

Gold Trail Union School District



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Placerville, CA 95667
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Scott Lyons
Superintendent

Board of Trustees
Sue Hennike
President
Janet Barbieri
Clerk
Julie Bauer
Micah Howser
Daryl Lander

Sutter's Mill School (K-3)
4801 Luneman Road
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Gold Trail School (4-8)
889 Cold Springs Road
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Boyd Holler
Principal






BOARD OF TRUSTEES **Regular and Closed Session Meeting** **Thursday, October 12, 2017** **Gold Trail School** **Agenda**

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Board Secretary, Scott Lyons, at (530) 626-3194 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

6:00 P.M.

OPENING BUSINESS

1. CALL TO ORDER

 S. Hennike, President
 J. Barbieri, Clerk
 J. Bauer, Member
 M. Howser, Member
 D. Lander, Member

2. PUBLIC SESSION

.1 Flag Salute

3. ACTION ITEM: Adoption of Agenda

The Board will review the agenda prior to adoption, taking this opportunity to re-sequence or table agenda topics.

4. OPEN HEARING

Members of the public are encouraged to address the Board concerning any item on the agenda either before or during the Board's consideration of the item. Under the Brown Act and open meeting laws, members of the public shall also be given an opportunity to address the Board on any item of interest that is not on the agenda but within the subject matter jurisdiction of the Board. Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. Members of the community may address the Board at this time. (*Education Code 35145.5, Government Code 54952/54954.3, Board Bylaw 9323*)

An Equal Opportunity Employer

PUBLIC HEARING

5. PUBLIC HEARING: Proposal by the District for Negotiations with Gold Trail Federation of Educators Certificated Employees for 2017-18

In order to fulfill requirements of Government Code 3547.5 and District Policy 4143.1, this public hearing is held to sunshine and allow for public comment on the initial position of the District's proposal. The Board will entertain public comment at this time.

6. PUBLIC HEARING: Proposal by the District for Negotiations with Gold Trail Federation of Educators Classified Employees for 2017-18

In order to fulfill requirements of Government Code 3547.5 and District Policy 4143.1, this public hearing is held to sunshine and allow for public comment on the initial position of the District's proposal. The Board will entertain public comment at this time.

REPORTS

7. REPORT: Student Council

A. Wallace, president, will report on Student Council activities

8. REPORT: Gold Trail Federation of Educators

T. Aguilar, vice-president, will report on Federation activities.

CONSENT

9. CONSENT ITEM

The items listed below are passed in one motion without discussion. Any item may be pulled from the Consent Agenda by the Board. (*BB 9322*)

.1 Meeting Minutes (*BB 9324*)

Regular Meeting of September 14, 2017

The Board will take action to approve the Minutes.

.2 Warrants (*BP 3314*)

The Board will take action to approve the expenditures.

.3 Personnel

Hiring

S. Canfield, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year

S. Clark, Instructor: Enrichment, Spelling Bee, grades ½, effective 2017-18 school year

A Garcia, Athletic Coach: Track, effective 2017-18 school year

A Garcia, Coordinator: Field Trip (Overnight), 7th grade, effective 2017-18 school year

A Garcia, Instructor: Tutorial (Friday School), effective 2017-18 school year

T. Hanks, Teacher Associate, 1.5 hours per day, effective October 1, 2017

M. Harris, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year

D. Hornsby, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year

D. Lulla, Webmaster, effective 2017-18 school year

S. Morgan, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year

K. Mulligan, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year

J. Whitmore, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year

A Yost, Instructor: Enrichment, Spelling Bee, grades 7/8, effective 2017-18 school year

Resignation

T. Hanks, Yard Supervisor, .75 hours per day, effective September 29, 2017

The Board will take action to approve the personnel activity

.4 Williams Act Uniform Complaint Procedures Quarterly Report

The Board will accept the report as presented.

.5 2016-17 Developer Fee Report

The Board will accept the report.

.6 Certification of Signatures

The Board will approve the update to the district signature authority for the calendar year 2017. (*Education Code 42632 and 42633*)

.7 Administrative Salary Schedule Title Change

The Board will approve the name change from Chief Financial Officer to Chief Business Officer

.8 Second Reading of Board Policies, Administrative Regulations and Board Bylaws

BP 0000, Vision (BP revised)

BP 0100, Philosophy (BP revised)

BP 2140, Evaluation of the Superintendent (BP revised)

AR 4112.2, Certification (AR revised)

BP/AR 4112.61/4212.61/4312.61, Employment References (BP deleted, AR revised)

BP/E 6161.1, Selection and Evaluation of Instructional Materials (BP/E revised)

BP7212, Mello-Roos Districts (Delete)

BB 9121, President (BB revised)

BB 9220, Governing Board Elections (BB revised)

BB 9230, Orientation (BB revised)

BB 9400, Board Self-Evaluation (BB revised)

The Board will take action to adopt the roster.

ACTION ITEMS

10. ACTION ITEM: Sunshine Proposal by the District for Negotiations with the Gold Trail Federation of Educators Certificated Employees for 2017-18

Taking into consideration public comment, the Board will take action to adopt its initial proposal.

11. ACTION ITEM: Sunshine Proposal by the District for Negotiations with the Gold Trail Federation of Educators Classified Employees for 2017-18

Taking into consideration public comment, the Board will take action to adopt its initial proposal.

12. ACTION ITEM: District Goals Review

The Board will review annual goals to be included in the District's Local Control and Accountability Plan (LCAP). (*BP 0200*)

13. ACTION ITEM: Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds. (BP 3100)

DISCUSSION ITEMS

14. DISCUSSION ITEM: Administrative Reports

S. Lyons will report on activities relevant to District and Sutter's Mill School site business.
B. Holler will report on activities relevant to Gold Trail School site business.
A. Harte will be available to answer question relevant to financial business.
Board members will report on activities relevant to District business.

CLOSED SESSION

15. CLOSED SESSION OPEN HEARING

Members of the public may take this opportunity to comment on Closed Session agenda items.

16. CLOSED SESSION

The Board will adjourn to Closed Session pursuant to Government Code 54957. Closed Session attendants: Board Members, superintendent

.1 CONFERENCE WITH LABOR NEGOTIATORS (*Government Code Section 54957.6*)

The Board will give direction regarding employee bargaining issues with the Gold Trail Federation of Educators and discussion with other non-represented employee groups.

RECONVENE PUBLIC SESSION

17. RECONVENE PUBLIC SESSION AND CLOSED SESSION DISCLOSURE

Any action taken during Closed Session will be disclosed at this time. Public action necessitated by Closed Session deliberations will also be disclosed at this time.

ADVANCE PLANNING

18. FUTURE REGULAR MEETING SCHEDULE

Date: November 9, 2017 Time: 6:00 p.m. Location: Gold Trail School Library

Agenda Items for that meeting may include but are not limited to:

Board Policies, Administrative Regulations and Board Bylaws Updates

Call for Nominations CSBA Delegate Assembly (Annual)

Inter-district Report (Annual)

Teacher: Administrator Ratio (Annual)

Teacher Assignment Report (Annual)

Requests may be made at this time for items to be placed on a future agenda.

ADJOURNMENT

PUBLIC INSPECTION

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office, located in the Sutter's Mill School Administration building, 4801 Luneman Road, Placerville, California, during normal business hours. In addition, such writings and documents will be posted on the District's website, www.gtusd.org. Agendas will be posted at:

Gold Trail School

880 Cold Springs Road
Placerville, CA. 95667

Sutter's Mill School/District Office






4801 Luneman Road
Placerville, CA. 95667

And E-mailed to every district family

Gold Trail Union School District
Supplemental Information
Regular Meeting of the Board: October 12, 2017

AGENDA ITEM Opening Business

1.0 CALL TO ORDER

-  S. Hennike, President
-  J. Barbieri, Clerk
-  J. Bauer, Member
-  M. Howser, Member
-  D. Lander, Member

2.0 PUBLIC SESSION

.1 Flag Salute

3.0 ACTION ITEM: Adoption of Agenda

This item is provided as an opportunity for trustees, through consensus, to re-sequence or table agenda topics.

<i>ACTION</i>		<i>Moved</i>		<i>Seconded</i>	
<div><input type="checkbox"/> <i>Approved as is</i></div> <div><input type="checkbox"/> <i>Not approved</i></div> <div><input type="checkbox"/> <i>Amended to read:</i></div>					
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>	

4.0 OPEN HEARING

Under the Brown Act and open meeting laws, members of the community wishing to address an item on the agenda may do so at this time or for action items, when they come before the Board. Items not on the agenda, but within jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. Items not on the agenda, which are expressed in person before this Board without written request, are restricted in response and action by the Board and its members. A three-minute limit is set for each speaker on all such items. (Board Bylaws 9323/Government Code 54952)

*Gold Trail Union School District
Supplemental Information
Regular Meeting of the Board: October 12, 2017*

PUBLIC HEARING

5. PUBLIC HEARING: Proposal by the District for Negotiations with Gold Trail Federation of Educators Certificated Employees for 2017-18

In order to fulfill requirements of Government Code 3547.5 and District Policy 4143.1, this public hearing is held to sunshine and allow for public comment on the initial position of the District's proposal. The Board will entertain public comment at this time.

6. PUBLIC HEARING: Proposal by the District for Negotiations with Gold Trail Federation of Educators Classified Employees for 2017-18

In order to fulfill requirements of Government Code 3547.5 and District Policy 4143.1, this public hearing is held to sunshine and allow for public comment on the initial position of the District's proposal. The Board will entertain public comment at this time.

*Gold Trail Union School District
Supplemental Information
Regular Meeting of the Board: October 12, 2017*

AGENDA ITEM 7.0 REPORT: Student Council
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BACKGROUND

Alexys Wallace, president, will report on Student Council activities.

ATTACHMENTS

➤ None

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

*Gold Trail Union School District
Supplemental Information
Regular Meeting of the Board: October 12, 2017*

AGENDA ITEM 8.0 REPORT: Gold Trail Federation of Educators

BACKGROUND

Terry Aguilar, vice-president, will report on Federation activities.

ATTACHMENTS

➤ None

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

AGENDA ITEM 9.0

Consent

President Script:

The following is the consent agenda. In accordance with law, the public has a right to comment on any consent item.

The items listed below are passed in one motion without discussion. Any item may be pulled from the Consent Agenda by the Board. (BB 9322)

.1 Meeting Minutes (BB 9324)

Regular Meeting of September 14, 2017

The Board will take action to approve the Minutes.

.2 Warrants (BP 3314)

The Board will take action to approve the expenditures.

.3 Personnel

Hiring

S. Canfield, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year

S. Clark, Instructor: Enrichment, Spelling Bee, grades ½, effective 2017-18 school year

A Garcia, Athletic Coach: Track, effective 2017-18 school year

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D. Hornsby, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year

D. Lulla, Webmaster, effective 2017-18 school year

S. Morgan, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year

K. Mulligan, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year

J. Whitmore, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year

A Yost, Instructor: Enrichment, Spelling Bee, grades 7/8, effective 2017-18 school year

Resignation

T. Hanks, Yard Supervisor, .75 hours per day, effective September 29, 2017

The Board will take action to approve the personnel activity

.4 Williams Act Uniform Complaint Procedures Quarterly Report

The Board will accept the report as presented.

.5 2016-17 Developer Fee Report

The Board will accept the report.

.6 Certification of Signatures

The Board will approve the update to the district signature authority for the calendar year 2017. (Education Code 42632 and 42633)

.7 Administrative Salary Schedule Title Change

The Board will approve the name change from Chief Financial Officer to Chief Business Officer

- .8 Second Reading of Board Policies, Administrative Regulations and Board Bylaws**
 BP 0000, Vision (BP revised)
 BP 0100, Philosophy (BP revised)
 BP 2140, Evaluation of the Superintendent (BP revised)
 AR 4112.2, Certification (AR revised)
 BP/AR 4112.61/4212.61/4312.61, Employment References (BP deleted, AR revised)
 BP/E 6161.1, Selection and Evaluation of Instructional Materials (BP/E revised)
 BP7212, Mello-Roos Districts (Delete)
 BB 9121, President (BB revised)
 BB 9220, Governing Board Elections (BB revised)
 BB 9230, Orientation (BB revised)
 BB 9400, Board Self-Evaluation (BB revised)
 The Board will take action to adopt the roster.

President Script:

Do any members of the audience wish to address or comment any of these items?

NOTES

PULL (If Applicable)

<i>ACTION</i>	<i>Moved</i>	<i>Seconded</i>		
<input type="checkbox"/> <i>Approved as is</i> <input type="checkbox"/> <i>Not approved</i> <input type="checkbox"/> <i>Amended to read:</i>				
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>

Gold Trail Union School District
Supplemental Information
Regular Meeting of the Board: October 12, 2017

AGENDA ITEM Consent

9.1 Meeting Minutes (Board Bylaw 9324)
Regular Meeting of September 14, 2017

BACKGROUND

Minutes of prior Board meetings are included for review and approval.

ATTACHMENTS

➤ **Regular Meeting of September 14, 2017**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will approve the minutes.

NOTES

If pulled from Consent

<i>ACTION</i>		<i>Moved</i>		<i>Seconded</i>	
<input type="checkbox"/> <i>Approved as is</i> <input type="checkbox"/> <i>Not approved</i> <input type="checkbox"/> <i>Amended to read:</i>					
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>	

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Boyd Holler
Principal

*An Equal Opportunity
Employer*

BOARD OF TRUSTEES

Regular and Closed Session Meeting

Thursday, September 14, 2017

OPEN AND CLOSED SESSION MINUTES

1. CALL TO ORDER

The meeting was called to order in the Gold Trail School Library by J. Barbieri, clerk, at 6:00 p.m.

Members present: J. Barbieri, M. Howser and D. Lander

Members absent: J. Bauer (Ms. Bower arrived at 6:06 p.m.) and S. Hennike

2. PUBLIC SESSION

Alexys Wallace, student council president, led the flag salute.

3. ACTION ITEM: Adoption of Agenda

MOTION WAS MADE by J. Barbieri and duly seconded by D. Lander to adopt the agenda with no changes, and the vote was as follows:

AYES: Trustees J. Barbieri, M. Howser and D. Lander

NOES: None

ABSENCES: J. Bauer, S. Hennike

ABSTENSIONS: None

MOTION CARRIED

4. OPEN HEARING

The Board president solicited comments in accordance with the Brown Act and Open Meeting laws. No one addressed the Board.

5. PUBLIC HEARING: Resolution 2017-18:09-01

A public hearing was held to allow public comment on the sufficiency of standards-aligned textbooks or instructional materials available to all students in the District. Mr. Lyons, superintendent, detailed the extent to which the district is in compliance with this provision. No audience member addressed the Board.

6. PUBLIC HEARING: Resolution 2017-18:09-02: Adopting the Gann Limit

A public hearing has held to receive input prior to adopting the appropriations limit. No audience member addressed the Board.

7. RECOGNITION: The Board recognized Dr. Douglas M. Stadler, DDS, Inc., for continued support of the Gold Trail School fourth grade program.

8. RECOGNITION: The Board recognized Mountain Enterprises for continued support of the Gold Trail School athletic program.

9. REPORT: Student Council

Alexys Wallace, student council president, reported on Student Council activities

10. REPORT: Parent Teacher Organization

Fran Little, president, reported on Parent Teacher Organization activities.

11. REPORT: 2017-18 Class Sizes

S. Lyons, superintendent, reported on current class sizes in the District

12. REPORT: School Attendance Rates

S. Lyons, superintendent, reported on school attendance and chronic absenteeism rates.

13. REPORT: Disciplinary Strategies

S. Lyons, superintendent, reported on student disciplinary strategies and their effect on suspension and/or expulsion rates in district schools.

14. CONSENT ITEMS

.1 Meeting Minutes (BB 9324)

Regular Meeting of August 3, 2017

.2 Warrants (BP 3314)

.3 Personnel

Hiring

B. Bilyeu, Athletic Coach: Flag Football, 7th Grade, effective 2017-18 school year

B. Bilyeu, Athletic Coach: Flag Football, 8th Grade, effective 2017-18 school year

G. Cain, Instructor: Enrichment, Drum Line, effective 2017-18 school year

F. Davis, Bus Driver, 0.5 hours per day, effective August 29, 2017

F. Davis, Playground Monitor, 1.0 hours per day, effective 2017-18 school year

C. Fanning, Teacher Associate, .75 hours per day, effective September 1, 2017

D. Farrell, Bus Driver, 0.5 hour per day, effective August 29, 2017

J. Garrett, Bus Driver, 4.0 hours per day, effective August 29, 2017

J. Garrett, Playground Monitor, 1.5 hours per day, effective August 31, 2017

A. Harte, Chief Business Officer, effective September 18, 2017

R. Memeo, Director: Special Education, effective 2017-18 school year

S. Morgan, Advisor: Living History Jr. Docents, effective 2017-18 school year

S. Morgan, Instructor: Enrichment, Spelling Bee, grade 4, effective 2017-18 school year

S. Romig, Instructor: Enrichment, Odyssey of the Mind Coordinator, effective 2017-18 school year

Resignation

L. Burton, Bus Driver, 4.0 hours per day, effective August 11, 2017

D. Davis, Playground Monitor, 0.5 hours per day, effective August 28, 2017

C. Fanning, Playground Monitor, .75 hours per day, effective September 1, 2017

D. Farrell, Playground Monitor, 0.5 hours per day, effective August 28, 2017

.4 Community Advisory Committee (CAC) District Representative

.5 Copier Lease Agreement

.6 Memorandum of Understanding: Gold Oak Union School District

MOTION WAS MADE by J. Bauer and duly seconded by M. Howser to adopt the consent agenda with no changes, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, M. Howser and D. Lander

NOES: None

ABSENCES: S. Hennike

ABSTENSIONS: None

MOTION CARRIED

15. ACTION ITEM: 2016-17 Unaudited Actuals

MOTION WAS MADE by J. Barbieri and duly seconded by J. Bauer to accept the report, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, M. Howser and D. Lander

NOES: None

ABSENCES: S. Hennike

ABSTENSIONS: None

MOTION CARRIED

16. ACTION ITEM: Resolution 2017-18:09-01:

Provision of Sufficient Textbook and Instructional Materials for Students at Gold Trail School and Sutter's Mill School, including Certification of Provision of Standards-Aligned Instructional Materials

MOTION WAS MADE by J. Bauer and duly seconded by J. Barbieri to adopt the resolution, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, M. Howser and D. Lander

NOES: None

ABSENCES: S. Hennike

ABSTENSIONS: None

MOTION CARRIED

17. ACTION ITEM: Resolution 2017-18:09-02: Adopting the Gann Limit

MOTION WAS MADE by J. Barbieri and duly seconded by D. Lander to adopt the resolution, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, M. Howser and D. Lander

NOES: None

ABSENCES: S. Hennike

ABSTENSIONS: None

MOTION CARRIED

18. ACTION ITEM: Resolution 2017-18: 09-03, Closing Out County School Facilities Fund

MOTION WAS MADE by J. Bauer and duly seconded by D. Lander to adopt the resolution, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, M. Howser and D. Lander

NOES: None

ABSENCES: S. Hennike

ABSTENSIONS: None

MOTION CARRIED

19. ACTION ITEM: 2017-18 Field Trip Survey

MOTION WAS MADE by D. Lander and duly seconded by J. Barbieri to approve the overnight field trip activity, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, M. Howser and D. Lander

NOES: None

ABSENCES: S. Hennike

ABSTENSIONS: None

MOTION CARRIED

20. ACTION ITEM: First Reading of Board Policies, Administrative Regulations and Board Bylaws

BP 0000, Vision (BP revised)

BP 0100, Philosophy (BP revised)

BP 2140, Evaluation of the Superintendent (BP revised)

AR 4112.2, Certification (AR revised)

BP/AR 4112.61/4212.61/4312.61, Employment References (BP deleted, AR revised)

BP/E 6161.1, Selection and Evaluation of Instructional Materials (BP/E revised)

BP7212, Mello-Roos Districts (Delete)

BB 9121, President (BB revised)

BB 9220, Governing Board Elections (BB revised)

BB 9230, Orientation (BB revised)

BB 9400, Board Self-Evaluation (BB revised)

MOTION WAS MADE by D. Lander and duly seconded by J. Bauer to approve Option 1 in BB 9220(h) "Tie Votes in Board Member Elections" and to approve the balance of the roster with no changes for first reading, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, M. Howser and D. Lander

NOES: None

ABSENCES: S. Hennike

ABSTENSIONS: None

MOTION CARRIED

21. DISCUSSION ITEM: Administrative Reports

The Board members and administration reported on District activities.

22. CLOSED SESSION OPEN HEARING

No one addressed the Board.

23. CLOSED SESSION

The Board adjourned to closed session at 7:12 p.m. Also in attendance: S. Lyons

.1 CONFERENCE WITH LABOR NEGOTIATORS (*Government Code Section 54957.6*)

.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (*Government Code Section 54957*)

24. RECONVENE PUBLIC SESSION AND CLOSED SESSION DISCLOSURE

The Board reconvened Public Session at 7:19 p.m. The Board discussed labor negotiations.

25. FUTURE REGULAR MEETING SCHEDULE

Date: October 12, 2017 Time: 6:00 p.m. Location: Gold Trail School Library

Agenda Items for that meeting may include but are not limited to:

Annual Review of Goals and Objectives

Board Policies, Administrative Regulations and Board Bylaws Updates

Developer Fees (Annual)

Long Range Planning and Budget Advisory Committee/Forum

Williams Act Uniform Complaint Procedures Quarterly Report

There being no further business to come before the Board, MOTION WAS MADE by Janet Barbieri and duly seconded by D. Lander and carried to adjourn the meeting 7:20 p.m. and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, M. Howser and D. Lander

NOES: None

ABSENCES: S. Hennike

ABSTENSIONS: None

MOTION CARRIED

S. Hennike, President

S. Lyons, Secretary

AGENDA ITEM

Consent

9.2 Warrants (Board Policy 3314)

BACKGROUND

The warrants are included for Board review and approval.

ATTACHMENTS

➤ **Warrants**

BUDGETED

☐ NA ☒ Yes ☐ No ☐ Cost Analysis Follows

All warrants are within the adopted budget and/or approved expenditures.

RECOMMENDATION

The Board will approve the warrants.

NOTES

If pulled from Consent

<i>ACTION</i>	<i>Moved</i>	<i>Seconded</i>		
<input type="checkbox"/> <i>Approved as is</i> <input type="checkbox"/> <i>Not approved</i> <input type="checkbox"/> <i>Amended to read:</i>				
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>

APY250 L.00.05

EL DORADO COUNTY OFFICE OF EDUCATION
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/21/2017

09/21/17 PAGE 1

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8006 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	GOAL	FUNC	LC1	LOC2	L3	SCH	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
80569738	101772/	APRIL BRANDT													
		PV-180088		01-0000-0-4300-1110-1000-002-0300-46-000										CLASSROOM SUPPLIES	548.61
														WARRANT TOTAL	\$548.61
80569739	101505/	SARAH CANFIELD													
		PV-180089		01-0000-0-4300-1110-1000-003-0300-77-000										CLASSROOM SUPPLIES	51.96
														WARRANT TOTAL	\$51.96
80569740	101472/	CHRISTY WHITE ASSOCIATES													
		PV-180090		01-0000-0-5824-0000-7100-000-0000-00-000									13767	16/17 AUDIT PRGRS BILL	4,320.00
														WARRANT TOTAL	\$4,320.00
80569741	005954/	DEPARTMENT OF JUSTICE													
		PV-180091		01-0000-0-5812-0000-7200-000-0000-00-000									253443	FINGERPRINTING AUG 2017	49.00
														WARRANT TOTAL	\$49.00
80569742	021726/	ROBYN DUKES													
		PV-180092		01-0000-0-4300-1110-1000-002-0300-45-000										AYRE CLASSROOM SUPPLIES	2.92
				01-0000-0-4300-1110-1000-002-0300-45-000										AYRE CLASSROOM SUPPLIES	13.33
				01-0000-0-4300-1110-1000-002-0300-46-000										BRANDT CLASSROOM SUPPLIES	2.92
				01-0000-0-4300-1110-1000-002-0300-46-000										BRANDT CLASSROOM SUPPLIES	13.33
				01-0000-0-4300-1110-1000-002-0300-47-000										CLASSROOM SUPPLIES	2.91
				01-0000-0-4300-1110-1000-002-0300-47-000										CLASSROOM SUPPLIES	13.34
														WARRANT TOTAL	\$48.75
80569743	008839/	EDC SPORTS LEAGUE													
		PV-180093		01-0000-0-5809-1110-4200-003-1206-00-000										2017/18 SPORTS LEAGUE FEE	400.00
														WARRANT TOTAL	\$400.00
80569744	101912/	FACE IN A BOOK													
	185035	PO-180035	1.	01-0600-0-4300-1110-1000-003-0600-03-000										BOB17-GTUSD BATTLE OF THE BKS	611.81
														WARRANT TOTAL	\$611.81
80569745	101153/	FOLSOM HIGH SCHOOL MUSIC													
		PV-180094		01-0000-0-5835-1110-1000-003-0600-03-000										FOLSOM JAZZ FEST REGISTRATION	550.00

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DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8006 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REG#	REFERENCE LN	FD RESC Y OBJT	GOAL FUNC LC1 LOC2 L3 SCH	DESCRIPTION		
WARRANT TOTAL						\$550.00
80569746	101115/	AMBER GARCIA				
		PV-180095	01-0000-0-4300-1110-1000-003-0300-67-000	CLASSROOM SUPPLIES		504.25
WARRANT TOTAL						\$504.25
80569747	100356/	GOLD TRAIL FEDERATION OF				
		PV-180096	01-0000-0-9573-0000-0000-000-0000-00-000	AFT DUES AUGUST 2017		3,284.66
WARRANT TOTAL						\$3,284.66
80569748	101087/	CARINA JACKSON				
		PV-180097	01-0000-0-4300-1110-1000-003-0300-76-000	CLASSROOM SUPPLIES		153.81
WARRANT TOTAL						\$153.81
80569749	101149/	MARY JAMES				
		PV-180098	01-0000-0-4300-1110-1000-002-0300-56-000	CLASSROOM SUPPLIES		114.17
WARRANT TOTAL						\$114.17
80569750	000388/	MOUNTAIN DEMOCRAT				
		PV-180099	01-0000-0-4300-0000-7100-000-0000-00-000	2718 BUS DRVR WANTED AD		22.00
WARRANT TOTAL						\$22.00
80569751	101623/	KATY MULLIGAN				
		PV-180100	01-4035-0-5200-1110-1000-003-0000-02-000	CSTA SCIENCE CONF REG		225.00
WARRANT TOTAL						\$225.00
80569752	101709/	REBECCA POULSEN				
		PV-180101	01-0000-0-4300-1110-1000-003-0300-63-000	CLASSROOM SUPPLIES		743.98
			01-1100-0-4300-1110-1000-003-0000-00-000	SUPPLIES FOR NEEDY STUDENTS		67.93
WARRANT TOTAL						\$811.91
80569753	011513/	RISO PRODUCTS OF SACRAMENTO				
		PV-180102	01-1100-0-5600-1110-1000-002-1210-00-000	174488 SM RISO		273.15
WARRANT TOTAL						\$273.15
80569754	101914/	SACRAMENTO REFRIGERATION INC				
		PV-180103	13-5310-0-5600-0000-3700-000-0000-00-000	9449 REPAIRS SM FREEZER		624.43

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DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8006 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DESCRIPTION			
WARRANT TOTAL						\$624.43
80569755	101209/	SELF-INSURED SCHOOLS OF CALIF				
	PV-180104	01-0000-0-9570-0000-0000-000-0000-00-000	EMP MED - SEP 2017			51,507.00
		01-0000-0-9570-0000-0000-000-0000-00-000	RET MED - SEP 2017			5,247.00
		01-0000-0-9586-0000-0000-000-0000-00-000	EMP DENTAL - SEP 2017			6,360.00
		01-0000-0-9586-0000-0000-000-0000-00-000	RET DENTAL - SEP 2017			2,025.00
		WARRANT TOTAL				\$65,139.00
80569756	023212/	SHELL FLEET MANAGEMENT				
	PV-180105	01-0000-0-4370-0000-3600-000-0000-00-000	8000061765 TRANSP FUEL			21.37
		13-5310-0-4370-0000-3700-000-0000-00-000	8000061765 CAFE FUEL			18.50
		WARRANT TOTAL				\$39.87
80569757	004234/	SKI AIR INCORPORATED				
	PV-180106	01-8150-0-5600-0000-8100-002-0000-00-000	SW33044 SM A2 HVAC REPAIRS			901.29
		WARRANT TOTAL				\$901.29
80569758	100580/	STAPLES ADVANTAGE				
	PO-183027	1. 01-1100-0-4300-1110-1000-002-0000-00-000	3350639526 SM REPORT CARD PAPR			321.33
		WARRANT TOTAL				\$321.33
80569759	101236/	CHRISTA SWANEY				
	PV-180107	01-0000-0-4300-1110-1000-002-0300-73-000	CLASSROOM SUPPLIES			34.87
		01-0600-0-4300-1110-1000-002-0000-03-000	RTI SUPPLIES			22.58
		WARRANT TOTAL				\$57.45
80569760	000893/	SWEET SEPTIC INC				
	PV-180108	01-8150-0-5600-0000-8100-003-0000-00-000	20894 PUMP GT SEPTIC TANK			640.00
		WARRANT TOTAL				\$640.00
80569761	101412/	TCG ADMINISTRATORS				
	PV-180109	01-0000-0-5800-0000-7200-000-0000-00-000	153452 ADMIN FEE AUG 2017			4.00
		WARRANT TOTAL				\$4.00

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DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8006 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DESCRIPTION			
80569762	100981/	VERIZON WIRELESS				
	PV-180110	01-0000-0-5901-0000-3140-000-1210-00-000	9790069593 NURSES			129.69
		01-0000-0-5901-0000-8100-000-1210-00-000	9790069593 MAINT			65.32
		01-5810-0-5901-0000-2700-002-1210-00-000	9790069593 SM			43.32
		WARRANT TOTAL				\$238.33
***	BATCH TOTALS ***	TOTAL NUMBER OF CHECKS:	25	TOTAL AMOUNT OF CHECKS:		\$79,934.78*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	25	TOTAL AMOUNT:		\$79,934.78*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF CHECKS:	25	TOTAL AMOUNT OF CHECKS:		\$79,934.78*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	25	TOTAL AMOUNT:		\$79,934.78*

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WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	GOAL	FUNC	LC1	LOC2	L3	SCH	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
80570244	008233/	AMERICAN FIDELITY ASSURANCE														
		PV-180111						01-0000-0-9582-0000-0000-0000-00-000							B654792 SEPTEMBER 2017	1,521.38
								WARRANT TOTAL								\$1,521.38
80570245	007568/	AMERICAN FIDELITY ASSURANCE CO														
		PV-180112						01-0000-0-9582-0000-0000-0000-00-000							1583530A AUGUST 2017	575.00
								WARRANT TOTAL								\$575.00
80570246	000623/	ARNOLDS FOR AWARDS														
		PV-180113						01-0000-0-4300-0000-7100-000-0000-00-000							79059 EMPLOYEE ACKNOWLEDGMENT	167.26
								01-0000-0-4300-0000-7100-000-0000-00-000							79067 EMPLOYEE NAMEPLATES	68.43
								01-0000-0-4300-0000-7100-000-0000-00-000							79084 EMPLOYEE NAMEPLATES	18.18
								WARRANT TOTAL								\$253.87
80570247	100716/	AT&T														
		PV-180114						01-0000-0-5901-0000-7200-000-1210-00-000							10173612 D O	53.58
								01-0000-0-5901-0000-7700-000-1210-00-000							10173610 PRI	318.04
								WARRANT TOTAL								\$371.62
80570248	101772/	APRIL BRANDT														
		PV-180115						01-1100-0-4300-1110-1000-002-0000-00-000							CLASSROOM SMALL GROUP TABLE	193.32
								WARRANT TOTAL								\$193.32
80570249	003582/	CONFORTI PLUMBING														
		PV-180116						01-8150-0-5600-0000-8100-003-0000-00-000							J17-102 GT SEPTIC SYS REPAIRS	3,368.18
								WARRANT TOTAL								\$3,368.18
80570250	101915/	KEVIN COOTS														
		PV-180117						01-0000-0-8699-0000-2420-002-0205-00-000							REF PRIOR YR LOST BOOK FEE	15.00
								01-0000-0-8699-0000-2420-002-0205-00-000							CURRENT YR LOST BOOK FEE	10.00
								WARRANT TOTAL								\$5.00
80570251	011529/	THE DANIELSEN CO														
	185038	PO-180038	1.	13	5310	0-4700	0000-3700	000-0800	00-000						139239 LUNCH FOOD	1,418.64
	185038		2.	13	5310	0-4700	0000-3700	000-0801	00-000						139239 BREAKFAST FOOD	473.13

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DISTRICT: 005 Gold Trail Union School Dist
BATCH: 8007 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT	GOAL FUNC LC1 LOC2 L3 SCH	DESCRIPTION		
WARRANT TOTAL						\$1,891.77
80570252	100999/	DAWSON OIL COMPANY				
	185044	PO-180044	1. 01-0000-0-4370-0000-3600-000-0000-00-000	73191	BUS FUEL AUG 2017	1,753.31
WARRANT TOTAL						\$1,753.31
80570253	000126/	EL DORADO COUNTY OFFICE				
		PV-180118	01-0000-0-5809-0000-3600-000-0000-00-000	180141	RNDM DRG TST JUL 2017	26.32
WARRANT TOTAL						\$26.32
80570254	000626/	EL DORADO IRRIGATION DISTRICT				
		PV-180119	01-0000-0-5520-0000-8100-000-0000-00-000	078351-001	EXT DAY	193.37
			01-0000-0-5520-0000-8100-002-0000-00-000	078350-001	SM	3,935.57
			01-0000-0-5520-0000-8100-003-0000-00-000	052522-001	GT	259.50
WARRANT TOTAL						\$4,388.44
80570255	005395/	ELLISON EDUCATIONAL EQUIPMENT				
	185048	PO-180048	1. 01-0000-0-4400-1110-1000-002-0000-00-000	3145578	SM DIE CUT PRESS	361.08
WARRANT TOTAL						\$361.08
80570256	101841/	SYDNEY EMMONS				
		PV-180120	01-1100-0-5807-1110-4200-003-1206-00-000	VOLLEYBALL REF 8 GAMES		280.00
WARRANT TOTAL						\$280.00
80570257	101898/	EN TEK CONSULTING GROUP INC				
	175154	PO-170154	1. 01-6264-0-5200-0000-8100-000-0000-00-000	17/0301	JACKSON TRAINING	375.00
WARRANT TOTAL						\$375.00
80570258	006357/	FLYING ACE T-SHIRTS				
		PV-180121	01-0000-0-4300-1110-1000-002-0101-00-000	8209	FIRST GRADE TSHIRTS	151.35
			01-0000-0-4300-1110-1000-002-0200-00-000	8253	KINDERGARTEN TSHIRTS	243.89
			01-0000-0-4300-1110-1000-003-0201-00-000	8257	GT MUSIC TSHIRTS	2,136.87
WARRANT TOTAL						\$2,532.11
80570259	100036/	FOOTHILL FOOD SERVICE INC				
	185039	PO-180039	1. 13-5310-0-4700-0000-3700-000-0800-00-000	487207	LUNCH FOOD	160.79

DISTRICT: 005 Gold Trail Union School Dist
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WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DESCRIPTION		
185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488170 LUNCH FOOD		13.43
185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	487206 LUNCH FOOD		396.39
185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	487395 LUNCH FOOD		29.97
185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488050 LUNCH FOOD		345.17
185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	488051 LUNCH FOOD		244.63
185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	487677 LUNCH FOOD		267.86
185039		1.	13-5310-0-4700-0000-3700-000-0800-00-000	487676 LUNCH FOOD		294.58
185039		2.	13-5310-0-4700-0000-3700-000-0801-00-000	487206 BREAKFAST FOOD		56.75
185039		2.	13-5310-0-4700-0000-3700-000-0801-00-000	487207 BREAKFAST FOOD		16.98
185039		3.	13-5310-0-4700-0000-3700-000-0802-00-000	487676 ALA CARTE FOOD		29.50
185039		3.	13-5310-0-4700-0000-3700-000-0802-00-000	487206 ALA CARTE FOOD		28.20
185039		3.	13-5310-0-4700-0000-3700-000-0802-00-000	487207 ALA CARTE FOOD		3.31
			WARRANT TOTAL			\$1,887.56
80570260	101708/		GROWING HEALTHY CHILDREN			
		PV-180122	01-6500-0-5806-5770-1120-000-0000-00-000	GTUSD_1708 OT SVCS AUG 2017		393.75
			WARRANT TOTAL			\$393.75
80570261	101917/		HEALTH-E PRO			
		185050 PO-180050	1. 13-5310-0-5875-0000-3700-000-1210-00-000	3150 REFLEX MATH SOFTWARE		3,180.00
			WARRANT TOTAL			\$3,180.00
80570262	101721/		LEARNING ALLY			
		185036 PO-180036	1. 01-0600-0-5875-1110-1000-003-1210-04-000	61352 GT SITE LICENSE		1,447.33
			WARRANT TOTAL			\$1,447.33
80570263	101314/		LEGALSHIELD			
		PV-180123	01-0000-0-9576-0000-0000-000-0000-00-000	126086 JULY 2017		51.80
			01-0000-0-9576-0000-0000-000-0000-00-000	126086 AUGUST 2017		51.80
			WARRANT TOTAL			\$103.60

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WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DESCRIPTION		
80570264	101233/	MCGRAW-HILL SCHOOL EDUCATION				
	185032	PO-180032	1. 01-0600-0-5875-1110-1000-003-1210-04-000	99268811001	ALEK MATH PGM	35.00
	185032		1. 01-0600-0-5875-1110-1000-003-1210-04-000	99110678001	ALEK MATH PGMS	175.00
	185032		1. 01-0600-0-5875-1110-1000-003-1210-04-000	99267547001	ALEK MATH PGMS	140.00
			WARRANT TOTAL			\$350.00
80570265	101651/	MYBINDING.COM				
		PO-183029	1. 01-0000-0-4300-1110-1000-002-0000-00-000	040581	SM LAMINATING FILM	512.60
		PO-183036	1. 01-0000-0-4300-1110-1000-003-0000-00-000	043708	GT LAMINATING FILM	242.44
		PO-183037	1. 01-0000-0-4300-1110-1000-002-0000-00-000	043709	SM LAMINATING FILM	512.60
			WARRANT TOTAL			\$1,267.64
80570266	009356/	OFFICE DEPOT				
		PO-183001	1. 01-0000-0-4300-1110-1000-002-0000-00-000	951327962001	SM CLSRM STARTUP	16.88-
			1. 01-0000-0-4300-1110-1000-002-0000-00-000	935757014001	SM CLSRM STARTUP	3,146.95
			1. 01-0000-0-4300-1110-1000-002-0000-00-000	935757014002	SM CLSRM STARTUP	156.32
		PO-183004	2. 01-0000-0-4300-1110-1000-000-0000-00-000	947358635001	DIST CONSTR PAPER	1,103.82
			1. 01-0000-0-4300-1110-1000-003-0000-00-000	947358635001	GT FILLER/NTBK	313.17
		PO-183008	1. 01-0000-0-4300-0000-7200-000-0000-00-000	949232023001	D O OFC SUPPLIES	59.65
		PO-183010	1. 01-0000-0-4300-0000-2700-003-0000-33-000	949621865001	GT OFC SUPPLIES	126.20
		PO-183012	1. 01-1100-0-4300-1110-1000-002-0000-00-000	951272679001	SM CLSRM STARTUP	15.88
			1. 01-1100-0-4300-1110-1000-002-0000-00-000	951272396001	SM CLRM STARTUP	85.69
		PO-183013	1. 01-0000-0-4300-1110-1000-003-0000-33-000	951339528001	GT PRINTER TONER	209.55
		PO-183015	1. 01-1100-0-4300-1110-1000-002-0000-00-000	951651387001	SM CLSRM STARTUP	68.07
		PO-183016	1. 01-0000-0-4300-1110-1000-002-0300-54-000	951731880001	EDNEY CLSRM TONER	104.78
			WARRANT TOTAL			\$5,373.20
80570267	021298/	THERESA ORIO				
		PV-180124	01-0000-0-4300-0000-7100-000-0000-00-000	BOARD SUPPLIES		28.46

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EL DORADO COUNTY OFFICE OF EDUCATION
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DISTRICT: 005 Gold Trail Union School Dist
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WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	GOAL	FUNC	LC1	LOC2	L3	SCH	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL															\$28.46
80570268	000232/	PACIFIC GAS & ELECTRIC COMPANY													
		PV-180125		01	0000	0-5540	0000	8100	003	0000	00	000		1274317581-7 GT STREET LIGHT	41.50
WARRANT TOTAL															\$41.50
80570269	000257/	PITNEY BOWES INC													
		PV-180127		01	0000	0-5902	0000	2700	000	0000	00	000		0011471691 PSTG MTR INK	133.35
WARRANT TOTAL															\$133.35
80570270	020926/	PITNEY BOWES GLOBAL FINANCIAL													
		PV-180126		01	0000	0-5902	0000	2700	000	0000	00	000		3101536560 PSTG MTR LEASE	307.78
WARRANT TOTAL															\$307.78
80570271	077441/	PLACERVILLE GROCERY OUTLET													
		185041 PO-180041	1.	13	5310	0-4700	0000	3700	000	0800	00	000		LUNCH FOOD	201.90
		185041	2.	13	5310	0-4700	0000	3700	000	0801	00	000		BREAKFAST FOOD	47.34
WARRANT TOTAL															\$249.24
80570272	100735/	RIEBES AUTO PARTS													
		PV-180128		01	0000	0-4300	0000	3600	000	0000	00	000		020235 TRANSPORTATION SUPPLIES	23.79
				01	0000	0-4300	0000	3600	000	0000	00	000		020239 TRANSPORTATION SUPPLIES	97.38
WARRANT TOTAL															\$121.17
80570273	100501/	SCHOLASTIC MAGAZINES													
		PV-180129		01	1100	0-4300	1110	1000	002	0000	00	000		M6116612 TK 16 SUBSCRIPTIONS	91.88
WARRANT TOTAL															\$91.88
80570274	000895/	SCHOOL SERVICES OF CALIFORNIA													
		185002 PO-180002	1.	01	0000	0-5800	0000	7200	000	0000	00	000		0112418-IN AUG BDGT SVCS	59.00
WARRANT TOTAL															\$59.00
80570275	004234/	SKI AIR INCORPORATED													
		PV-180130		01	8150	0-5600	0000	8100	002	0000	00	000		SW33078 SM RM G4 HVAC REPAIRS	746.96
WARRANT TOTAL															\$746.96
80570276	101911/	TAGUE BAND INSTRUMENT SERVICES													
		185031 PO-180031	1.	01	0000	0-5600	1110	1000	003	0201	00	000		M794681 GT INSTRUMENT REPAIRS	262.72

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DISTRICT: 005 Gold Trail Union School Dist
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WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DESCRIPTION			
WARRANT TOTAL						\$262.72
80570277	101700/	DEBORAH VALLADON-HORNSBY				
	PV-180131	01-0000-0-4300-1110-1000-003-0300-75-000	CLASSROOM SUPPLIES			512.99
		01-0000-0-4300-1110-1000-003-0300-75-000	CLASSROOM SUPPLIES			13.78
		WARRANT TOTAL				\$526.77
80570278	101636/	AMY YOST				
	PV-180132	01-0000-0-4300-1110-1000-003-0300-63-000	CS HISTORY DBQ PROJECT			94.50
		01-0000-0-4300-1110-1000-003-0300-66-000	CS HISTORY DBQ PROJECT			94.50
		01-6300-0-4100-1110-1000-003-0000-00-000	CS HISTORY DBQ PROJECT			189.00
		WARRANT TOTAL				\$378.00
*** BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:	35	TOTAL AMOUNT OF CHECKS:		\$34,846.31*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$0.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$0.00*
		TOTAL PAYMENTS:	35	TOTAL AMOUNT:		\$34,846.31*
*** DISTRICT TOTALS ***		TOTAL NUMBER OF CHECKS:	35	TOTAL AMOUNT OF CHECKS:		\$34,846.31*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$0.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$0.00*
		TOTAL PAYMENTS:	35	TOTAL AMOUNT:		\$34,846.31*

AGENDA ITEM Consent

9.3 Personnel

BACKGROUND

Personnel

Hiring

S. Canfield, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year
 S. Clark, Instructor: Enrichment, Spelling Bee, grades ½, effective 2017-18 school year
 A Garcia, Athletic Coach: Track, effective 2017-18 school year
 A Garcia, Coordinator: Field Trip (Overnight), 7th grade, effective 2017-18 school year
 A Garcia, Instructor: Tutorial (Friday School), effective 2017-18 school year
 T. Hanks, Teacher Associate, 1.5 hours per day, effective October 1, 2017
 M. Harris, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year
 D. Hornsby, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year
 D. Lulla, Webmaster, effective 2017-18 school year
 S. Morgan, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year
 K. Mulligan, Coordinator: Field Trip (Overnight), 6th grade, effective 2017-18 school year
 J. Whitmore, Coordinator: Field Trip (Overnight), 4th grade, effective 2017-18 school year
 A Yost, Instructor: Enrichment, Spelling Bee, grades 7/8, effective 2017-18 school year

Resignation

T. Hanks, Yard Supervisor, .75 hours per day, effective September 29, 2017
 The Board will take action to approve the personnel activity

ATTACHMENTS

➤ **None**

BUDGETED

☐ NA ☒ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will approve the action.

NOTES

If pulled from Consent

<i>ACTION</i>		<i>Moved</i>	<i>Seconded</i>	
<input type="checkbox"/> <i>Approved as is</i>				
<input type="checkbox"/> <i>Not approved</i>				
<input type="checkbox"/> <i>Amended to read:</i>				
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>

AGENDA ITEM Consent

9.4 Williams Act Uniform Complaint Procedures Quarterly Report

BACKGROUND

Education Code 35186 mandates that districts use the uniform complaint process to help identify and resolve any deficiencies related to instructional materials, teacher vacancy or mis-assignments, and emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff. A school district shall report summarized data on the nature and resolution of all complaints. These summaries shall be publicly reported to the Board and the County Superintendent of Schools on a quarterly basis, and presented at a regularly scheduled meeting of the governing board of the school district. The complaints and written responses shall be available as public records. *Education Code 35186*

ATTACHMENTS

- Quarterly Report on Williams Uniform Complaints

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will approve the report.

NOTES

If pulled from Consent

ACTION		<i>Moved</i>		<i>Seconded</i>	
<input type="checkbox"/> <i>Approved as is</i> <input type="checkbox"/> <i>Not approved</i> <input type="checkbox"/> <i>Amended to read:</i>					
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>	

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

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

District: Gold Trail Union School District

Person completing this form: Scott Lyons Title: Superintendent

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

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

Please check the box that applies:

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

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

Signature of District Superintendent

Date

AGENDA ITEM Consent

9.5 2016-17 Developer Fee Report

BACKGROUND

Government Code section 65995 and California Education Code section 17620 allows school districts to levy fees on residential or commercial/industrial construction projects within a school district's boundaries. The State Allocation Board (SAB) sets the per-square-foot Level I school impact fees (a.k.a. "developer fees") every two years at its January meeting in even number years (i.e., 2010, 2012). Alternative School Fees (a.k.a. Level II or Level III fees) may also be collected by districts meeting certain requirements.

The Superintendent or designee shall, within 180 days after the last day of each fiscal year, make available to the public details as to the revenue and expenditures of these fees. (*Administrative Regulation 7211*)

ATTACHMENTS

➤ 2016-17 Developer Fee Report

BUDGETED

☐ NA ☒ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

Accept the report.

NOTES

If pulled from Consent

ACTION	<i>Moved</i>	<i>Seconded</i>			
<input type="checkbox"/> <i>Approved as is</i> <input type="checkbox"/> <i>Not approved</i> <input type="checkbox"/> <i>Amended to read:</i>					
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>	



FUND DESCRIPTION	2012/13	2013/14	2014/15	2015/16	2016/17	5 preceding year total
25 Capital Facilities/Developer Fees						
Beginning Fund Balance	4,587.29	9,587.98	30,259.66	49,468.65	56,594.82	
REVENUE						
Developer Fees	15,842.00	54,014.00	54,309.00	40,897.00	42,230.00	217,584.00
Interest	5.63	35.04	134.86	229.06	351.50	748.37
Other Income						0.00
Interfund transfers in	25,500.00	0.00	0.00	0.00	0.00	51,000.00
TOTAL REVENUE	41,347.63	54,049.04	54,443.86	41,126.06	42,581.50	269,332.37
EXPENDITURES						
Administration	584.04	665.52	2,523.03	1,288.05	1,266.90	6,527.52
Building Lease						0.00
Developer Fee Study	3,051.06	0.00				3,051.06
Legal Expense						0.00
Projects						0.00
Debt Service	32,711.84	32,711.84	32,711.84	32,711.84	32,711.84	196,271.04
Interfund Transfer Out						0.00
TOTAL EXPENDITURES	36,346.94	33,377.36	35,234.87	33,999.89	33,978.74	205,849.62
Ending Fund Balance	9,587.98	30,259.66	49,468.65	56,594.82	65,197.58	

AGENDA ITEM

Consent

9.6 Certification of Signatures

BACKGROUND

Each order drawn on the funds of a school district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No person other than an officer or employee of the district shall be authorized to sign orders. (EC 42632)

The governing board of each school district shall be responsible for filing or causing to be filed with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name. Except for districts determined to be fiscally accountable pursuant to Section 42650, no order on the funds of any school district shall be approved by the county superintendent of schools unless the signatures are on file in his (her) office and he (she) is satisfied that the signatures on the order are those of persons authorized to sign the order. (EC 42633)

This certification is made in accordance of Education Codes 42632 and 42633.

ATTACHMENTS

➤ **Signature Authority Page**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will certify the signatures.

NOTES

If pulled from Consent

ACTION		<i>Moved</i>	<i>Seconded</i>	
<div><input type="checkbox"/> <i>Approved as is</i></div> <div><input type="checkbox"/> <i>Not approved</i></div> <div><input type="checkbox"/> <i>Amended to read:</i></div>				
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>

Gold Trail Union
School District

Certification of Signatures

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provision of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: October 1, 2017 to December 14, 2017 in accordance with Governing Board approval dated October 12, 2017

Signature _____

Clerk (Secretary) to the Board

NOTE: Please TYPE name under signature.

Column 1 Signatures of Members of the Governing Board		Column 2 Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts
Signature		Signature
Typed Name Sue Hennike		Typed Name Scott Lyons
President of the Board of Trustees/Education		Title Superintendent
Signature		Signature
Typed Name Janet Barbieri		Typed Name Boyd Holler
Clerk/Secretary of the Board of Trustees/Education		Title Principal
Signature		Signature
Typed Name Julie Bauer		Typed Name Aidan Harte
Member of the Board of Trustees/Education		Title Chief Business Officer
Signature		Signature
Typed Name Micah Howser		Typed Name
Member of the Board of Trustees/Education		Title
Signature		Signature
Typed Name Daryl Lander		Typed Name
Member of the Board of Trustees/Education		Title
Signature		Signature
Typed Name		Typed Name
Member of the Board of Trustees/Education		Title
Signature		Signature
Typed Name		Typed Name
Member of the Board of Trustees/Education		Title
<i>If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.</i>		<i>Number of Signatures required:</i>
		Orders for Salary Payments 1
		Orders for Commercial Payments 1
		Notices of Employment 1
		Contracts 1

AGENDA ITEM

Consent

9.7 Administrative Salary Schedule Title Change

BACKGROUND

On August 3, 2017, the Board approved changes in the Chief Finance Officer job description. One of these changes was to change the title of the job from Chief Fiscal Office to Chief Business Officer. The title must also now change in the Administrative Salary Schedule. No salary changes are made to the schedule at this time.

ATTACHMENTS

➤ **Administrative Salary Schedule**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will approve the name change.

NOTES

If pulled from Consent

<i>ACTION</i>		<i>Moved</i>		<i>Seconded</i>	
<div><input type="checkbox"/> <i>Approved as is</i></div> <div><input type="checkbox"/> <i>Not approved</i></div> <div><input type="checkbox"/> <i>Amended to read:</i></div>					
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>	

Gold Trail Union School District

ADMINISTRATIVE SALARY SCHEDULE

Fiscal Year 2016-17

2 year agreement: 15/16 4%, 16/17 2% TA: 03/15/2016

Employee Ratified: 03/23/2016

Board Adopted: April 14, 2016

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Vice Principal (215 Days)	88,259	90,465	92,726	95,045	97,420	99,856	102,352	104,912	107,535	110,222
Principal (215 Days)	92,706	95,022	97,399	99,833	102,329	104,887	107,509	110,197	112,952	115,776
Chief Financial Business Officer	88,312	90,519	92,783	95,102	97,479	99,917	102,414	104,974	107,599	110,290

AGENDA ITEM

Consent

9.8 Second Reading of Board Policies, Administrative Regulations and Board Bylaws

BACKGROUND

The following roster is brought forward with the California School Board Association's recommendations:

ATTACHMENTS

- BP 0000, Vision (BP revised)
- BP 0100, Philosophy (BP revised)
- BP 2140, Evaluation of the Superintendent (BP revised)
- AR 4112.2, Certification (AR revised)
- BP/AR 4112.61/4212.61/4312.61, Employment References (BP deleted, AR revised)
- BP/E 6161.1, Selection and Evaluation of Instructional Materials (BP/E revised)
- BP7212, Mello-Roos Districts (Delete)
- BB 9121, President (BB revised)
- BB 9220, Governing Board Elections (BB revised)
- BB 9230, Orientation (BB revised)
- BB 9400, Board Self-Evaluation (BB revised)

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will adopt the roster.

NOTES

If pulled from Consent

ACTION	<i>Moved</i>	<i>Seconded</i>		
<input type="checkbox"/> <i>Approved as is</i> <input type="checkbox"/> <i>Not approved</i> <input type="checkbox"/> <i>Amended to read:</i>				
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>

CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0000(a)

VISION

Note: The following **optional** policy uses the term "vision" **as a generic term in a general sense** to describe **any types of documents (e.g., vision statement, mission statement, etc.) that the Governing Board might adopt to set a direction the overall direction that the Governing Board sets for the district. The vision may include a mission statement and district goals that are aligned with the local control and accountability plan.**

The Governing Board believes that a clearly stated purpose and direction for the district provide the foundation for continuous improvement and accountability. In order to provide a clear focus for district programs, activities and operations, the Governing Board shall adopt a long-range vision that sets direction for the district programs and activities that which is focused on student learning and describes what the Board wants its schools to achieve. 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. This The district's vision may be incorporated in various documents, including the district's into its mission or purpose statement, philosophy or motto, long-term goals, short-term objectives, and/or comprehensive plans such as the local control and accountability plan (LCAP).

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process, **with clearly defined procedures, timelines, and responsibilities**, for establishing, **and/or** reviewing, and updating the district's vision 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 which is inclusive of 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's vision statements **at least every three years or whenever a new Board member or Superintendent joins the district. annually, in conjunction with the**

VISION (continued)

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 **and shall regularly report to the Board regarding district progress toward the vision.**

(cf. 1113 - District and School Web Sites)
(cf. 1100 - Communication with the Public)

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

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

(cf. 0500 - Accountability)

Legal Reference:
EDUCATION CODE
52060-52077 Local control and accountability plan

Management Resources:
CSBA PUBLICATIONS
The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017
Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014
Defining Governance, Issue 4: Governance Decisions, Governance Brief, June 2014
Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014
Maximizing School Board Leadership: Vision, 1996
WEB SITES
CSBA: <http://www.csba.org>

CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0100(a)

PHILOSOPHY

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

Note: **The thought process and collaborative effort required of the Governing Board in articulating district philosophy are crucial to the creation and evolution of philosophy reflective of local ideologies.** Districts are **strongly** encouraged to **engage in thoughtful discussions and to** replace or supplement the philosophical statements below with those that reflect their own locally developed philosophical statements.

It is the philosophy of the district that:

1. All students can learn and succeed.
2. **Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high quality education that challenges the student to achieve to his/her fullest potential. 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.**
- ~~3.~~ 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.**
- ~~4.~~ 6. A safe, nurturing environment **and positive school climate are** ~~is~~ necessary for learning, **academic achievement, and student development.**

PHILOSOPHY (continued)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

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

(cf. 6020 - Parent Involvement)

- 6. 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.

- 7. 9.** Early identification of ~~student~~ learning and behavioral difficulties **and timely and appropriate support and intervention** contribute to student success.

- 8. 10.** Students and staff ~~respond positively to~~ **are encouraged and motivated by** high expectations and recognition for their accomplishments.

- 9. 11.** ~~Continuous~~ School improvement is ~~necessary~~ **a dynamic process requiring flexibility and innovation** to meet the needs of students in a changing ~~economy and society 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 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 9240 - Board Training)

- 10. 13.** The diversity of the student ~~population body~~ and ~~school~~ staff enriches the learning experience ~~for all students,~~ **promotes cultural awareness and acceptance, and serves as a model for citizenship in a global society.**

- 11. 14.** ~~A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.~~ **A common set of norms and protocols is crucial to effective governance.**

- 12. 15.** ~~A high level of~~ **Communication, trust, respect, collaboration, and teamwork strengthen the relationship** among Board members and **between the Board and Superintendent, and contributes to the effectiveness of the decision-making governance team.**

PHILOSOPHY (continued)

13. 16. The community provides an essential resource to the educational program 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)

14. 17. Effective Two-way communication with all stakeholders helps build support for the school 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 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.

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

Legal Reference:

EDUCATION CODE

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

51100-51101 Parental involvement

Management Resources:

CSBA PUBLICATIONS

~~Maximizing School Board Leadership: Vision, 1996~~

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

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

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

WEB SITES

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

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

(11/86 2/98) 7/17

Policy Reference UPDATE Service

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CSBA Sample

Board Policy

Administration

BP 2140(a)

EVALUATION OF THE SUPERINTENDENT

Note: The following **optional** policy should be revised to ensure consistency with specific evaluation provisions in the Superintendent's contract. Information and training on effective superintendent evaluation are available through CSBA's Governance Consulting Services.

~~The Governing Board recognizes that, in order to effectively fulfill its responsibilities for setting direction, ensuring accountability, and providing community leadership for the district, it must adopt measures for holding the Superintendent accountable. At a minimum, the Board shall annually conduct a formal evaluation of the Superintendent's performance to assess his/her effectiveness in leading the district toward established goals. In addition, the evaluation process may include opportunities during the year for review of the Superintendent's progress toward meeting the goals. The evaluation shall be in accordance with the provisions of the Superintendent's contract and any applicable Board policy.~~

The Governing Board 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 established 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)

Note: In *Duval v. Board of Trustees*, the court held that a board could meet in closed session to select the criteria for the superintendent's evaluation, establish a fact-gathering mechanism, and designate particular areas of emphasis because these actions might reflect the board's initial perception of the superintendent's performance since the last evaluation. District legal counsel should be consulted with questions regarding the permissible scope of closed session discussions regarding superintendent evaluation.

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

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2111 - Superintendent Governance Standards)

EVALUATION OF THE SUPERINTENDENT (continued)

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

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

Note: Typically, each Board member individually evaluates the Superintendent and those individual evaluations are then summarized into one document. In some districts, the Board president is given the authority to develop this composite **document** while, in others, the Board appoints a subcommittee or another Board member to develop it. The full Board takes action on the composite document that is provided to the Superintendent. The following paragraph is **optional** and may be modified to reflect district practice.

Each Board member shall independently evaluate the Superintendent's performance **based upon the evaluation criteria**, ~~Based on these individual evaluations, after which~~ the Board president shall produce a **single** document that ~~summarizes~~ **integrates** the individual evaluations **and represents the consensus of the Board**. ~~The Board shall then take action on this document and present it to the Superintendent for his/her response.~~

(cf. 9121 - President)

The evaluation shall provide commendations in areas of strength and achievement, **and provide** recommendations for improving effectiveness in **any** areas of **need, concern, and or** unsatisfactory performance, ~~and serve as a basis for making decisions about salary increase and/or contract extension.~~

Note: Pursuant to Government Code 54957, the Board and Superintendent may meet in closed session to discuss the Superintendent's evaluation, but must not use the public employee performance evaluation exception for discussion or action on any proposed change in compensation other than a reduction in compensation that results from the imposition of discipline. In addition, the Board may meet in closed session with its negotiator pursuant to the labor negotiations exception to discuss any proposed change in compensation for unrepresented employees, including the Superintendent. See BP 2121 - Superintendent's Contract and BB 9321 - Closed Session Purposes and Agendas.

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

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

EVALUATION OF THE SUPERINTENDENT (continued)

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. 9240 - Board Training)

(cf. 9400 - Board Self-Evaluation)

Note: The following paragraph may be revised to reflect district practice. In Versaci v. Superior Court, the court of appeals held that, if the Superintendent's personal performance goals are not incorporated into his/her employment contract, then they are not subject to disclosure under the California Public Records Act (Government Code 6254.8). According to the court's ruling, a general statement in the contract referring to goal setting in conjunction with performance evaluations does not clearly and unequivocally evidence the parties' intent to incorporate the future goals into the contract.

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)

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

(cf. 9400 - Board Self Evaluation)

Legal Reference: (see next page)

EVALUATION OF THE SUPERINTENDENT (continued)

Legal Reference:

GOVERNMENT CODE

6254.8 Public Records Act; employment contracts

~~53262 Employment contracts, superintendent~~

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:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2006

WEB SITES

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

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

(7/04 3/11) 7/17

Policy Reference UPDATE Service

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CSBA Sample

Administrative Regulation

Certificated Personnel

AR 4112.2(a)

CERTIFICATION

Verification of Credentials

Note: The following **optional** section may be revised to reflect district practice. **Pursuant to Education Code 44330, 44332.5, and 44857, requires each person employed by the district in a position requiring certification qualifications must to register a valid credential with the county office of education or with the district, (if the district has an average daily attendance over 10,000), not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential. A district with over 10,000 average daily attendance (ADA) may provide for the registration of its own certificated employees' credentials. If it does not do so, or if the district has 10,000 ADA or less, certificated employees' credentials must be registered with the county office of education. The following section may be revised to reflect district practice.**

The Commission on Teacher Credentialing (CTC) does not provide credentials in a paper format. **Pursuant to 5 CCR 80001, provides that** the official record of a credential is information obtained from the CTC web site. If an applicant has indicated a county of employment on his/her application, the county office of education will receive a download of credential information for that applicant. For all other certificated staff, the district must obtain verification of its employees' certification through the CTC's online service and may print the displayed information.

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

Note: Pursuant to Education Code 44332, 44332.5, and 44332.6, an individual may be employed while his/her application is being processed by the CTC if he/she holds a temporary certificate issued by a district with over 10,000 ADA or the county office of education, indicating that he/she has passed the state assessment of teachers' basic skills and completed a criminal record check. As amended by AB 1918 (Ch. 127, Statutes of 2016), Education Code 44332, 44332.5, and 44332.6 require the district or county office of education, prior to issuing a temporary certificate, to obtain a certificate of clearance (fingerprint clearance) from the CTC to satisfy the criminal record check requirement.

The Superintendent or designee shall verify that any person who is employed by the district while his/her application for certification is being processed by the CTC possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

CERTIFICATION (continued)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)

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

Basic Skills Proficiency

Note: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skills proficiency requirement or is exempted from the requirement by law. Such exemptions are specified in Education Code 44252 and 44830. Unless exempted, persons who have been granted a credential by the CTC have met the basic skills proficiency requirement as a condition of obtaining the credential. According to CTC leaflet CL-667, Basic Skills Requirement, the basic skills proficiency requirement also may be met by passage of the California Basic Educational Skills Test, California Subject Examinations for Teachers: Multiple Subject Plus Writing Skills Examination, California State University Early Assessment Program, California State University Placement Examinations, or a basic skills examination from another state.

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Note: Pursuant to Education Code 44252 and 44830, persons holding or applying for a "designated subjects special subjects" credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the state basic skills proficiency requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.

CERTIFICATION (continued)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

Note: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, the CTC will issue the STSP to an individual only once and for no more than one year. The STSP will expire no later than July 1, unless the STSP is for a summer school assignment in which case the STSP will expire no later than September 1.

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern program
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested

CERTIFICATION (continued)

2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

Note: 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) or specially designed academic instruction in English (SDAIE); see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Note: 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. ~~As amended by Register 2013, No. 28,~~ 5 CCR 80021.1 provides that the PIP will be issued for one calendar year and may not be renewed.

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not ~~be~~ limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

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

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

CERTIFICATION (continued)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

<p>Note: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). In addition, 5 CCR 80021.1 provides that all PIPs will include an English learner authorization allowing the holder to provide services in ELD or SDAIE; see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.</p>

CERTIFICATION (continued)

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Note: 5 CCR 80022, as added by Register 2016, No. 34, establishes the Teaching Permit for Statutory Leave (TPSL), which authorizes the holder to serve as the interim teacher of record when a teacher takes a statutory leave. The applicable statutory leaves are specified in 5 CCR 80022 and, as clarified by CTC Coded Correspondence 16-10, exclude administrative leave. The TPSL is valid for one calendar year from the first day of the month immediately following the date of issuance, but may be renewed on an annual basis provided that the holder completes additional requirements as specified and the district verifies that it will provide continued mentoring and support.

Qualifications required for the TPSL include possession of a bachelor's or higher degree, completion of the basic skills requirement, completion of a subject-matter requirement, and 45 hours of preservice preparation in the content areas listed in 5 CCR 80022. The design and delivery of the preservice preparation are at the discretion of the district and, as described in CTC Coded Correspondence 16-10, may include existing training and development programs, new preparation courses or modules, and/or partnerships with the county office of education, neighboring districts, colleges and universities, or private companies. The CTC does not accredit or oversee any TPSL preparation. The following paragraph may be revised to reflect district practice.

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that the CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to the CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

(cf. 4161.1 - Personal Illness and Injury Leave)

(cf. 4161.11 - Industrial Accident/Illness Leave)

(cf. 4161.8 - Family Care and Medical Leave)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to the CTC that it will provide the interim teacher: (5 CCR 80022)

- 1. An orientation to the assignment before or during the first month of service in the statutory leave assignment**

CERTIFICATION (continued)

- 2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment**
- 3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs**

Note: The TPSL authorizes the interim teacher of record to serve for the full length of the statutory leave. CTC Coded Correspondence 16-10 clarifies that, when more than one acceptable leave is taken consecutively, the holder of the TPSL may continue to serve as the interim teacher of record for the entire length of those leaves.

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. He/she shall annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

(cf. 4113 - Assignment)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

Note: Pursuant to Education Code 44225.7, the district may request that the CTC grant an applicant a one-year emergency permit (Education Code 44300; 5 CCR 80023-80026.6) when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits may only be issued for the resource specialist permit (5 CCR 80024.3.1), teacher librarian services permit (5 CCR 80024.6), crosscultural, language and academic development permit (5 CCR 80024.8), and bilingual authorization permit (5 CCR 80024.7).

Pursuant to 5 CCR 80023.1, ~~as amended by Register 2013, No. 28,~~ an emergency permit may be renewed for up to two additional one-year periods (for a maximum of three years of service).

In order to request an emergency permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an intern program or are scheduled to complete preliminary credential requirements within six months and must submit a Declaration of Need for Fully Qualified Educators; see the accompanying Board policy.

CERTIFICATION (continued)

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Emergency Substitute Teaching Permits

Note: The CTC issues emergency substitute teaching permits that authorize service as a day to day substitute, including the (1) emergency 30 day substitute teaching permit, (2) emergency career substitute teaching permit, (3) emergency substitute teaching permit for prospective teachers, and (4) emergency designated subjects 30 day substitute teaching permit for career technical education. 5 CCR 80025-80025.5 specify restrictions pertaining to the number of days that each type of permit holder may substitute for any one teacher during the school year, as noted in items #1-4 below.

For day-to-day substitute teaching at any grade level, the district may employ a person with an emergency substitute permit issued by the CTC, whose credential or permit authorizes substitute teaching services, provided that:

Note: 5 CCR 80025.3, as amended by Register 2016, No. 34, authorizes the holder of the STSP, PIP, or TPSL to provide day-to-day substitute teaching services for up to 30 days for a general education teacher or 20 days for a special education teacher.

1. A person holding an emergency 30-day substitute teaching permit, **STSP, PIP, TPSL**, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the California Basic Educational Skills Test, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)

CERTIFICATION (continued)

2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and **shall** not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Note: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to item #1 or 4 above. The CTC form for the Statement of Need may be found in the CTC's online Credential Information Guide , which may be accessed only by employers.
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Before employing a person with an emergency substitute permit pursuant to item #1 or #4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

(7/11 8/14) 7/17

CSBA Sample

Administrative Regulation

All Personnel

AR 4112.61(a)

4212.61

EMPLOYMENT REFERENCES

4312.61

Note: The following optional administrative regulation may be revised to reflect district practice.

The Superintendent or designee shall ~~process~~ **be responsible for processing** requests for employment references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees shall be approved by the Superintendent or designee. At his/her discretion, the Superintendent or designee may refuse to give a recommendation.

~~Note: Pursuant to Civil Code 47, an employer cannot be sued for providing information about the job performance or qualifications of a current or former employee when such information is given to a prospective employer without malice and at the prospective employer's request. This protection does not apply, however, to information about any speech or activities that are constitutionally protected or otherwise protected by law, including those found in the Code of Civil Procedure 527.3 which upholds the right of employees to discuss labor disputes and to picket or assemble peacefully. Civil Code 47 authorizes an employer to communicate the job performance or qualifications of a current or former employee when such information is given to a prospective employer without malice and at the prospective employer's request. This authorization does not extend to information about speech or other activities that are constitutionally protected or otherwise protected by law, including those found in the Code of Civil Procedure 527.3 pertaining to the rights of workers to engage in concerted activities for the purpose of collective bargaining.~~

The district should consult with legal counsel in determining whether or not it is advisable to reveal negative information concerning an employee. In *Randi W. v. Muroc Unified School District et al.*, the ~~Fifth Appellate District~~ **California Supreme Court** held that school authorities who recommend a former employee for hiring at another school could be held liable for physical harm to a student molested by the employee when their recommendations failed to disclose known or reasonably suspected acts of sexual misconduct previously committed by the employee.

The Superintendent or designee may communicate information about the job performance or qualifications of a current or former district employee when such information is based upon credible evidence and is given to a prospective employer without malice and at the prospective employer's request. (Civil Code 47)

Any **reference, letter of recommendation, or information provided about the reasons for separation issued on behalf of the district** ~~he/she gives~~ shall provide a careful, truthful, and ~~complete~~ **accurate** account of the employee's job performance and qualifications.

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

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

Note: 5 CCR 80332 prohibits a certificated employee from intentionally omitting significant facts

EMPLOYMENT REFERENCES (continued)

regarding a person's qualifications or stating facts which he/she does not know to be true. In addition, pursuant to Labor Code 1050 and 1052, it is a misdemeanor, punishable by a fine and/or imprisonment, for a person to make misrepresentations which prevent or attempt to prevent a former employee from obtaining employment. It is also a misdemeanor for an employer to cause or permit an employee to so misrepresent facts or to fail to take reasonable steps to prevent such misrepresentations. In addition to these criminal penalties, Labor Code 1054 provides that the employer also may be liable for treble damages in a civil action for misrepresentation.

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (5 CCR 80332)

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the district. (5 CCR 80332)

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

COURT DECISIONS

Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal. 4th 1066

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Policy Reference UPDATE Service

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CSBA Sample

Board Policy

Instruction

BP 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Note: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP 6163.1 - Library Media Centers for selection processes regarding supplementary materials.

The Governing Board 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 academic 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)

Note: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect the grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. **AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60200, 60203, 60207, and 60209 to revise the process and timelines used by the state to adopt such materials. As amended by AB 575 (Ch. 550, Statutes of 2016), Education Code 60200 provides that the SBE may adopt materials in any of the specified subject areas at least once, but not more than twice, every eight years.**

AB 1246 also added Education Code 60210, **which** authorizes the Board to select materials that have not been approved by the SBE, provided they are aligned with state academic content standards or Common Core **State** Standards. In addition, if the district uses materials not adopted by the SBE, the majority of participants in the review process must be teachers assigned to the subject area or grade level for which the materials will be used; see section below entitled "Review Process."

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)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Note: The following paragraph is for use by districts that maintain high schools.

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)

Note: The following **optional** paragraph is consistent with priorities established in Education Code 60119 to ensure that each student is provided with sufficient standards aligned instructional materials in four core curriculum areas: English/language arts, mathematics, science, and history social science. The Instructional Materials Funding Realignment Program (Education Code 60420-60424), which had provided a block grant for instructional materials with a priority on materials that are aligned to state standards in those core courses, was repealed by AB 1246 (Ch. 668, Statutes of 2012).

The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history social science.

Review Process

Note: The following **optional** section may be revised to reflect district practice.

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)

Note: Pursuant to Education Code 60002, the Board must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial."

The review process shall involve teachers in a substantial manner and shall 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.

Note: The following paragraph is for use by districts that maintain any of grades K-8. Education Code 60210, as added by AB 1246 (Ch. 668, Statutes of 2012), adds the following requirement for the review of K-8 materials that have not been adopted by the SBE.

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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 participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

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

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, 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)

Note: SBE Policy on Guidelines for Piloting Textbooks and Instructional Materials provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

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

Note: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts **(including English language development)**, mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by the SBE. **As clarified in the California Department of Education's (CDE) Instructional Materials FAQ, state funding sources for instructional materials include local control funding formula funds and Proposition 20 (2000) lottery funds.** The Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment in science laboratory courses, although the provision of the materials or the equipment in these courses is not a condition for receipt of state funding.

Education Code 1240 requires the County Superintendent of Schools to review the textbooks and instructional materials of **underperforming** schools **ranked in deciles 1-3 of the Academic Performance Index (API).** If

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

the County Superintendent and, if he/she determines that a school does not have sufficient materials, he/she must to prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that the California Department of Education (CDE) purchase textbooks or materials for the district, and the cost must be repaid by the district. The CDE will issue a public statement at an SBE meeting indicating the district's failure to provide 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)

Note: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Option 1 is for use by districts without any schools on a multitrack year-round calendar. Option 2 is for use by districts with schools on a multitrack year-round calendar.

OPTION 1: 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)

~~**OPTION 2:** The hearing shall be held on or before the end of the eighth week from the first day of the school year of any district school that operates on a multitrack year round calendar that begins its school year in August or September. (Education Code 60119)~~

Note: The remainder of this policy applies to all districts.

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district 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)

Note: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient standards-aligned textbooks or instructional materials **for the subjects specified in items #1-6 below.** ~~although the provision of the materials or the equipment in these courses is not a condition for receipt of state instructional materials funding. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60119 to provide that the materials may be aligned to either state content standards adopted pursuant to Education Code 60605 or Common Core Standards adopted pursuant to Education Code 60605.8.~~ See the accompanying Exhibit for a sample resolution.

~~Pursuant to Education Code 60119, the determination of the sufficiency of textbooks or instructional materials for mathematics, science, history social science, and English/language arts is a condition for receipt of state instructional materials funding. The Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment in science laboratory courses, although the provision of the materials or the equipment in these courses is not a condition for receipt of state instructional materials funding.~~

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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 which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core **State** Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

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

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6174 - Education for English Language Learners)

5. **World/f**Foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

Note: The following paragraph is for use by districts that maintain any of grades 9-12.

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

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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)

Note: Education Code 1240.3 and 42605 specify that, for the 2008-09 through 2014-15 fiscal years, "sufficiency" means that all students in the district who are enrolled in the same course have "identical" standards-aligned textbooks and instructional materials from the same adoption cycle. However, Education Code 1240.3 does not require districts to purchase all of the instructional materials included in an adoption cycle if the materials that are purchased are made available to all the students for whom they are intended in all of the schools within the district.

For example, fourth grade students at all district schools must have instructional materials from the same SBE science adoption cycle, though fourth grade students at different schools could be using materials from different publishers within the same adoption cycle. However, the district may use materials from different adoption cycles for grades K-3 and grades 4-8 since those students are not in the same "course."

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

Note: The following paragraph is **optional**. Education Code 1240.3 authorizes the district, until July 1, 2015, to purchase the newest adopted instructional materials for the neediest schools in the district without incurring a duty to purchase these materials for students in other district schools. This provision will be used by the County Superintendent through fiscal year 2014-15 whenever he/she visits schools ranked in deciles 1-3 of the API to determine the sufficiency of instructional materials pursuant to Education Code 1240.

However, the district may purchase the newest adopted instructional materials for students in district schools ranked in deciles 1-3 of the base Academic Performance Index in any one of the past three school years without necessarily purchasing these materials for use in other district schools. (Education Code 1240.3)

Note: Pursuant to Education Code 60119, if the Board makes a determination that there are insufficient textbooks or instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. The CDE's Instructional Materials FAQ states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

If the Board determines that there are insufficient textbooks or instructional materials, it 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 or instructional materials in each subject area and the reasons that each

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

student does not have sufficient textbooks 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 standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Note: Complaints regarding the contents of instructional materials are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language regarding complaints about deficiencies in instructional materials.
--

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: (see next page)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

~~1240.3 Definition of sufficiency for categorical flexibility~~

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

~~42605 Tier 3 categorical flexibility~~

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

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

52060-52077 Local control and accountability plan

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-~~60062~~ **60063.5** 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

60200-60210 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 **State** Standards

60605.86-60605.88 Supplemental instructional materials aligned with Common Core **State** Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

Management Resources:

CSBA PUBLICATIONS

~~Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams,~~

~~Budget Advisory, March 2009~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, ~~September 2004~~ **rev. January 2015**

Standards for Evaluating Instructional Materials for Social Content, ~~2000-2013~~

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>

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Policy Reference UPDATE Service

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CSBA Sample Exhibit

Instruction

E 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Resolution On Sufficiency Of Instructional Materials

Note: ~~As a condition of receiving instructional materials funding from any state source,~~ Education Code 60119 requires that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks or other instructional materials and determine through a resolution whether each student has sufficient materials; see the accompanying Board policy. "Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook or instructional materials, which may include materials in a digital format under specified conditions, to use in class ~~or~~ **and** to take home.

The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect new law. This resolution may be used to certify compliance with Education Code 60119.

Whereas, the Governing Board of the (~~name of school district~~ **county office of education**), in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the Gold Trail Union School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Note: ~~Education Code 1240.3 and 42605 specify that, for the 2008-09 through 2014-15 fiscal years, "sufficiency" means that all students in the district who are enrolled in the same "course" have standards-aligned textbooks and instructional materials from the same adoption cycle; see the accompanying Board policy.~~

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Whereas, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the *(name of school district/county office of education)*, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Note: Pursuant to Education Code 60119, as amended by AB 1246 (Ch. 668, Statutes of 2012), a determination as to whether the instructional materials are "standards aligned" may be based on alignment to either state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8.

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core **State** Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Note: The following section is for use when the Board is making a finding that the district has "sufficient" materials. According to the CDE, Education Code 60119 requires documentation of sufficiency of textbooks or instructional materials to be presented at the public hearing. Survey forms are available on the CDE's web site which may be used as a self-study and county office validation tool for grades K-12.

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

Note: To provide complete information about the basis for the Board's determination of sufficiency, the district may wish to include the names of the textbooks or instructional materials provided to students, as well as the applicable state adoption cycle.

- Mathematics: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- Science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- History-social science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

- English language arts, including the English language development component of an adopted program: *(List adopted textbooks or instructional materials for this subject English language arts, including the English language development component of an for each grade level or school as well as applicable state adoption cycle.)*

Note: Pursuant to Education Code 60119, the Board must also include a written determination for the following subject areas, although these determinations are not a condition for receipt of state instructional materials funds.

- **World/Foreign language:** *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- Health: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

Note: The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the *(year)* school year, the *(name of school district/county office of education)* has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Note: The following section is for use when the Board is making a finding of "insufficient" materials. Education Code 60119 requires that the Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below. The provision of sufficient foreign language and health materials is not a condition of receipt of instructional materials funds.

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: *(For each school,*

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world/foreign language, and health.)

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: *(For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)*

Therefore, it is resolved, that for the (year) school year, the (name of school district/county office of education) has not provided each student with sufficient textbooks or instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. *(List actions to be taken to resolve insufficiency. See Education Code 60119(a)(2)(B) for other funds that may be used to ensure sufficient instructional materials.)*

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES:_____

NOES:_____

ABSENT:_____

Attest:

Secretary

President

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CSBA Sample

Board Bylaw

Board Bylaws

BB 9121(a)

PRESIDENT

Note: Education Code 35022 requires any board with five or more members to elect a president from among its members. The election of the Governing Board president at the annual organizational meeting is addressed in BB 9100 - Organization.

The law does not specify the duties of a Board president. The following **optional** bylaw details some typical duties of a Board president, ~~as outlined in CSBA's publication Board Presidents' Handbook~~ and should be modified to reflect district practice.

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

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9100 - Organization)

~~The president shall preside at all Board meetings. He/she shall:~~ **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 ~~prescribed~~ **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)

- ~~1.~~ **3.** Call the meeting to order at the appointed time **and preside over the meeting**

- ~~2.~~ **4.** Announce the business to come before the Board in its proper order

- ~~3.~~ **5.** Enforce the Board's ~~policies~~ **bylaws** relating ~~ing~~ to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act

- ~~4.~~ **6.** Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

- ~~5.~~ **Explain what the effect of a motion would be if it is not clear to every member**

PRESIDENT (continued)

~~6. Restrict discussion to the question when a motion is before the Board~~

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

~~7. 8.~~ Rule on issues of parliamentary procedure

8. 9. Put motions to a vote, and **state** clearly **state** the results of the vote

~~9. Be responsible for the orderly conduct of all Board meetings~~

(cf. 9323 - Meeting Conduct)

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

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

1. Signing all instruments, acts, ~~and orders,~~ **and resolutions** necessary to **comply with legal requirements and** carry out ~~state requirements and~~ the will of the Board

~~2. Consulting with the Superintendent or designee on the preparation of the Board's agendas~~

(cf. 9322 - Agenda/Meeting Materials)

3. 2. Working with the Superintendent **or designee** to ensure that Board members have necessary materials and information

4. 3. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

~~5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law~~

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

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

PRESIDENT (continued)

(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 have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.~~

Note: The following paragraph is optional. See CSBA's web site for information about CSBA's Board President's Workshop and other education opportunities that could assist board presidents in fulfilling their responsibilities, such as the Brown Act workshop, Annual Education Conference and Trade Show, and Masters in Governance program.

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

(cf. 9240 - Board Training)

Note: Districts should select the appropriate option below.

OPTION 1: When the president resigns or is absent ~~or disabled~~, the clerk shall perform the president's duties. When both the president and clerk are absent ~~or disabled~~, the Board shall choose a president pro tempore to perform the president's duties.

OPTION 2: ~~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

~~Maximizing School Board Leadership: Boardsmanship, 1996~~

WEB SITES

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

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Policy Reference UPDATE Service

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CSBA Sample

Board Bylaw

Board Bylaws

BB 9220(a)

GOVERNING BOARD ELECTIONS

Board Member Qualifications

Note: Education Code 35107 **and Elections Code 20** details eligibility for Governing Board membership as specified below. In 81 Ops.Cal.Atty.Gen. **98 94** (1998), the Attorney General opined that the residency requirement in Education Code 35107 is a continuing requirement for holding the office during the entire term of the Board member.

~~Pursuant to Elections Code 20, as added by AB 2410 (Ch. 160, Statutes of 2012), any person who has been convicted of a felony involving bribery, offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or of conspiracy to commit any of these crimes, under California law or the law of any other state, the federal government, or a foreign government or country, is ineligible to be elected or to hold state or local public office unless he/she has received a pardon from the Governor or other authority as specified.~~

In addition, a A person is ineligible to hold public office if he/she is not registered to vote. Elections Code 2201 lists the causes for cancelling an individual's voter registration and making him/her ineligible to hold public office **as** including, **but not limited to**, legally established mental incompetency, proof that the person is presently imprisoned or on parole for conviction of a felony, or official notification that the voter is registered **to vote** in another country or state.

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

Note: Pursuant to Education Code 35107, a district employee elected to serve on the district Board must resign his/her employment before being sworn into office as a Board member.

Pursuant to Education Code 1006, ~~as added by AB 1662 (Ch. 499, Statutes of 2012),~~ employees of a school district ~~may now be~~ **are** eligible to run for the county board of education seat as long as their school district employer is not within the jurisdiction of the county board.

A district employee elected to the Board shall resign his/her employment 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)

GOVERNING BOARD ELECTIONS (continued)

Note: The following paragraph is optional. See CSBA's web site for information about school board service that may be shared with candidates.

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

Note: The following optional section is for districts that currently hold their Board elections at a time that is not concurrent with municipal or statewide elections.

Education Code 5000 and Elections Code 1302 require the regular election of Board members to be held on the first Tuesday after the first Monday in November of each odd-numbered year. However, in accordance with ~~Pursuant to~~ Elections Code 1302 and 10404.5, districts are authorized to request consolidation of their Board elections with the local municipal or state primary or general election **by adopting a Board resolution and submitting it to the County Board of Supervisors for approval. Within 30 days following approval by the County Board of Supervisors, the elections official will notify all registered voters in the district of the change of election date.**

~~Whenever a change is made to a district's election cycle, the terms of office of incumbent Board members must be extended accordingly. In addition, before making any rule changes that may affect voting in their elections, districts within Kings, Monterey, and Yuba counties must obtain prior approval of the U.S. Department of Justice (preclearance), pursuant to 42 USC 1973-1973aa-6 (the federal Voting Rights Act). For these reasons, districts should explore the full ramifications of proposed changes to their election rules and should consult legal counsel when necessary.~~

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.** ~~Board election procedures shall be conducted in accordance with state and federal law.~~

Note: Pursuant to Elections Code 14051-14052, as added by SB 415 (Ch. 235, Statutes of 2015), districts are required to hold elections concurrent with statewide elections if holding nonconcurrent elections has previously resulted in a "significant decrease" in voter turnout. Pursuant to Elections Code 14051, a significant decrease has occurred when voter turnout for a regularly scheduled election held on a nonconcurrent date is at least 25 percent less than the average local turnout for the previous four statewide general elections. A district that holds Board elections other than on a statewide elections date may only delay the consolidation if, by January 1, 2018, it has adopted a plan to consolidate elections

GOVERNING BOARD ELECTIONS (continued)

by November 8, 2022. It is recommended that districts with nonconcurrent elections review the voter turnout for their recent elections, consult with legal counsel, and, as necessary, prepare and approve a plan by January 1, 2018 to move their election to a statewide election date. For a further analysis of SB 415, see CSBA's Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections.

Districts consolidating their elections due to low voter turnout should follow the procedures specified in Elections Code 1302, including the adoption of a Board resolution.

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 state 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. (Elections Code 10404.5)

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

(cf. 9110 - Terms of Office)

Elections Process and Procedures

Note: Pursuant to Education Code 5019, except in a school district governed by a board of education subject to a city or city and county charter, ~~each the~~ county committee on school district organization is authorized, ~~for the districts within its jurisdiction,~~ to establish trustee areas, rearrange boundaries of trustee areas, increase, decrease, or abolish trustee areas, and recommend any of three alternate methods of electing Board members as specified below and in Education Code 5030. **In addition, Education Code 5019 specifies that each county committee may approve or disapprove a proposal to decrease the membership of a board from five to three for any district whose average daily attendance during the preceding year was less than 300.** A proposal for any of these purposes ~~described above~~ may be initiated by the county committee, by a petition filed by voters, or by the ~~governing board of the school district~~ **Board**.

Option 1 below is for districts that use the "by trustee area" method to elect Board members (i.e., voters in each trustee area elect the candidate to represent their area), Option 2 is for districts that use the "at-large" method (i.e., all voters cast ballots for all candidates within the district), and Option 3 is for districts that use the "from trustee area" or "hybrid" method (i.e., Board members must reside within designated trustee areas but are elected by voters throughout the district "at-large").

~~Pursuant to Education Code 1000-1001, elections to fill county boards of education are required to be conducted based on the "by trustee area" voting method.~~

GOVERNING BOARD ELECTIONS (continued)

OPTION 1: (Election by trustee area)

~~The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.~~

Note: To ensure equitable representation, Education Code 5019.5 requires any district using Option 1 to adjust its trustee area boundaries following each decennial federal census.

~~Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)~~

Note: Any district that selects Option 2 or 3 should ensure that its decision is consistent with Elections Code 14025-14032 (the California Voting Rights Act (CVRA)) which prohibits the use of the "at-large" voting method for elections within jurisdictions with a history of "racially polarized voting" (i.e., difference between voters of a protected class and voters in the rest of the jurisdiction in the choice of candidates preferred). Any district seeking more information about the CVRA and its possible effects should consult legal counsel.

OPTION 2: (Election using "at-large" voting method)

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

Note: The extent, if any, to which a district using the "from trustee area/hybrid" method (Option 3) is required to balance its trustee areas by population is unclear; see Dusch v. Davis. Any district using Option 3 should consult with legal counsel regarding whether to ~~population~~ balance its trustee areas **by population**.

OPTION 3: (Election from trustee area/hybrid method)

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

Note: The remainder of this section is for districts using Option 2 or 3 and may be revised to reflect district practice. Such districts should periodically monitor the demographics within their geographical boundaries to ensure that no violation of the CVRA occurs. Any district found in violation of the CVRA could be held liable for attorneys' fees and legal costs. **Elections Code 10010, as amended by AB 350 (Ch. 737, Statutes of 2016), requires that a prospective plaintiff send written notice to the district prior to filing a complaint alleging that the method of election violates the CVRA so that the district will have the chance to cure any potential violations before the commencement of litigation. Even if the district cures the alleged violations, it may be required to pay reasonable costs incurred in supporting the written notice.**

GOVERNING BOARD ELECTIONS (continued)

To ensure ongoing compliance with the California ~~and federal~~ 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.

Note: Converting from an "at-large" (Option 2) to a "by trustee area" (Option 1) voting method involves complex issues of law regarding matters such as the redrawing of maps, required approvals, and transition dates. **Elections Code 10010, as amended by AB 350 (Ch. 737, Statutes of 2016), requires the Board to hold hearings before and after drawing maps of the proposed district boundaries to allow for public input. If Board members will be elected at different times for staggered terms of office, hearings held after publishing the draft map(s) are required to include public input regarding the proposed sequence of elections.** Any district that is considering switching to "by trustee area" election method should consult legal counsel as necessary.

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, ~~or other applicable provisions of law,~~ obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

Campaign Conduct

Note: Education Code 35177 has long authorized boards, by resolution, to limit campaign expenditures and/or contributions for candidates in board elections. However, in June 2006, the U.S. Supreme Court held in Randall v. Sorrell that limits on campaign expenditures are unconstitutional and violate a candidate's right to free speech. The court did hold that limits on contributions to candidates could be constitutional if such limits are not overly restrictive, allow candidates to compete in the race, and do not operate to protect incumbents. However, because Education Code 35177 provides no mechanism for the district to enforce any contribution limits set by the Board, such limits would be completely voluntary, and other candidates and ~~or~~ the Board would have no **remedy recourse** in the event of noncompliance by a candidate. It is strongly recommended that, before adopting voluntary contribution limits under the authority granted in Education Code 35177, the Board consult legal counsel in order to ensure that the district's limits satisfy legal restrictions.

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

Note: The following paragraph is optional. Government Code 85300 generally prohibits the expenditure of public funds for the purpose of seeking elective office. However, as amended by SB 1107 (Ch. 837, Statutes of 2016), Government Code 85300 permits a candidate to expend or accept public funds for the purpose of seeking elective office if the Board establishes a dedicated fund for that purpose, provided that **both (1) the public funds are available to all qualified, voluntarily participating candidates for the same office without regard to incumbency or political party preference, and (2) the**

GOVERNING BOARD ELECTIONS (continued)

Board has established criteria for determining a candidate's qualifications. For school board elections, candidate qualifications are specified in state law (see section "Board Member Qualifications" above), and districts should not establish additional qualification requirements. It is recommended that the district consult legal counsel when establishing a dedicated fund for those seeking election to the Board.

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)

Note: Pursuant to Elections Code 20440, county election officials **are required to** present each candidate running for public office with a voluntary Code of Fair Campaign Practices for the candidate to sign. The pledge states the candidate's intent to conduct his/her campaign openly and fairly and provides that the candidate may not use or permit negative prejudice based on another candidate's race, religion, physical or mental disability, sex, gender, **gender identity, gender expression**, sexual orientation, or any other prohibited category of discrimination listed in Government Code 12940. Although neither the district nor opposing candidates have authority to enforce the pledge if it is violated, a candidate's signature is a matter of public record. The following **optional** paragraph expresses the Board's desire that candidates for Board membership sign and abide by the terms of the pledge.

~~The following **optional** paragraph expresses the Board's desire that candidates for Board membership sign and abide by the terms of the pledge.~~

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)

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)

GOVERNING BOARD ELECTIONS (continued)

Note: Pursuant to Elections Code 13307, the candidate statement is limited to 200 words (Option 1 below), unless the Board has authorized an increase to a 400-word maximum (Option 2 below).

OPTION 1: 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)

~~**OPTION 2: 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 400 words. (Elections Code 13307)

Note: The following optional paragraph is for use by any district that authorizes electronic distribution of candidate statements in addition to or instead of the mailed voter's pamphlet. Pursuant to Elections Code 13307, a voter may receive by mail a voter's pamphlet that contains candidate statements or, when authorized by the elections official, may opt to obtain the voter's pamphlet and related materials electronically (i.e., from the elections official's web site or via email). If a candidate chooses to submit a statement for electronic distribution only, it will not appear in the mailed voter's pamphlet.

When electronic distribution is authorized by the elections official, districts may choose, pursuant to Elections Code 13307, as amended by AB 2010 (Ch. 128, Statutes of 2016), whether or not to permit Board candidates to prepare a statement for electronic distribution. The following paragraph may be revised to reflect district practice.

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.

Note: Prior to the beginning of the nominating period, Elections Code 13307, as amended by AB 2010 (Ch. 128, Statutes of 2016), requires the Board to determine whether to have the district assume the costs of producing candidate statements of qualifications (Option 1 below) or to charge candidates for the costs (Option 2 below), regardless of whether the statements are for hard copy or electronic distribution. In 85 Ops.Cal.Atty.Gen. 49 (2002), the Attorney General opined that Elections Code 13307, which authorizes the district to pay for the distribution of candidate statements, does not conflict with Education Code 7054, which prohibits the use of district resources for campaign purposes. According to the Attorney General, distributing campaign statements cannot be considered campaigning for any particular candidate in a partisan manner so as to conflict with the Education Code prohibition.

Option 1 below is for districts that assume the costs associated with producing candidate statements, and Option 2 is for districts that charge candidates for the costs. The following options may be revised to reflect the method of distribution (i.e., electronic and/or hard copy) used by the district.

~~**OPTION 1:**~~ In order to help defray the costs of campaigning for the Board, the district shall pay the cost of printing, handling, translating, and mailing, and/or electronically distributing candidate statements filed pursuant to Elections Code 13307.

GOVERNING BOARD ELECTIONS (continued)

OPTION 2: The district shall assume no part of the cost of printing, handling, translating, or mailing, or electronically distributing of 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

Note: Education Code 5016 requires the Board to decide, before conducting any election, whether a potential tie will be resolved by lot or with by a runoff election. Option 1 is for use by districts that will make this determination prior to each election. For districts that do not re-determine the method at each election, Option 2 provides for the use of lots to determine the winner in case of a tie in every election, while Option 3 provides for a runoff election in every election, and Option 3 is for use by districts that will make this determination prior to each election.

Education Code 5016 requires the County Superintendent of Schools to provide certification of a tie vote in an election to the district Board.

OPTION 2 1: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

OPTION 3 2: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall schedule a runoff election in accordance with law. (Education Code 5016)

OPTION 1 3: Before each election, the Board shall establish ~~decide~~ whether to resolve a potential tie is to be resolved by lot or with by a runoff election. After an election for which ~~If~~ the Board has decided to resolve a tie by lot, the Board shall, immediately **after the election**, 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** After an election for which the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

Legal Reference: (see next page)

GOVERNING BOARD ELECTIONS (continued)

Legal Reference:

EDUCATION CODE

~~1000~~ **Composition, and trustee area, county board of education**

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-~~4004~~ **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 ~~42~~ **52**

~~1973-1973aa-6~~ **10301-10508** Voting Rights Act

Legal Reference continued: (see next page)

GOVERNING BOARD ELECTIONS (continued)

Legal Reference: (continued)

COURT DECISIONS

Rey v. Madera Unified School District, (2012) ~~138 Cal. Rptr. 3d 192~~ 203 Cal. App. 4th 1223

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

Sanchez v. City of Modesto, (2006) ~~51 Cal. Rptr. 3d 821~~ 145 Cal. App. 4th 660

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~~ 94 (1998)

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

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION 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>~~ <http://www.sos.ca.gov>

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

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

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CSBA Sample Board Bylaw

Board Bylaws

BB 9230(a)

ORIENTATION

Note: The following **optional** bylaw may be revised to reflect district practice.

Board Candidate Orientation

Note: CSBA's ~~School Board Leadership~~ publication is designed to assist Governing Board candidates and other community members by providing answers to frequently asked questions about school Board service, including Board roles and responsibilities, how to work effectively as a governance team, and requirements for becoming a Board member.

Pursuant to Elections Code 20440, when filing to run for public office, the county elections official presents each candidate with a voluntary Code of Fair Campaign Practices for the candidate to sign. For language regarding the Board's intent that candidates for the Board adhere to those fair campaign principles, see BB 9220 - Governing Board Elections.

The Governing Board desires to provide Board candidates with information that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities and the county election official's contact information.

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

~~(cf. 9220 - Governing Board Elections)~~

~~(cf. 9270 - Conflict of Interest)~~

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

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

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

New Board Member Orientation

Note: The following **optional** bylaw may be revised to reflect district practice. In addition to providing new **Governing** Board members with information about district programs and operations, it is recommended that new Board members be provided information and professional development regarding the roles and responsibilities of the Board (see BB 9000 - Role of the Board) and professional governance standards agreed upon by the Board (see BB 9005 - Governance Standards). **The provision of information to Board candidates regarding the district and/or Board responsibilities is addressed in BB 9220 - Governing Board Elections.**

ORIENTATION (continued)

The Governing Board 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)

Note: Pursuant to Government Code 54952.2, if a majority of Board members congregate at the same time and location to hear or discuss matters within the jurisdiction of the Board, the meeting must be open to the public and proper notice provided; see BB 9320 - Meetings and Notices. The following optional paragraph provides for orientation meetings to be held with all members of the Board during a public Board meeting and may be revised to reflect district practice.

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 the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

(cf. 9121 - President)

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

Note: The following **optional** paragraph may be revised to reflect district practice. Pursuant to Government Code 54952.7, the Board may require that a copy of the Brown Act be given to each member of the Board and any person elected to the Board who has not yet assumed the duties of office. Government Code 54952.1 states that persons elected to serve as Board members, even if they have not yet assumed office, are subject to the requirements of the Brown Act as soon as they are elected.

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**

ORIENTATION (continued)

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 may or designee shall provide incoming Board members with additional specific background and information regarding the district, including, but not limited to, the district's vision and goals statements, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining. 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.

(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 site administrators and other staff.

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

Note: See CSBA's web site for information about CSBA conferences and workshops that address the needs of new Board members, including its Orientation for New Trustees, Institute for New and First-Term Board Members, and other education opportunities related to governance basics.

Pursuant to Government Code 54952.2, a "meeting" subject to Brown Act requirements does not include the attendance of a majority of the Board's members at a conference or similar public gathering, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board. See BB 9240 - Board Training and BB 9320 - Meetings and Notices.

ORIENTATION (continued)

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

(cf. 9240 - Board Training)

(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

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

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

ELECTIONS CODE

~~13307 Candidate's statement~~

~~20440 Code of Fair Campaign Practices~~

GOVERNMENT CODE

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

54952.1 Member of a legislative body

54952.2 Open meeting laws; posting agenda; board actions

54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

~~School Board Leadership, 2007~~

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

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

~~Guide to Effective Meetings, 2007~~

~~Maximizing School Board Leadership, 1996~~

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

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

WEB SITES

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

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

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

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CSBA Sample

Board Bylaw

Board Bylaws

BB 9400(a)

BOARD SELF-EVALUATION

Note: The following **optional** bylaw may be revised to reflect district practice.

The Governing Board 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 areas of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy **development**, collective bargaining, community relations, **and advocacy**. The evaluation **also** may **also** 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 **governance or** boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

Note: CSBA's ~~Maximizing School Board Leadership~~ series contains sample questions for Board self-evaluation in each area of major Board responsibility.

The Board shall **be** evaluated **itself** as a whole. Individual Board members **also** are **also** ~~encouraged~~ **expected** to use the evaluation process as an opportunity to **privately** assess **and** **set goals for** their own personal performance.

Note: CSBA offers an online self-evaluation tool which can be accessed and completed electronically through the CSBA web site. Electronically generated results identifying areas of strength and growth are available to the district within a few days of completion by all Governing Board members.

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

Note: Pursuant to Government Code 54962, the Board may hold a closed session only for purposes expressly authorized by the Brown Act (Government Code 54950-~~54962~~ **54963**) or by a provision of the

BOARD SELF-EVALUATION (continued)

Education Code. Neither code authorizes closed session discussions for the purpose of board self-evaluations; see BB 9321 - Closed Session Purposes and Agendas. Government Code 54957, which authorizes closed sessions for personnel matters such as evaluations, specifically excludes elected officers or members of a legislative body.

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

Note: CSBA representatives are available to facilitate board self-evaluations and workshops that include the use of CSBA's self-evaluation tool. Boards that use a facilitator other than a CSBA representative should note that there is a proprietary right attached to CSBA's self-evaluation tool.

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 **develop strategies for strengthening Board performance set goals, define and/or refine protocols,** and shall 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 Training)

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

Professional Governance Standards, 2000

Maximizing School Board Leadership, 1996

WEB SITES

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

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

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AGENDA ITEM 10.0

ACTION ITEM: Sunshine Proposal by the District for Negotiations with the Gold Trail Federation of Educators Certificated Employees for 2017-18

BACKGROUND

All initial contract proposals of the Board and an employee organization which relate to matters within the scope of representation shall be presented at a public meeting and shall thereafter be public records. After the public has had an opportunity to provide input, the Board shall adopt its initial proposal at a public meeting. (*Government Code 3547, BP 4131.1*)

ATTACHMENTS

- **Gold Trail Union School District Proposal to Certificated Employees**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

Taking public comment into consideration, the Board will accept the submitted proposal.

NOTES

<i>ACTION</i>		<i>Moved</i>	<i>Seconded</i>		
<div><input type="checkbox"/> <i>Approved as is</i></div> <div><input type="checkbox"/> <i>Not approved</i></div> <div><input type="checkbox"/> <i>Amended to read:</i></div>					
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>	

SUNSHINE PROPOSAL
October, 2017

By the
Gold Trail Union School District
to the
Gold Trail Federation of Educators (GTFE)
Certificated Employees, AFT Local 4911

School Year: 2017-2018
Contract Term: July 1, 2015-June 30, 2018



Article XV (Appendix A/B, Salary Schedule(s),
Appendix C, Special Assignment Stipends,
Appendix D, Health Insurance Benefits)
– **Salary and Benefits**

AGENDA ITEM 11.0

ACTION ITEM: Sunshine Proposal by the District for Negotiations with the Gold Trail Federation of Educators Classified Employees for 2017-18

BACKGROUND

All initial contract proposals of the Board and an employee organization which relate to matters within the scope of representation shall be presented at a public meeting and shall thereafter be public records. After the public has had an opportunity to provide input, the Board shall adopt its initial proposal at a public meeting. (*Government Code 3547, BP 4131.1*)

ATTACHMENTS

- **Gold Trail Union School District Proposal to Classified Employees**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

Taking public comment into consideration, the Board will accept the submitted proposal.

NOTES

<i>ACTION</i>	<i>Moved</i>	<i>Seconded</i>		
<div><input type="checkbox"/> <i>Approved as is</i></div> <div><input type="checkbox"/> <i>Not approved</i></div> <div><input type="checkbox"/> <i>Amended to read:</i></div>				
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>

SUNSHINE PROPOSAL
October, 2017

By the
Gold Trail Union School District
to the
Gold Trail Federation of Educators (GTFE)
Classified Chapter, Local 4911

School Year: 2017-2018
Contract Term: July 1, 2015-June 30, 2018



Article XV (Appendix B/C, Classified Salary Schedule) – **Salary and Rate of Pay**
Article XVI (Appendix D, Health Insurance Benefits) - **Benefits**

AGENDA ITEM 12.0

ACTION ITEM: District Goals Review

BACKGROUND

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy and priorities. Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. **These goals shall be incorporated into the district's Local Control and Accountability Plan (LCAP).** *Education Code 52060, 52062, 52063; 5 CCR 15497*

ATTACHMENTS

- **Current Goals**
- **BP 0200, Goals for the School District**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The will of the Board.

NOTES

<i>ACTION</i>		<i>Moved</i>		<i>Seconded</i>	
<div><input type="checkbox"/> <i>Approved as is</i></div> <div><input type="checkbox"/> <i>Not approved</i></div> <div><input type="checkbox"/> <i>Amended to read:</i></div>					
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>	

GOLD TRAIL UNION SCHOOL DISTRICT

2016-17

2017-18

DISTRICT VISION

Our vision is to create and maintain an environment where every child receives a high quality education and comes to school feeling safe, cared for, and optimistic about his or her ability to learn.

UNCOMPROMISING PRINCIPLES

Learning for all; Whatever it takes.	Community founded on the principle of treating others as we want to be treated.	Stewards of the funds entrusted to us to educate our children.	Well developed life skills for the world of the future.
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GOALS

Provide academic programs that will lead to high achievement	Find creative ways to allow for a more enriched and broad educational experience.	Provide a physically and emotionally safe environment for the school community.	Ensure the long term financial stability of the District.	Maintain and continuously update technology systems that improve access and encourage use by staff, students and community
--	--	---	---	---

*To be reviewed by the Board of
Trustees: October 12, 2017*

Gold Trail Union SD

Board Policy

Goals For The School District

BP 0200

Philosophy, Goals, Objectives and Comprehensive Plans

As part of the Board of Trustees' responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6159 - Individualized Education Program)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0440 - District Technology Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52050-52059 Public Schools Accountability Act, especially:

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

15497 Local control and accountability plan template

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

WEB SITES

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

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

Policy GOLD TRAIL UNION SCHOOL DISTRICT

adopted: September 4, 2014 Placerville, California

AGENDA ITEM 13.0

ACTION ITEM: Budget Development and Adoption Process

BACKGROUND

The Board of Trustees recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district. Budget priorities are currently developed through the School Site Plan, Local Control Accountability Plan and the District Advisory Committee. In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds. (*Board Policy 3100*)

ATTACHMENTS

➤ **BP 3100, Budget**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The will of the Board.

NOTES

<i>ACTION</i>		<i>Moved</i>		<i>Seconded</i>	
<div><input type="checkbox"/> <i>Approved as is</i></div> <div><input type="checkbox"/> <i>Not approved</i></div> <div><input type="checkbox"/> <i>Amended to read:</i></div>					
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>	<i>Absent</i>	<i>Abstain</i>	

Gold Trail Union SD

Board Policy

Budget

BP 3100

Business and Noninstructional Operations

The Board of Trustees recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

At a public meeting held on a date after the public hearing on the budget, the Board shall adopt the budget following its adoption of the LCAP or an annual update to the LCAP at the same meeting. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

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

(cf. 7210 - Facilities Financing)

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

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-15496 Local control funding formula, expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

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

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

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

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

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

Policy GOLD TRAIL UNION SCHOOL DISTRICT

adopted: April 9, 2015 Placerville, California

AGENDA ITEM 14.0 DISCUSSION ITEM: Administrative Reports

BACKGROUND

S. Lyons, superintendent, will report on activities relevant to District and Sutter's Mill School business.

B. Holler, principal, will report on activities relevant to Gold Trail School business.

Aidan Harte, CBO, will be available to answer question relevant to financial business.

Board members will report on activities relevant to District business.

ATTACHMENTS

➤ **Enrollment Report**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

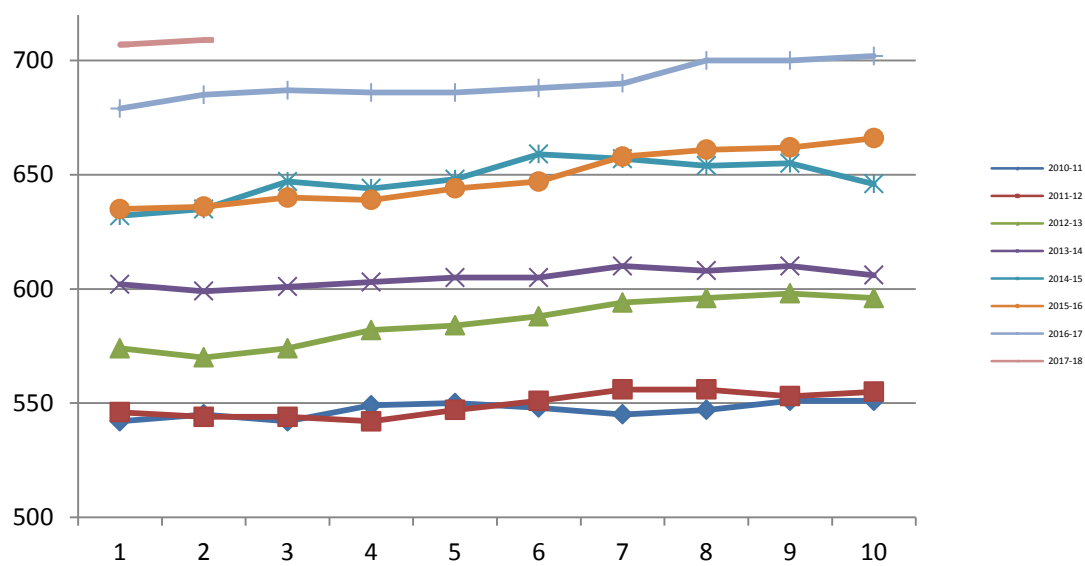
No action needed.

NOTES

Enrollment Report

Historical, Current Projection

	1	2	3	4	5	6	7	8	9	10
1995-96	666	663	666	666	668	663	657	658	657	656
1996-97	694	695	694	696	695	691	695	694	700	698
1997-98	702	698	700	703	710	712	709	707	703	705
1998-99	662	655	663	661	656	650	660	658	668	667
1999-00	650	655	663	652	651	653	669	670	664	667
2000-01	652	659	656	654	656	663	665	664	664	662
2001-02	644	648	645	654	649	651	653	649	652	649
2002-03	635	645	648	662	659	651	653	658	659	665
2003-04	604	608	608	608	603	602	602	606	607	606
2004-05	550	555	556	552	555	553	553	557	557	557
2005-06	538	545	543	549	557	551	554	554	556	556
2006-07	552	549	541	546	546	546	546	542	542	540
2007-08	538	543	552	557	558	563	561	561	566	558
2008-09	544	547	543	540	537	539	551	550	550	553
2009-10	545	543	539	538	540	546	549	548	551	551
2010-11	542	545	542	549	550	548	545	547	551	551
2011-12	546	544	544	542	547	551	556	556	553	555
2012-13	574	570	574	582	584	588	594	596	598	596
2013-14	602	599	601	603	605	605	610	608	610	606
2014-15	632	635	647	644	648	659	657	654	655	646
2015-16	635	636	640	639	644	647	658	661	662	666
2016-17	679	685	687	686	686	688	690	700	700	702
2017-18	707	709								



						2017-18 Enrollment this month			
					TK	19		4	75
					K	71		5	84
					1	67		6	90
					2	62		7	84
					3	70		8	87
					Total	289		Total	420

Enrollment Report
Historical, Current Projection

							District Total Enrollment	709
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AGENDA ITEM:
Closed Session

15. CLOSED SESSION OPEN HEARING

Members of the public may take this opportunity to comment on Closed Session agenda items.

16. CLOSED SESSION

The Board will adjourn to Closed Session pursuant to Government Code 54957. Closed Session attendants: Board Members, superintendent interviewees.

.1 CONFERENCE WITH LABOR NEGOTIATORS (*Government Code Section 54957.6*)

The Board will give direction regarding employee bargaining issues with the Gold Trail Federation of Educators and discussion with other non-represented employee groups.

NOTES

The Brown Act and Education Code delineate the circumstances under which a legislative body of a local agency may meet in closed session and limits legislative bodies to the types of closed sessions identified under Government Code 54962. The Brown Act and Education Code authorize closed sessions for the following:

- 1. Real Property Transactions*
- 2. Pending litigation*
- 3. Joint Powers Agency ("JPA") issues*
- 4. Public security*
- 5. Personnel exception*
- 6. Collective Bargaining*
- 7. Student Discipline*
- 8. Assessment Instruments*

AGENDA ITEM 17.0

Reconvene Public Session and Closed Session Disclosure

If Vote Taken in Closed Session

ACTION	<i>Moved</i>	<i>Seconded</i>
<input type="checkbox"/> <i>Approved as is</i> <input type="checkbox"/> <i>Not approved</i> <input type="checkbox"/> <i>Amended to read:</i>		
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>
		<i>Absent</i>
		<i>Abstain</i>

AGENDA ITEM 18.0

Future Meetings

Date: November 9, 2017 Time: 6:00 p.m. Location: Gold Trail School Library

Agenda Items for that meeting may include but are not limited to:
 Board Policies, Administrative Regulations and Board Bylaws Updates
 Call for Nominations CSBA Delegate Assembly (Annual)
 Inter-district Report (Annual)
 Teacher: Administrator Ratio (Annual)
 Teacher Assignment Report (Annual)

Requests may be made at this time for items to be placed on a future agenda.

AGENDA ITEM:

Adjournment

ACTION	<i>Moved</i>	<i>Seconded</i>
<input type="checkbox"/> <i>Approved as is</i> <input type="checkbox"/> <i>Not approved</i> <input type="checkbox"/> <i>Amended to read:</i>		
<i>Vote</i>	<i>Ayes</i>	<i>Noes</i>
		<i>Absent</i>
		<i>Abstain</i>