board as the basic embodiment of representative government.

Legal Reference:

EDUCATION CODE

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

51100-51101 Parental involvement

Management Resources:

CSBA PUBLICATIONS

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

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

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

WEBSITES

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

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

EVALUATION OF THE SUPERINTENDENT

The Board of Trustees recognizes its responsibility to establish an evaluation system that enables a fair assessment of the Superintendent's effectiveness in leading the district toward established goals, serves to support his/her continued growth in leadership and management skills, and provides a basis for Board decisions regarding contract extension and compensation. The Board shall annually conduct a formal evaluation of the Superintendent's performance and may provide additional opportunities throughout the year to review the Superintendent's progress toward meeting the goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 2121 - Superintendent's Contract)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

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

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2111 - Superintendent Governance Standards)

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

Each Board member shall independently evaluate the Superintendent's performance based upon the evaluations criteria, after which the Board president shall produce a single document that integrates the individual evaluations and represents the consensus of the Board.

(cf. 9121 - President)

The evaluation shall provide commendations in areas of strength and achievement and provide recommendations for improving effectiveness in areas of need, concern, and unsatisfactory performance.

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

EVALUATION OF THE SUPERINTENDENT (continued)

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

The discussion shall include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance the Superintendent's knowledge of current educational issues and leadership and management skills.

(cf. 9200 – Board Training)

(cf. 9400 - Board Self-Evaluation)

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

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

Legal Reference:

GOVERNMENT CODE

6254.8 *Public Records Act; employment contracts*

54957 *Closed session, personnel matters*

COURT DECISIONS

Versaci v. Superior Court, (2005) 127 Cal.App.4th 805

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

Management Resources:

WEB SITES

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

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

Policy

adopted: September 14, 2017

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

Georgetown, California

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

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

(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)

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

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

Review Process

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

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

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

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

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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

(cf. 9270 - Conflict of Interest)

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

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

(cf. 5020 - Parent Rights and Responsibilities)

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

Public Hearing on Sufficiency of Instructional Materials

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

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

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

(cf. 9322 - Agenda/Meeting Materials)

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

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

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

(cf. 6142.91 - English/Language Arts Instruction)

5. Foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

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

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

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

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

(cf. 0460 – Local Control and Accountability Plan)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Complaints

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

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

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

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

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

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

52060-52077 Local control and accountability plan

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core Standards

60605.86 Supplemental instructional materials aligned with Common Core Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 *Guidelines for Piloting Textbooks and Instructional Materials*, rev. January 2015

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, *Common Core State Standards*:

<http://www.scoe.net/castandards>

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

Policy

adopted: September 14, 2017

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

Georgetown, California

PRESIDENT

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

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9100 - Organization)

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law

(cf. 9320 – Meetings and Notices)
(cf. 9321 – Closed Session Purposes and Agendas)

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas

(cf. 9322 – Agenda/Meeting Materials)

3. Call the meeting to order at the appointed time and preside
4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and state clearly the results of the vote

(cf. 9323 - Meeting Conduct)

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

PRESIDENT (continued)

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

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

(cf. 1112 – Media Relations)

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

The president shall participate in the California School Board Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

(cf. 9240 – Board Trainings)

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

(cf. 9123 – Clerk)

Legal Reference: see next page

PRESIDENT (continued)

Legal Reference:

EDUCATION CODE

35022 *President of the board*

35143 *Annual organizational meetings; dates and notice*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

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

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

WEB SITES

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

GOVERNING BOARD ELECTIONS

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

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

(cf. 9224 - Oath of Affirmation)
(cf. 9270 - Conflict of Interest)

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

(cf. 9230 - Orientation)
(cf. 9240 - Board Training)

Consolidation of Elections

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

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

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

GOVERNING BOARD ELECTIONS (continued)

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

(cf. 9110 - Terms of Office)

Elections Process and Procedures

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

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

If the Board determines that a change is necessary, it shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s) and shall, in accordance with Education Code 5019 obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 – Meeting and Notices)

Campaign Conduct

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

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

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

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

(cf. 9005 - Governance Standards)

GOVERNING BOARD ELECTIONS (continued)**Statement of Qualifications**

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

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

(cf. 9223 - Filling Vacancies)

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

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

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

Tie Votes in Board Member Elections

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

GOVERNING BOARD ELECTIONS (continued)

Legal Reference:

EDUCATION CODE

1006 *Qualifications for holding office, county board of education*
 5000-5033 *Elections*
 5220-5231 *Elections*
 5300-5304 *General provisions (conduct of elections)*
 5320-5329 *Order and call of elections*
 5340-5345 *Consolidation of elections*
 5360-5363 *Election notice*
 5380 *Compensation (of election officer)*
 5390 *Qualifications of voters*
 5420-5426 *Cost of elections*
 5440-5442 *Miscellaneous provisions*
 7054 *Use of district property*
 35107 *Eligibility; school district employees*
 35177 *Campaign expenditures or contributions*
 35239 *Compensation of governing board member of districts with less than 70 ADA*

ELECTIONS CODE

20 *Public office eligibility*
 1302 *Local elections, school district election*
 2201 *Grounds for cancellation*
 4000-4008 *Elections conducted wholly by mail*
 10010 *District boundaries*
 10400-10418 *Consolidation of elections*
 10509 *Notice of election by secretary*
 10600-10604 *School district elections*
 13307 *Candidate's statement*
 13308 *Candidate's Statement contents*
 13309 *Candidate's statement, indigence*
 14025-14032 *California Voting Rights Act*
 14050-14057 *California Voter Participation Rights Act*
 20440 *Code of Fair Campaign Practices*

GOVERNMENT CODE

1021 *Conviction of crime*
 1097 *Illegal participation in public contract*
 12940 *Nondiscrimination, Fair Employment and Housing Act*
 81000-91014 *Political Reform Act*

PENAL CODE

68 *Bribes*
 74 *Acceptance of gratuity*
 424 *Embezzlement and falsification of accounts by public officers*
 661 *Removal for neglect or violation of official duty*

CALIFORNIA CONSTITUTION

Article 2, Section 2 *Voters, qualifications*
 Article 7, Section 7 *Conflicting offices*
 Article 7, Section 8 *Disqualification from office*

UNITED STATES CODE, TITLE 52

10301-10508 *Voting Rights Act*

Legal Reference: (continued)

GOVERNING BOARD ELECTIONS (continued)

COURT DECISIONS

Rey v. Madera Unified School District (2012) 138 Cal.Rptr. 3d 192

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d. 821

Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 *Ops. Cal. Atty. Gen.* 49 (2002)

83 *Ops. Cal. Atty. Gen.* 181 (2000)

81 *Ops. Cal. Atty. Gen.* 98 (1998)

69 *Ops. Cal. Atty. Gen.* 290 (1986)

Management Resources:

CSBA PUBLICATIONS

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

WEB SITES

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

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

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

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

ORIENTATION

The Board of Trustees recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

(cf. 9000 – Role of the Board)
(cf. 9220 - Governing Board Elections)
(cf. 9223 – Filling Vacancies)

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

(cf. 9121 – President)

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

(cf. 1112 – Media Relations)
(cf. 1160 – Political Processes)
(cf. 9005 – Governance Standards)
(cf. 9010 – Public Statements)
(cf. 9011 – Disclosure of Confidential/Privileged Information)
(cf. 9012 – Board Member Electronic Communications)
(cf. 9200 – Limits of Board Member Authority)
(cf. 9270 – Conflict of Interest)
(cf. 9323 – Meeting Conduct)

In addition, the Superintendent or designee shall provide incoming Board members with specific background and information regarding the district, including, but not limited to the district's vision and goals statements, local control and accountability plan and other comprehensive plans, Student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

ORIENTATION (continued)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 – Comprehensive Plans)

(cf. 0460 – Local Control and Accountability Plan)

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

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

(cf. 9240 – Board Trainings)

(cf. 9320 – Meetings and Notices)

Legal Reference:

EDUCATION CODE

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

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

GOVERNMENT CODE

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

54952.1 *Member of a legislative body*

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

54952.7 *Copies of Brown Act to board members*

Management Resources:

CSBA PUBLICATIONS

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

Professional Governance Standards for School Boards

WEB SITES

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

Bylaw
adopted: September 14, 2017

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

BOARD SELF-EVALUATION

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

(cf. 0000 - Vision)

(cf. 0200 – Goals for the School District)

(cf. 2140 - Evaluation of the Superintendent)

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

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

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

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

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

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

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

(cf. 9230 - Orientation)

(cf. 9240 - Board Development)

Legal Reference: (see next page)

BOARD SELF-EVALUATION (continued)

Legal Reference:

GOVERNMENT CODE

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

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards

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

WEB SITES

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

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

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

American River Charter School

AGENDA ITEM: 17.5 American River Charter School Vendor Agreement(s)

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent
Mrs. Sally Dyck, Director of American River Charter School

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the vendor agreement(s) for American River Charter School.

BACKGROUND: The following vendors have completed the required Independent Contractor Vendor Services Agreement Procedures. These agreements include proof of insurance certificate (minimum 2,000,000 coverage), W-9 form, fingerprint clearance, and rate of pay.

Vendor agreement(s) submitted:

Christina Mulford
Barbara Folwarkow
Lisa Bond-Torgerson
The Tutoring Center, Auburn
Alaina Kraning
Music & More Arts Academy
Play-Well Teknologies
Diana Haynie
All-Star Gymnastics
Learn the Beat – Sean Carpenter
Garden Valley Eden Center – Johanna Friesen
Auburn Gymnastics
Angela Olson
EZ Way Driving School
Mary-Beth Linka
Diana Mittelberger
Kyla's School of Scottish Highland Dance – Kyla Groeschel
Sean Bianco – pending fingerprint clearance

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.6 Consultant Service Agreement with Preferred Choice

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Consultant Service Agreement with Preferred Choice.

BACKGROUND: The District would employ Preferred Choice to provide purchasing assistance with respect to the operation of District's Food Service Program.

Preferred Choice will go out to bid for food and non-food supply items on behalf of the District. It is estimated that based on current year food costs, this will generate a significant savings to the Cafeteria Fund.

The cost of the agreement is \$1000 per month for 10 months (\$10,000) and will be paid out of the Cafeteria Fund.



Black Oak Mine Unified School District

6540 Wentworth Springs Road • Georgetown, California 95634
530-333-8300 (office) • 530-333-8303 (fax) • www.bomusd.org • info@bomusd.org

THIS CONTRACT is entered into on this 1st day of August, 2017 by and between the Black Oak Mine Unified School District, herein referred to as "District", and Preferred Choice, a California Partnership licensed to conduct business in California.

1. PURPOSE OF CONTRACT

This Contract sets forth the terms and conditions upon which the District employs Preferred Choice to provide purchasing assistance with respect to the operation of District's non-profit school Food Service Program.

2. TERM AND TERMINATION

The Term of the contract shall be for a period of one year commencing July 1, 2017 and terminating on June 30, 2018. By mutual agreement, the parties may renew this contract; provided, however, that either party may terminate this contract at any time upon thirty-day written notice.

3. PURCHASING SERVICES

- 3.1 As the purchasing agent of the District, Preferred Choice shall obtain bid pricing for the District's food service program. Such pricing shall be made under the District's name and shall be used solely for its food service program. District shall receive and adhere by pricing received and awarded by Preferred Choice to selected Distributor, provided, however, that Preferred Choice accepts the bid which it deems most favorable to the interest of the District.
- 3.2 District shall submit food orders by fax to Preferred Choice no later than 3:00 pm on Mondays for Wednesday delivery. In the event that Wednesday falls under a holiday or any other day that would be impossible to receive a food delivery, the District shall request an alternative delivery day.
- 3.3 Preferred Choice shall transmit food orders received from District no later than Tuesday at 3:00 pm for Wednesday delivery. Any Food orders, additions, deletion or changes received after 3:00 pm on Tuesday will not be accepted for Wednesday delivery.
- 3.4 Delivery hours shall have a window between 6:00 am and 2:00 pm. Any deliveries made before or after such window shall be accepted at the discretion of the District.
- 3.5 The District shall be responsible to pay for all purchases made by Preferred Choice on behalf of District. Invoices terms are net 10 (payment of invoices are due by the 10th day of the following month).
- 3.6 Preferred Choice shall not be responsible for any food orders District fails to accurately submit to Preferred Choice. District shall sign all delivery invoices and shall also make adjustments on inaccurately deliveries at the time of delivery. Credits will not be issue unless they are clearly stated on the invoice and are sign by both parties.

- 3.7 Preferred Choice shall devote such time and energy to the performance of its duties under this Contract as is reasonably necessary for a satisfactory performance. Should District require services not included in this Contract, Preferred Choice shall make a reasonable effort to fit such additional services for an additional fee. Such fee shall be in writing and mutually agreed by both parties.

4. FINANCIAL TERMS

- 4.1 Preferred Choice's fee is based on three food orders per week, in the event that existing conditions at District change (including by way of example, type and number of schools, personnel practices, hours, length or type of meal service or any other condition beyond the control of Preferred Choice, District and Preferred Choice agree to renegotiate the fee set forth herein.
- 4.2 In consideration of performance of the specified services, the District agrees to pay Preferred Choice a fee in the amount of \$1000 per month for 10 months.
- 4.3 All invoices submitted by Preferred Choice to District shall be paid within 15 days of the invoice date. In the event invoices are not paid within 60 days of the invoice date, interest shall be charged on each invoice at the maximum legal rate permitted commencing with the 61st day after such invoice is due and payable, until the date paid.

5. REMEDIES

- 5.1 Neither party shall be responsible to the other for any losses resulting from the failure to perform any terms or provisions of this contract, except for payments of moneys owed, if the party's failure to perform is attributable to war, riot, or other disorder, strike or other work stoppage, fire, flood, or any other act not within the control of the party whose performance is interfered with, and which, by reasonable diligence, such party is unable to prevent.
- 5.2 In the event of breach of this contract by either District or Preferred Choice, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have 30 days within which to cure the default. If the default is not cured within that time, the non-breaching party shall be the right to then terminate this contract by giving the breaching party 30 days' written notice of its intention to terminate.
- 5.3 Notwithstanding any other provision of this Contract, both parties shall be deemed to have retained any and all administrative, contractual and legal rights and remedies, to which they may be entitled, including such legal sanctions as may be appropriate.

6. INSURANCE AND TAXES

Preferred Choice shall defend District from any claim arising from any act or omission of Preferred Choice or its agents. District shall defend Preferred Choice for any claim arising from any act or omission of a District employee. Preferred Choice shall be responsible for carrying its own workers' compensation insurance and health and welfare insurance. District shall not withhold or set aside income tax, Federal Insurance Contributions Act tax, unemployment insurance, disability insurance, or any other federal or state funds whatsoever. It shall be the sole responsibility of Preferred Choice to account for all of the above and Preferred Choice agrees to hold District harmless from all liability for these taxes.

7. **BUSINESS LICENSES AND CERTIFICATE PERMITS**

It shall be the sole responsibility of Preferred Choice to obtain any needed business licenses, certificates, permits to conduct business to meet the terms of this Contract.

8. **CONTRACT AND AMMENDMENTS**

This Contract represents the entire Contract and supersedes any and all prior Contracts. All prior negotiations have been merged into this Contract and there are no understandings, representations or agreement, oral or written, express or implied other than those set forth herein. The terms of this Contract may not changed, modified or amended except by in writing signed by both parties. Obligations of the parties set forth in this Contract arising out of events occurring during the life of this Contract shall survive the termination of this Contract.

9. **MEDIATION**

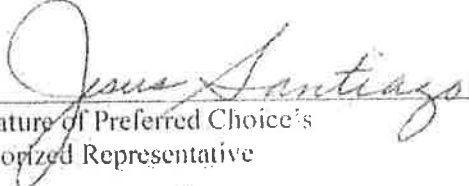
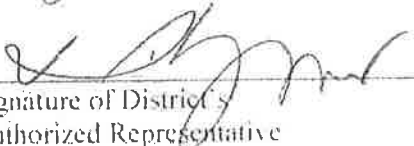
Any and all disputes that arise out of this Agreement shall first be resolved by good faith negotiations between the Parties with the assistance of non-binding mediation. In the event either Party determines that they are not able to resolve the dispute through negotiation and mediation, then the dispute shall be submitted to binding arbitration in accordance with the American Arbitration Association.

If any action at law or in equity is brought to enforce or interpret the provisions of this Contract, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which he/she may be entitled.

10. **SEVERABILITY**

In the event that any provision of this Contract is held invalid or unenforceable by a court of competent jurisdiction, no other provision of this Contract will be affected by such holding, and all of the remaining provisions of this Contract will continue in full force and effect, unless to do so would invalidate the intent of the parties in entering into this Contract.

The parties agree to the terms of this Contract and have executed this Contract on the respective dates set forth below.

 Signature of Preferred Choice's Authorized Representative	<u>PARTNER</u> Title	<u>8/1/17</u> Date
 Signature of District's Authorized Representative	<u>Superintendent</u> Title	<u>8/17/17</u> Date

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.7 Consultant Service Agreement with Liz Dowell

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Consultant Service Agreement with Liz Dowell.

BACKGROUND: Liz Dowell will provide website, social media, print media, and other communications support for the activities of Drug Free Divide.

Drug Free Divide works to help youth stay engaged in school and away from tobacco, alcohol, marijuana, and other drugs.

The fee for the services is not to exceed \$2,600 dollars, paid at the rate of \$10 per day based on 260 work days of service.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT



6540 Wentworth Springs Road
Georgetown, CA 95634

Phone: (530) 333-8300
Fax: (530) 333-8303

CONSULTANT SERVICE AGREEMENT

Purchase Order Number: _____

Budget Code: 01-5814-8-5800-1110-1000-012-0000-00-000

Total Amount of Contract: \$2,600

The Following is an agreement by and between Black Oak Mine Unified School District, of El Dorado County, California, herein referred to as "District" and Liz Dowell-Web Social Media Management

Consultant, herein referred to as "Consultant".

Consultant is a(n) California ____ Corporation ____ Partnership X Individual.

WHEREAS District desires the services of a(n) _____ consultant; and

WHEREAS Consultant is qualified to analyze, advise, make recommendations and manage certain aspects of District's _____.

NOW THEREFORE, pursuant to the following terms and conditions the District and Consultant hereby agree as follows:

A. TERM of this agreement shall be for period of July 2017 through June 2018
Unless sooner terminated.

B. CONSULTANT AGREES: To perform in a competent and professional manner the following services for District consisting of the following:

C. DISTRICT AGREES:

1. To pay Consultant at the rate of \$2,600 Dollars (\$10) per day based on 260 work days for the year, up to a maximum of \$2,600 Dollars (after receipt of an itemized billing by consultant of his/her days of services in accordance with this Agreement. No other charges, fees or expenses shall be paid by District. No final payments shall be authorized until all reports have been rendered to and approved by District. Approved invoices received by the 1st of the month in the Business Office will be paid by the 30th of the month.
2. To assist Consultant and make available such documents and resource materials as may be specified by the parties to complete the required services.

D. **DISTRICT OWNERSHIP:** All data and information provided for and/or used by Consultant shall be the property of and returned to District at the completion of the contract. All reports, including final reports, are the exclusive property of District.

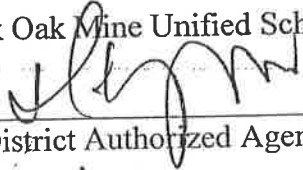
- E. **INDEPENDENT CONTRACTOR STATUS:** It is understood that Consultant is an independent contractor, is responsible for accomplishing the results herein, and District shall not be liable to Consultant for any payments, benefits, loss costs, expenses or injury or damages to Consultant's person or property, except District's liability to Consultant for his/her compensation for services performed herein.
- F. **COMPLIANCE WITH LAWS:** Consultant shall comply with all laws and ordinances governing the operation of this agreement.
- G. **ASSIGNMENT OR SUBLETTING:** This Agreement shall not be assigned or sublet to any other person or persons except with District's written consent.
- H. **TERMINATION:** This Agreement may be terminated by the parties upon receipt of ninety (90) days prior written notice sent to the following addresses of Consultant and District:

District: Black Oak Mine Unified School District
6540 Wentworth Springs Road
Georgetown, CA 95634

Consultant: Liz Dowell-Web/Social Media Management
2841 Dogwood Lane
Georgetown, CA 95634

IN WITNESS WHEREOF, the parties hereto have subscribed their names to this Agreement on the dates set forth below.

Black Oak Mine Unified School District

By: 
District Authorized Agent

Date: 9/7/17

By: _____
Consultant

Date: _____

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.8 SchoolWorks Annual Demographic Service Contract

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees approve the service contract with SchoolWorks to perform our 2017-18 annual enrollment study.

BACKGROUND: School Works will provide an updated Demographic Study for the 2017-18 school year using a state-of-the-art GIS (Geographic Information System) program. Several databases of information have been analyzed including; current and historic student enrollment record, birth rates for the past ten years, projected new housing developments, and school site facilities utilization. By taking advantage of multi-layered statistical data, this study will provide an accurate view of our Districts current environment and projected future trends. The \$1,500.00 will be paid out of the developer fees.

PROFESSIONAL SERVICES AGREEMENT ENROLLMENT PROJECTIONS & DEMOGRAPHICS



THIS AGREEMENT, dated August 9th, 2017, (the "Agreement") is made by and between **Black Oak Mine Unified School District**, and **SchoolWorks, Inc.**

WHEREAS, the District is authorized to retain consulting services to assist the District in preparation of enrollment projections and demographic analysis.

AGREEMENT

1. **Agreement Period.** The agreement period begins October 1, 2017, (the "Effective Date") and will automatically expire on September 30, 2018 (the "Expiration Date").
2. **Scope of Work.** This Demographic Study provides a comprehensive enrollment analysis. The district-wide and school-specific enrollment projections are meant to serve as a planning tool to help with both long- and short-term planning. Demographic Studies examine the factors that influence school enrollments, namely trends in demographics, birth rates and housing development. It is also used as a tool to identify certain facility planning requirements such as capacity utilization of existing facilities, planning for modernization or new construction and attendance boundary redistricting. This study provides information based on the 2017/18 District enrollments and programs, City planning policies and residential development. As these factors change and timelines are adjusted, the Demographic Study should be revised to reflect the most current information.
3. **Analysis.** The enrollment projections for each school are generated using a State standard weighted cohort trend analysis. The basic projections are created by studying the individual geographic areas. Once the trends are analyzed for each area, the base projections are modified using the following procedures:
 - (a) **Birth Rate Analysis:** Birth rates are used to project future kindergarten enrollment. It is assumed if the births indicate there was an increase of 4% one year, then there will be a corresponding 4% increase in the kindergarten class five (5) years later.

(b) **Housing Development and Yield Rate Study:** New housing development can have a significant impact on future facility and demographic planning. A complete analysis of all current and future new housing developments will be researched by working with city, county and other local municipalities. A student yield rate analysis will also be conducted using the most current Census data. New housing development rates and yield factors are compared to the historical impact of development and if the future projections exceed the historical values, the projections are augmented accordingly.

(c) **Neighborhood School Attendance Area Analysis:** Each school attendance boundary will be input into our GIS (Geographic Information Systems) Software. Students are counted in each of the attendance area boundaries based on their residential address and can be studied to view optimum and balanced utilizations. Attendance pattern maps for each individual boundary will analyze impacts of intra district transfers from within the district boundary, as well as inter-district transfers from neighboring school districts.

Inter-district student counts are not included in the base geographic trend analysis since these students reside outside of the District. Therefore, the current number of students-per-school and students-per-grade are added to the base projections.

Intra-district students are those who transfer from one school to another. The number of students transferring into and out of each school are calculated and used to determine the difference between the projections for students living in each attendance area versus those that are projected to attend the school.

(d) **District Special Education and Alternative Programs:** The projections for special education students and alternative programs are created by assuming those programs typically serve a percentage of the total District population. Therefore, as the District grows or declines, the enrollment in those programs would increase or decrease accordingly.

(e) **Cohort Trend Analysis:** The number of students living in the boundary are used to generate the cohort factors. The weighted average of the three (3) years is determined with the current year weighted 50%, the prior year 33.3% and the last year 16.7%. This gives the current trends more value in determining the projections. Those cohorts are then used to determine the students who will be residing in each attendance area for the following years.

- (f) **Site Capacity and Utilization Analysis:** By reviewing current district loading standards and how many available classrooms are situated at each school site, we can determine which schools have room for growth, which schools are overcrowded or which school sites may need to be considered for boundary changes or grade level reconfiguration. The classroom counts may not represent the current classrooms being used, as there may be unused rooms on the school site. In some cases, there may be fewer classrooms counted than current teaching stations if some of the rooms being used were designed for other purposes but are currently being used as classrooms due to overcrowding. The purpose of the classroom count and capacity are to show what the school capacity should be if all teaching spaces are being used in accordance with the educational programs of the District.

Timeline

4. Upon approval of this signed professional services proposal, SchoolWorks will provide a request for information list to the appointed District Representative. SchoolWorks will establish and review the goals and objectives as well as review the proposed timeline for completion. The estimated time to complete this Demographic Study will be approximately two months from the time all the necessary data has been collected.

Cost & Terms

5. The Contractor, [SchoolWorks, Inc.] will contract to perform the tasks enumerated below for the prices indicated. The District, [Black Oak Mine Unified School District] is authorized to enter into this agreement by Government Code 53060.

SERVICES

Geocode Student Enrollment Data October 2017	
Analyze Student Demographic Trends	
Six (6) Year District Enrollment Projections	
Enrollment Projections for each Individual School	
Facility Utilization Analysis	
New Housing Impacts and Yield Rate Study	
One (1) Board Presentation (Demographic Study)	
Unlimited Technical Support	
School Locator Maintenance	
DEMOGRAPHIC STUDY & ENROLLMENT PROJECTIONS SUBTOTAL	\$1,500.00

Payment Schedule

6. The full amount of \$1,500 will be billed upon completion of the Study and submitted to the District for review. The amount is due within thirty days of the date of the invoice. If SchoolWorks presence is requested at additional school board meetings or other committee meetings beyond the scope of work, the District will be billed at \$140 per hour, plus travel time and expenses.

IN WITNESS WHEREOF, the District and SchoolWorks, Inc. have made and executed this Agreement as set forth below.

SCHOOLWORKS, INC.

Signature:



Printed Name: Brett H Merrick

Date Signed: 8/9/2017

Title: Vice President

Company: SchoolWorks, Inc

Address: 8331 Sierra College Blvd., #221
Roseville, CA 95661

Phone: (916) 300-0590

Email: brett@schoolworksgis.com

[BLACK OAK MINE] UNIFIED SCHOOL DISTRICT

Signature:



Printed Name: Jeremy Meyers

Date Signed: 9/7/17

Title: Superintendent

Company: Black Oak Mine U.S.D.

Address: 6540 Wentworth Springs Rd
Georgetown CA 95634

Phone: 530.333.8300

Email: jmeyers@bomusd.org

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.9 Master Contract with Growing Healthy Children Therapy Services

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the Master Contract with Growing Healthy Children Therapy Services for the 2017-18 School Year.

BACKGROUND: Growing Healthy Children Therapy Services provides our Special Education students with occupational therapy and/or physical therapy services as specified in the students Individualized Educational Program (IEP). This master contract was provided to the Board under separate cover.

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.10 Obsolete Equipment

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

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

BACKGROUND: Georgetown School has requested that the following technology equipment (obsolete computers) incompatible with current operation system be declared obsolete.

Divide High School
2017-2018 Obsolete Equipment

- 2 Dell Computers – Models DHM (no BOMUSD tag)
- Dell Optiplex 360 Computer (no BOMUSD tag)
- 2 Brother Printers – Model HL-52
BOMUSD Numbers: 000884 and 000904

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.11 Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: 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.

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	464,975.92
Charter School Fund 09	11,223.66
Deferred Maintenance Fund 14	6,809.82
Building Fund 21	209,300.00
Special Reserve Fund 40	80,332.00
Total	772,641.40

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 17.12 Gifts

MEETING DATE: September 14, 2017

FROM: Mr. Jeremy Meyers, Superintendent

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

BACKGROUND: The following gifts were donated to the District:

John and Marcella Kenny donated a laptop to GSJSHS Workability Program valued at \$500.00.

Five Star Landscape donated \$500.00 to Northside School to be used for 4th grade camp.

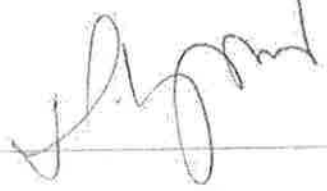
Ralph and Patricia Dodge donated \$75.00 to Northside School to be used for 4th grade camp.

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

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

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:	Kendra Steward
Re:	Request for Board Acceptance of Gift
Date:	8/14/17
Description of Gift:	Windows Toshiba Laptop
Donor Estimated Value:	\$ 500.
Donated By:	John + Marsella Kenny
Mailing Address:	PO Box 866 Georgetown, CA 95634
Donor Requests Gift To Be Used At/For:	GSJSHS WorkAbility Program 

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

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

Request for Board Acceptance of Gift

To:	Jeremy Meyers, Superintendent
From:	Northside
Re:	Request for Board Acceptance of Gift
Date:	
Description of Gift:	✓ for 500.00
Donor Estimated Value:	\$ 500.00
Donated By:	Five Star Landscape
Mailing Address:	8150 Greenback Lane Fair Oak CA 95628
Donor Requests Gift To Be Used At/For:	4th grade Camp CONS

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

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

Request for Board Acceptance of Gift

To:	Jeremy Meyers, Superintendent
From:	Northside
Re:	Request for Board Acceptance of Gift
Date:	
Description of Gift:	\$ 75.00 check
Donor Estimated Value:	\$ 75.00
Donated By:	Ralph & Patricia Dodge
Mailing Address:	5106 Hollister Loop El Dorado Hills CA 95762-5071
Donor Requests Gift To Be Used At/For:	4th grade Camp