

Gold Trail Union School District



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Board of Trustees

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President
Sue Hennike
Clerk
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*An Equal Opportunity
Employer*

BOARD OF TRUSTEES

Regular and Closed Session Meeting

Thursday, December 8, 2016

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, Joe Murchison, 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

-  D. Lander, President
-  S. Hennike, Clerk
-  J. Barbieri, Member
-  J. Bauer, Member
-  G. Ritz, 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*)

RECOGNITION

5. RECOGNITION

The Board will recognize G. Ritz, outgoing Board of Trustees member, for twelve years of dedicated service to the District.

BOARD BUSINESS

6. SWEARING IN OF NEWLY APPOINTED TRUSTEES

As authorized by Education Code 60 and Board Bylaw 9224, prior to entering upon the duties of their office, all Board of Trustees members shall take the oath or affirmation required by law. The Oath will be taken by returning Board member J. Barbieri, and newly appointed Board member M. Howser. It will be administered and certified by President D. Lander.

ANNUAL ORGANIZATIONAL SESSION

7. Organizational Meeting of the Board

- .1 Election of Board President**
- .2 Election of Board Clerk**
- .3 Approval of Board Secretary**
- .4 Election of Board Representative to Serve on the Council of Representatives of the El Dorado School Boards Association**
- .5 Selection of Board Representative to Serve as Observer at Collective Bargaining Sessions**
- .6 Selection of Board Representative to Serve on the Salary and Benefits Committee (Serving Administrative and Confidential Employees)**
- .7 Board Meeting Dates, Times, Venue and Agenda Topics**
- .8 Review/Adoption of Board Bylaw 9320: Meeting Notices**

REPORTS

8. REPORT: Student Council

E. Harm, Student Council President, will report on Student Council activities.

9. REPORT: School Facilities Master Plan

M. Williams, Williams & Associates consultant, will report on the development of a comprehensive school facilities master plan.

10. REPORT: English Learner Program Evaluation

J. Perez will report on the progress of English learners towards proficiency in English.
(BP6174)

11. REPORT: Transportation

L. Havner, Transportation Supervisor, will report on our home to school transportation program.

CONSENT

12. 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 November 10, 2016

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

M. Carlisle, Playground Monitor, 1.5 hours per day, effective November 7, 2016

Resignation

S. Heller, Playground Monitor, 1.0 hours per day, effective November 4, 2016

.4 School Facilities Consulting Agreement between Gold Trail Union School District and Williams & Associates

The Board will approve the consulting agreement.

.5 Memorandum of Understanding between Gold Trail Union School District and Black Oak Mine Unified School District for Mental Health Services

The Board will approve the memorandum.

.6 Medi-Cal Administrative Claiming Agreement between Gold Trail Union School District and Sutter County Superintendent of Schools for Administrative Services Related to Medi-Cal Administrative Activities

The Board will approve the claiming agreement.

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

BP 0410, Nondiscrimination in District Programs and Activities (BP Revised)

BP 0420.41, Charter School Oversight (BP Revised)

BP 4151/4251/4351, Employee Compensation (BP Revised)

BP 4157.1/4257.1/4357.1/AR 4157.1, 4257.1, 4357.1, Work-Related Injuries (BP Deleted, AR Added)

AR 5125.3, Challenging Student Records (AR Revised)

AR 5148, Child Care and Development (AR Deleted)

AR 5148.3, Preschool/Early Childhood Education (AR Deleted)

BP 6142.4, Service Learning/Community Service Classes (BP Deleted)

BP 6142.94, History-Social Science Instruction (BP Revised)

AR 6143, Courses of Study (AR Revised)

BP 6173, AR 6173, E 6173, Education for Homeless Children (BP/AR/E Revised)

BP 6185/AR 6185, Community Day School (BP/AR Deleted)

E 9323.2, Actions by the Board (E Revised)

The Board will take action to adopt the roster.

ACTION ITEMS

13. ACTION ITEM: 2016-17 First Interim

W. Scarlett, CFO, will present data and insights received while compiling the First Interim Report. The Board will take action to accept the report for the period ending October 31, 2016. (*Board Policy 3460*)

14. ACTION ITEM: First Reading and Adoption of AR 6174, Education for English Language Learners

The Board will approve the Regulation.

15. ACTION ITEM: Review of Board of Trustees and Superintendent Protocols

The Board will conduct its annual review of the subject protocols.

16. ACTION ITEM: District Vision

The Board will review, and possibly revise, the District's vision statement. (*BP0000*)

17. ACTION ITEM: Trustee Biographies

With the addition of a new member to the governing board, the Trustees will share a bit of their personal stories.

DISCUSSION ITEMS

18. DISCUSSION ITEM: Administrative Reports

J. Murchison will report on activities relevant to District and Sutter's Mill School site business.

S. Lyons will report on activities relevant to Gold Trail School site business.

W. Scarlett will be available to answer question relevant to financial business.

Board members will report on activities relevant to District business.

CLOSED SESSION

19. CLOSED SESSION OPEN HEARING

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

20. CLOSED SESSION

The Board will adjourn to Closed Session pursuant to Government Code 54956.8.

Closed Session attendants: Board Members and Superintendent.

21. PERSONNEL

.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

22. 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

23. FUTURE REGULAR MEETING SCHEDULE

Date: TBA Time: TBA Location: TBA

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

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

AGENDA ITEM Opening Business

1.0 CALL TO ORDER

-  D. Lander, President
-  S. Hennike, Clerk
-  J. Barbieri, Member
-  J. Bauer, Member
-  G. Ritz, 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>		
<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>

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)

AGENDA ITEM 5.0 RECOGNITION
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BACKGROUND

The Board will recognize G. Ritz, outgoing Board of Trustees member, for twelve years of dedicated service to the District.

ATTACHMENTS

➤ **None**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

AGENDA ITEM 6.0 Swearing In of Newly Appointed Trustees
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BACKGROUND

As authorized by Education Code 60 and Board Bylaw 9224, the Oath to all Board of Trustee members prior to entering upon the duties of the office will be administered and certified by Board president, Daryl Lander.

Janet Barbieri
Micah Howser

ATTACHMENTS

➤ **None**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

Commence with the action.

NOTES

Gold Trail Union School District
 Supplemental Information
 Regular Meeting of the Board: December 8, 2016

AGENDA ITEM 7.0
Organizational Meeting of the Board

	<i>Title</i>	<i>Description</i>	<i>Budgeted</i> NA Y N	<i>Sup Recommend</i>	<i>Action</i> 1st 2nd Vote
7.1	Election of the Board President	<p><i>Duties include:</i></p> <p><i>- Presiding at all meetings of the Board.</i></p> <p><i>- Maintaining order.</i></p> <p><i>- Enforcing the rules of the Board at all meetings.</i></p> <p><i>- Signing bonds, notes, agreements, contracts, titles, and leaves, and other legal instruments ordered to be executed by the Board.</i></p> <p><i>- Appointing all standing committees and special committees.</i></p> <p><i>- Meeting with the Superintendent monthly prior to each meeting to assist in the development of the agenda. (Required by BB 9121)</i></p>	x	Current: D. Lander	
7.2	Election of the Board Clerk	<p><i>Duties include:</i></p> <p><i>- The clerk is expected to take over all the responsibilities of the President in the President's absence. (Required by BB 9121)</i></p>	x	Current: S. Hennike	

Gold Trail Union School District
 Supplemental Information
 Regular Meeting of the Board: December 8, 2016

7.3 Approval of Board Secretary	<p><i>Duties include:</i></p> <p><i>The position is filled by the Superintendent (BB 9213). Responsibilities include:</i></p> <ul style="list-style-type: none"> - <i>Preparing and handling the Board agenda and minutes.</i> - <i>Handling all District and Board records and documents.</i> - <i>Preparing a tentative agenda and meeting calendar for the year.</i> - <i>Submitting all correspondence addressed to the Board President or Governing Board.</i> 	x	<p>Current: J. Murchison</p>
7.4 Election of Board Representative to Serve on the Council of Representatives of the El Dorado County School Boards Association	<p><i>This representative serves as the District's delegate to EDCSBA, attends periodic meetings and reports back to the Board.</i></p>	x	<p>Current: S. Hennike</p>
7.5 Selection of Board Member to Serve at Collective Bargaining Sessions	<p><i>This representative serves as only an independent observer of negotiation proceedings.</i></p>	x	<p>Current: Open</p>

► Expanded Information

Gold Trail Union School District
 Supplemental Information
 Regular Meeting of the Board: December 8, 2016

7.6	Selection of Board Member to Serve on the Salary and Benefits Committee	<i>Historically, this representative meets with the Superintendent prior to and during the "meet and confer" sessions with employee groups other than those represented by an official, exclusive representative.</i>	x	Current: Open	
7.7	Board Meeting Dates, Times, Venue and Agenda Topics	<i>The 2017 schedule of Regular Meeting dates, agenda topics, venue and times will be adopted.</i>	x		
	▶ Proposed Schedule				
7.8	Adoption of Board Bylaws 9320: Meeting Notices	<i>Review of Bylaw which designates Regular Meeting logistics.</i>	x		
	▶ Board Bylaw 9320				
			x		

ATTACHMENTS

- Description of El Dorado County School Boards Association Council/ Representative Activities
- Proposed 2017 Board Meeting Schedule
- 2016-17 School Calendar
- 2017 Year Calendar
- Board Bylaw 9320, Meetings and Notices

El Dorado County School Boards Association Council of Representatives
Description of Council/Representative Activities

The El Dorado County School Boards Association Council of Representatives is a gathering of one board member from each of the 15 districts and one member of the county board who meet to promote the success of all school districts in the county. It is a dedicated organization with bylaws and elected officers. Historically, the council met monthly and primarily served as a networking opportunity for the exchange of ideas and information between districts. Additionally, the annual dinner to honor board members is a function of this body.

Over time, representation at the monthly meetings decreased to a small enough number that the original purpose was called into question. It was decided, and bylaws were changed, to reflect a biannual meeting schedule and a greater focus on creating local opportunities (workshops) for county board members to access new information. Workshops in specific content areas held at the County Office of Education at no cost to board members were found to be a valuable tool in assisting districts.

Recent conversations of current representatives has revealed a desire to continue to develop the workshops but additionally to return to some of the networking and collaborative conversations that were part of the original agendas of these meetings. In these times of uncertain and diminishing funds for education, working together to share ideas and resources is becoming more and more critical.

Each year, districts appoint or assign a member of the board to be the county representative. Our appeal this year is to reframe that position to encourage a membership of people who are interested in revitalizing the strength of this council by consistent attendance, at possibly more frequent meetings, to share and collaborate for the good of all our districts.

At your December organizational meetings, please consider appointing a board member who has a particular interest in the collaborative nature of this council. Additionally, it is most beneficial to have an alternate so that every district can be represented at each meeting.

Gold Trail Union School District Board Meeting Schedule 2017		
Target: Second Thursday of the Month		
Open Session 6:00 p.m.; Closed Session directly following open session, if applicable.		
Location: Gold Trail School Library Media Center, 889 Cold Springs Rd., Placerville CA 95667		
<i>Date</i>	<i>Agenda Topics</i>	<i>Source</i>
Thursday, January 12, 2017	Audit Report (Annual)	C
	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	BP/AR 6154, Homework Plan Review (Annual)	S
	BB 9270, Conflict of Interest Review (Annual)	S
	Filing of District Verified Signatures (Annual)	S
	Local Education Agency Plan (LEAP) Amendment (Annual)	S
	Local Control Accountability Plan (LCAP) Update	S
	Williams Act Uniform Complaint Procedures Quarterly Report	S
Thursday, February 9, 2017	After School Sports Report & Walk-On Coach Certification (Annual)	S
	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	BP 4117.3, Relevance of Tie Breaking Criteria (Annual)	S
	BP 6145, Extracurricular and Cocurricular Activities, Review (Annual)	S
	Comprehensive School Safety Plan (Annual)	S
	Consolidated Application and Reporting System (CARS) Winter Collection (Annual)	S
	EDCSBA Award Nominations (Annual)	S
	Local Control Accountability Plan (LCAP) Update	S
	Reduction of Certificated Employees, If Applicable	S
	School Accountability Report Card (SARC) (Annual)	C
	School Site Council Plans and Budgets (Annual)	S
Thursday, March 9, 2017	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	Calendar Adoption (Annual)	S
	CSBA Delegate Assembly Election, If Applicable	S
	EDCOE Agreement for Services (Annual)	C
	Five Year Deferred Maintenance Plan, If Applicable	C
	Local Control Accountability Plan (LCAP) Update	S
	Physical Fitness Test District and School Summary (Annual)	P
	Reduction of Certificated Employees, If Applicable	S
	Reduction of Classified Services, If Applicable	S
	Second Period Interim Financial Report (Annual)	C
Thursday, April 6, 2017	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	District Fees Adjustment, If Applicable	C
	English Learner Program Evaluation (Annual)	S
	Library Media Center Program Evaluation (Annual)	S
	Local Control Accountability Plan (LCAP) Update	S
	Williams Act Uniform Complaint Procedures Quarterly Report	S
Thursday, May 11, 2017	Bargaining Unit Settlement, If Applicable (Annual)	S
	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	Board Self Evaluation (Annual)	S
	Declaration of Need of Fully Qualified Educators (Annual)	H
	Local Control Accountability Plan (LCAP) Update	S
	Reduction of Certificated Employees-Final Order, If Applicable	S
	Resolution: Temporary Transfer Agreement, If Applicable (Annual)	C
	Resolution: Year End Balance Authorization (Annual)	C
	Statement of Need: 30-Day Emergency Permits (Annual)	H
	Superintendent Evaluation (Annual)	S

Date	Agenda Topics	Source
Thursday, June 15, 2017	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	Consolidated Application and Reporting System (CARS) Spring Collection (Annual)	C
	Independent Study Report (Annual)	S
	MOU EDCOE: Library Services	S
	Program Evaluation (Annual)	S
	Public Hearing for Proposed Local Control Accountability Plan (LCAP)	S
	Public Hearing for Proposed Budget	C
	Superintendent Contract (Annual)	H
	Tentative Fees Increase , If Applicable	C
	Textbook Adoptions, If Applicable	S
	Transportation Subcontracts: Maintenance and Training (Annual)	C
Thursday, June 22, 2017	Budget Adoption (Annual)	C
	Local Control Accountability Plan (LCAP) Adoption (Annual)	S
Thursday, August 3, 2017	Administrative Members to PAR (Annual)	S
	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	California Healthy Kids Survey Results (Prior Year) Annual	S
	Classroom Teacher Assignments (Annual)	S
	District Representatives to Employee Negotiations (Annual)	S
	Food Services Report (Prior Year) (Annual)	C
	NPS Services Contracts (incl. nursing services), If Applicable	C
	Williams Act Uniform Complaint Procedures Quarterly Report	S
Thursday, September 14, 2017	Bargaining Unit Proposal Sunshine (Annual)	S
	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	CAC Parent Representative (Annual)	S
	Class Size (District) Report (Annual)	S
	Field Trip Survey (Annual)	S
	Introduction of New Employees	S
	Resolution: Authorization to Teach	S
	Resolution: Gann Appropriations Limit Calculation (Annual)	C
	Resolution: Sufficient Textbook and Instructional Materials (Annual)	S
	Unaudited Actuals (J-200) Report (Annual)	C
Thursday, October 12, 2017	Annual Review of Goals and Objectives	S
	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	Developer Fees (Annual)	C
	Long Range Planning and Budget Advisory Committee/Forum	C
	Williams Act Uniform Complaint Procedures Quarterly Report	S
Thursday, November 9, 2017	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	Call for Nominations CSBA Delegate Assembly (Annual)	S
	Interdistrict Report (Annual)	S
	Teacher:Administrator Ratio (Annual)	H
	Teacher Assignment Report (Annual)	H
Thursday, December 14, 2017 (This date falls within the required time period for the Organizational Meeting.)	Board Policies, Administrative Regulations and Board Bylaws Updates	S
	Board Organizational Meeting (Annual)	S
	District Vision Review, If Applicable	S
	First Interim Financial Report Filed (Annual)	C
	Review of Board and Superintendent Protocols (Annual)	S
	Transportation Report (Annual)	S
If new trustee is seated:	New Board Photo, Swearing In of New Trustee, Update Trustee (All)Biographies	S
S=Superintendent; C=CFO; H=HR; P=Principal		

Gold Trail Union School District

2016-17

180 Student Attendance Days

2016 August 16				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8&9 Staff Development
8 SM K/TK Back to School Night
10 First Day of School
11 GT Back to School Night
18 SM 1/3 Back to School Night

2016 September 21				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 Early Release Day (Training)
5 Labor Day (No School)

2016 October 21				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7 Early Release Day (Training)
14 Progress Reports (Gold Trail)
24-28 Conferences (Minimum Days)

2016 November 16				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

11 Veteran's Day (No School)
21-25 Thanksgiving Break

2016 December 12				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

16 Minimum Day
16 Report Cards (Gold Trail)
19-30 Winter Break (No School)

2017 January 16				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2-6 Winter Break (No School)
16 MLK Jr. Day (No School)

2017 February 18				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

3 Early Release Day (Training)
17 Lincoln's Day (No School)
20 President's Day (No School)
24 Progress Reports (Gold Trail)

2017 March 23				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

6-10 Conferences (Minimum Days)
24 Early Release Day (Training)

2017 April 14				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

7 Early Release Day (Training)
10-17 Spring Break (No School)

2017 May 22				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5 Early Release Day (Training)
23 GT Open House/POPs Concert
25 SM Open House
26 Early Release Day (Training)
29 Memorial Day (No School)

2017 June 1				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	29	30	

1 Report Cards/Minimum Day
1 Last Day of School/Graduation
2 Staff Work Day (Flex Day)

Arrival/Departure Times

Regular Day

GT 8:00 a.m. to 2:30 p.m.

SM 8:05 a.m. to 2:10 p.m.

Early Release/Minimum Day

GT 8:00 a.m. to 12:30 p.m.

SM 8:05 a.m. to 12:10 p.m.

	Minimum Day
	School Not in Session

Approved by Employees: 2/2016

Approved by Board of Trustees:

Distributed to Families & Staff:

5/25 UMHS Graduation

5/26 ORHS, PHS Graduation

5/27 EDHS, EDUHSD Graduation

Calendar for Year 2017 (United States)

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

☉: 5 ☽: 12 ☿: 19 ♀: 27

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

☉: 3 ☽: 10 ☿: 18 ♀: 26

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

☉: 5 ☽: 12 ☿: 20 ♀: 27

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

☉: 3 ☽: 11 ☿: 19 ♀: 26

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

☉: 2 ☽: 10 ☿: 18 ♀: 25

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

☉: 1 ☽: 9 ☿: 17 ♀: 23 ☿: 30

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

☉: 9 ☿: 16 ♀: 23 ☿: 30

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

☉: 7 ☿: 14 ♀: 21 ☿: 29

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

☉: 6 ☿: 13 ♀: 20 ☿: 27

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

☉: 5 ☿: 12 ♀: 19 ☿: 27

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

☉: 4 ☿: 10 ♀: 18 ☿: 26

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

☉: 3 ☿: 10 ♀: 18 ☿: 26

Jan 1 New Year's Day
 Jan 2 'New Year's Day' observed
 Jan 16 Martin Luther King Day
 Feb 14 Valentine's Day
 Feb 20 Presidents' Day
 Apr 13 Thomas Jefferson's Birthday
 Apr 16 Easter Sunday

May 14 Mother's Day
 May 29 Memorial Day
 Jun 18 Father's Day
 Jul 4 Independence Day
 Sep 4 Labor Day
 Oct 9 Columbus Day (Most regions)
 Oct 31 Halloween

Nov 11 Veterans Day
 Nov 23 Thanksgiving Day
 Dec 24 Christmas Eve
 Dec 25 Christmas Day
 Dec 31 New Year's Eve

Gold Trail Union SD

Board Bylaw

Meetings And Notices

BB 9320

Board Bylaws

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

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

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

(cf. 9012 - Board Member Electronic Communications)

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

Regular Meetings

The Board shall hold one regular meeting each month. Regular meetings shall be held at 6:00 p.m. on the second Thursday at Gold Trail School.

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

(cf. 1113 - District and School Web Sites)

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

(cf. 1340 - Access to District Records)

Special Meetings

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

(cf. 2121 - Superintendent's Contract)

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

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

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

Emergency Meetings

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

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

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

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

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

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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

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

Adjourned/Continued Meetings

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

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

Study Sessions, Retreats, Public Forums, and Discussion Meetings

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

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

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

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

Other Gatherings

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

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

(cf. 9130 - Board Committees)

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

Location of Meetings

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

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

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

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

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

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe,

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

Teleconferencing

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

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

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

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

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

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

Legal Reference:

EDUCATION CODE

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

GOVERNMENT CODE

- 3511.1 Local agency executives
- 11135 State programs and activities, discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
 - 54953 Meetings to be open and public; attendance
 - 54954 Time and place of regular meetings

54954.2 Agenda posting requirements, board actions

54956 Special meetings; call; notice

54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 218 (2005)

84 Ops.Cal.Atty.Gen. 181 (2001)

84 Ops.Cal.Atty.Gen. 30 (2001)

79 Ops.Cal.Atty.Gen. 69 (1996)

78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

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

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

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

WEB SITES

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

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.ag.ca.gov>

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

League of California Cities: <http://www.cacities.org>

Bylaw GOLD TRAIL UNION SCHOOL DISTRICT

adopted: December 11, 2014 Placerville, California

AGENDA ITEM 8.0 REPORT: Student Council
--

BACKGROUND

Ella Harm, President, will report on Student Council activities

ATTACHMENTS

➤ **None**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

AGENDA ITEM 9.0 REPORT: School Facilities Master Plan
--

BACKGROUND

MimiDene Williams, Williams & Associates consultant, will report on the development of a comprehensive school facilities master plan.

ATTACHMENTS

➤ **None**

BUDGETED

☐ NA ☒ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

AGENDA ITEM 10.0 REPORT: English Learner Program Evaluation
--

BACKGROUND

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding the progress of English learners towards proficiency in English, the number and percentage of English learners reclassified as fluent English proficient, the number and percentage of English learners who are or are at risk of being classified as long-term English learners, the achievement of English learners on standards-based tests in core curricular areas, and a comparison of current data with data from at least the previous year.

Jose Perez, GTUSD California English Language Development Test (CELDT) Coordinator, will make the annual report to the Board. (BP6174)

ATTACHMENTS

➤ None

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

AGENDA ITEM 11.0 REPORT: Transportation
--

BACKGROUND

The Board of Trustees desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. The extent to which the district provides for transportation services shall depend upon student and community needs and a continuing assessment of financial resources. The Superintendent or designee shall recommend to the Board the most economical and appropriate means of providing transportation services. The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses. (*Board Policy 3540*)

Linda Havner, Transportation Supervisor, will report on the District's home to school transportation program.

ATTACHMENTS

➤ None

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

No action needed.

NOTES

AGENDA ITEM 12.0

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 November 10, 2016

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

M. Carlisle, Playground Monitor, 1.5 hours per day, effective November 7, 2016

Resignation

S. Heller, Playground Monitor, 1.0 hours per day, effective November 4, 2016

.4 School Facilities Consulting Agreement between Gold Trail Union School District and Williams & Associates

The Board will approve the agreement.

.5 Memorandum of Understanding between Gold Trail Union School District and Black Oak Mine Unified School District for Mental Health Services

The Board will approve the memorandum.

.6 Medi-Cal Administrative Claiming Agreement between Gold Trail Union School District and Sutter County Superintendent of Schools for Administrative Services Related to Medi-Cal Administrative Activities

The Board will approve the claiming agreement.

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

BP 0410, Nondiscrimination in District Programs and Activities (BP Revised)

BP 0420.41, Charter School Oversight (BP Revised)

BP 4151/4251/4351, Employee Compensation (BP Revised)

BP 4157.1/4257.1/4357.1/AR 4157.1, 4257.1, 4357.1, Work-Related Injuries (BP Deleted, AR Added)

AR 5125.3, Challenging Student Records (AR Revised)

AR 5148, Child Care and Development (AR Deleted)

AR 5148.3, Preschool/Early Childhood Education (AR Deleted)

BP 6142.4, Service Learning/Community Service Classes (BP Deleted)

BP 6142.94, History-Social Science Instruction (BP Revised)

AR 6143, Courses of Study (AR Revised)

BP 6173, AR 6173, E 6173, Education for Homeless Children (BP/AR/E Revised)

BP 6185/AR 6185, Community Day School (BP/AR Deleted)

E 9323.2, Actions by the Board (E Revised)

The Board will take action to adopt the roster.

*Gold Trail Union School District
Supplemental Information
Regular Meeting of the Board: December 8, 2016*

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>

AGENDA ITEM

Consent

12.1 Meeting Minutes (Board Bylaw 9324)

BACKGROUND

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

ATTACHMENTS

- **Minutes of Regular Meeting of November 10, 2016**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

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>

Gold Trail Union School District



BOARD OF TRUSTEES

Regular and Closed Session Meeting

Thursday, November 10, 2016

OPEN AND CLOSED SESSION MINUTES

District Office

1575 Old Ranch Road
Placerville, CA 95667
1.530.626.3194
Fax 1.530.626.3199
Joe Murchison
Superintendent

Board of Trustees

Daryl Lander
President
Sue Hennike
Clerk
Janet Barbieri
Julie Bauer
Gary Ritz

Sutter's Mill School (K-3)

4801 Luneman Road
Placerville, CA 95667
1.530.626.2591
Fax 1.530.626.3199
Joe Murchison
Superintendent/Principal

Gold Trail School (4-8)

889 Cold Springs Road
Placerville, CA 95667
1.530.626.2595
Fax 1.530.626.3289
Scott Lyons
Principal

1. CALL TO ORDER

The meeting was called to order in the Gold Trail School Library by D. Lander, president, at 6:00 p.m.

Members present: J. Barbieri, J. Bauer, S. Hennike, D. Lander and G. Ritz

Members absent: None

2. PUBLIC SESSION

E. Harm, Student Body president, led the flag salute.

3. ACTION ITEM: Adoption of Agenda

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

AYES: Trustees J. Barbieri, J. Bauer, S. Hennike, D. Lander and G. Ritz

NOES: None

ABSENCES: None

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. RECOGNITION

The Board recognized Flying Ace T-Shirts for their generous donation to the sixth grade class tie-dye project. The Board also recognized Dr. Douglas M. Stadler for his generous donation to a fourth grade teacher classroom account.

6. REPORT: Student Council

E. Harm, Student Council president, reported on Student Council activities

*An Equal Opportunity
Employer*

7. REPORT: Parent Teacher Organization

T. Hanks, PTO president, reported on Parent Teacher Organization activities.

8. REPORT: Inter-District Transfers

J. Murchison, superintendent, reported on current inter-district enrollment.

9. CONSENT ITEM

.1 Meeting Minutes (BB 9324)

Regular Meeting of October 13, 2016

.2 Warrants (BP 3314)

.3 Personnel

Hiring

S. Canfield, Instructor: Enrichment (Odyssey of the Mind), effective 2016-17 school year

S. Clark, Instructor: Enrichment (Space Exploration Club), effective 2016-17 school year

S. Clark, Instructor: Tutorial, effective 2016-17 school year

A. Garcia, Coordinator: Overnight Field Trip (7th grade), effective 2016-17 school year

K. Gilliland, Instructor: Enrichment (Garden Docents), effective 2016-17 school year

C. Massa, Bilingual Translator, effective 2016-17 school year

C. Massa, Instructor: Tutorial, RTI (Classified Employee), effective October 17, 2016

K. Mulligan, Instructor: Enrichment (Odyssey of the Mind), effective 2016-17 school year

L. Pittman, Instructor: Enrichment (Odyssey of the Mind), effective 2016-17 school year

A. Pratt, Playground Monitor, 1.5 hours per day, effective October 31, 2016

S. Sarmago, Bilingual Translator, effective 2016-17 school year

J. Whitmore, Teacher, 1.0 FTE, Education Specialist, Temporary Assignment, November 1, 2016 through June 2, 2017

Y. Yates, Home/Hospital Teacher (7th grade), effective 2016-17 school year

Resignation

G. Matyac, Playground Monitor, 1.25 hours per day, effective October 31, 2016

C. Romig, Instructor: Enrichment (Odyssey of the Mind), effective October 12, 2016

.4 2016-17 Teacher Assignment

.5 2016-17 Teacher: Administration Ratio

.6 School Facilities Consulting Agreement between Gold Trail Union School District and Williams & Associates

- .7 Second Reading of Board Policies, Administrative Regulations and Board Bylaws**
BP/AR 1312.3, Uniform Complaint Procedures (BP/AR Revised)
BP/AR 3230, Federal Grant Funds (BP/AR Added)
BP/AR 3270, Sale and Disposal of Books, Equipment and Supplies (BP/AR Revised)
AR 3440, Inventories (AR Revised)
AR 3460, Financial Reports and Accountability (AR Revised)
AR 3512, Equipment (AR Revised)
BP/AR 5121, Grades/Evaluation of Student Achievement (BP/AR Revised)
BP/AR 5145.3, Nondiscrimination/Harassment (BP/AR Revised)
BP/AR 5145.7, Sexual Harassment (BP/AR Revised)

MOTION WAS MADE by J. Barbieri and duly seconded by D. Lander to adopt items 1, 2, 3, 5 and 7 and to pull items 4 and 6 for further discussion, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, S. Hennike, D. Lander and G. Ritz

NOES: None

ABSENCES: None

ABSTENSIONS: None

MOTION CARRIED

Item 4:

After reviewing the information contained in the detailed Gold Trail School teacher assignment, MOTION WAS MADE by J. Barbieri and duly seconded by D. Lander to adopt item 4, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, S. Hennike, D. Lander and G. Ritz

NOES: None

ABSENCES: None

ABSTENSIONS: None

MOTION CARRIED

Item 6:

After reviewing the information contained in the school facilities consultant agreement, the Board tabled this item for further discussion. A detailed report will be made at a future Board meeting, and this item will be brought back for a vote at that time. NO ACTION TAKEN

- 10. ACTION ITEM: Call for Nominations, CSBA Delegate Assembly (Annual)**
Having no names to bring forward for nomination, the Board tabled this item. NO ACTION TAKEN.
- 11. ACTION ITEM: First Reading of Board Policies, Administrative Regulations and Board Bylaws**
BP 0410, Nondiscrimination in District Programs and Activities (BP Revised)
BP 0420.41, Charter School Oversight (BP Revised)
BP 4151/4251/4351, Employee Compensation (BP Revised)
BP 4157.1/4257.1/4357.1/AR 4157.1, 4257.1, 4357.1, Work-Related Injuries (BP Deleted, AR Added)
AR 5125.3, Challenging Student Records (AR Revised)
AR 5148, Child Care and Development (AR Deleted)

AR 5148.3, Preschool/Early Childhood Education (AR Deleted)
BP 6142.4, Service Learning/Community Service Classes (BP Deleted)
BP 6142.94, History-Social Science Instruction (BP Revised)
AR 6143, Courses of Study (AR Revised)
BP 6173, AR 6173, E 6173, Education for Homeless Children (BP/AR/E Revised)
BP 6185/AR 6185, Community Day School (BP/AR Deleted)
E 9323.2, Actions by the Board (E Revised)

MOTION WAS MADE by J. Barbieri and duly seconded by D. Lander to approve the roster for first reading, and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, S. Hennike, D. Lander and G. Ritz

NOES: None

ABSENCES: None

ABSTENSIONS: None

MOTION CARRIED

12. DISCUSSION ITEM: Administrative Reports

The Board members and administration reported on District activities.

13. CLOSED SESSION WAS CANCELLED

14. FUTURE REGULAR MEETING SCHEDULE

Date: Thursday, December 8, 2016 Time: 6:00 p.m. Location: Gold Trail Library

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

Board Organizational Meeting (Annual)

Board Policies, Administrative Regulations and Board Bylaws Updates

District Vision Review (If applicable)

First Interim Financial Report Filed (Annual)

Review of Board and Superintendent Protocols (Annual)

Swearing in of New Trustee, Update Trustee (All) Biographies

There being no further business to come before the Board, MOTION WAS MADE by D. Lander and duly seconded by J. Barbieri and carried to adjourn the meeting 6:53 p.m. and the vote was as follows:

AYES: Trustees J. Barbieri, J. Bauer, S. Hennike, D. Lander and G. Ritz

NOES: None

ABSENCES: None

ABSTENSIONS: None

MOTION CARRIED

D. Lander, President

J. Murchison, Secretary

AGENDA ITEM Consent

12.2 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

Approve the warrants.

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>	

APY250 L.00.05

EL DORADO COUNTY OFFICE OF EDUCATION
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/10/2016

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DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7014 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
80536648	101213/	AMS.NET INC													
	175043	PO-170043	1.	01-0000-0-5800-0000-7700-000-1210-00-000										0008216 TELE HRDWR SUPPORT	1,802.47
				WARRANT TOTAL											\$1,802.47
80536649	101849/	CELECE ANDERSON													
		PV-170217		01-0000-0-4300-1110-1000-000-0420-00-000										REIMB CARNIVAL BOUNCE HOUSE	300.00
				WARRANT TOTAL											\$300.00
80536650	101477/	JESSICA BRAITHWAITE													
		PV-170218		01-0000-0-4300-1110-1000-002-0300-60-000										CLASSROOM SUPPLIES	69.67
				WARRANT TOTAL											\$69.67
80536651	000352/	CALTRONICS BUSINESS SYSTEMS													
		PV-170220		01-0000-0-4300-0000-2700-003-0000-33-000										2105306 TONER SHIPPING	12.00
				WARRANT TOTAL											\$12.00
80536652	101302/	CDW GOVERNMENT													
	175082	PO-170082	1.	01-6500-0-4400-5770-1120-000-1210-00-000										FTQ2090 RSP TCHR LAPTOP	968.25
				WARRANT TOTAL											\$968.25
80536653	101247/	CSNA													
		PV-170219		13-5310-0-5300-0000-3700-000-0000-00-000										SPIES CSNA LOCAL DUES	15.00
				WARRANT TOTAL											\$15.00
80536654	101618/	DE LAGE LANDEN													
	175026	PO-170026	1.	01-0000-0-7439-0000-9100-000-1210-00-000										52091641 D O COPIER	253.22
	175026		2.	01-0000-0-7439-0000-9100-002-1210-00-000										52091641 SM COPIER	206.18
				WARRANT TOTAL											\$459.40
80536655	101730/	DANIELLE EDNEY													
		PV-170221		01-0000-0-4300-1110-1000-002-0300-54-000										CLASSROOM SUPPLIES	39.95
				01-0000-0-4300-1110-1000-002-0300-54-000										CLASSROOM SUPPLIES	75.59
				WARRANT TOTAL											\$115.54
80536656	000738/	EL DORADO DISPOSAL													
		PV-170222		01-0000-0-5560-0000-8100-002-0000-00-000										172366869 SM	650.24

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7014 GTUSD ACCOUNTS PAYABLE

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	
REQ#	REFERENCE	LN	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH	DESCRIPTION	AMOUNT	
			01-0000-0-5560-0000-8100-003-0000-00-000	172366848 GT	943.93	
			WARRANT TOTAL		\$1,594.17	
80536657	100422/	SUE FADEL				
		PV-170223	01-6500-0-5210-5770-1120-000-0000-00-000	MILEAGE OCT 2016	36.72	
			WARRANT TOTAL		\$36.72	
80536658	100904/	HILLYARD/SACRAMENTO				
		PV-170224	01-0000-0-4300-0000-8100-003-0000-00-000	602286957- CUSTODIAL SUPPLIES	46.41	
			WARRANT TOTAL		\$46.41	
80536659	101846/	NATALIE KESSLER				
		PV-170225	01-0000-0-9598-0000-0000-000-0000-00-000	REPLACE LOST CHECKS	203.05	
			WARRANT TOTAL		\$203.05	
80536660	101168/	MARILYN KITT				
		PV-170226	01-4035-0-5200-0000-3140-000-0000-00-000	REG SCHOOL NURSE CONFERENCE	425.00	
			WARRANT TOTAL		\$425.00	
80536661	101314/	LEGALSHIELD				
		PV-170227	01-0000-0-9576-0000-0000-000-0000-00-000	0126086 SEPTEMBER 2016	51.80	
			WARRANT TOTAL		\$51.80	
80536662	100652/	SUE MEIGS				
		PV-170228	01-0600-0-4300-1110-1000-002-0000-00-000	TITLE I CLASSROOM SUPPLIES	25.30	
			WARRANT TOTAL		\$25.30	
80536663	003202/	JOE MURCHISON				
		PV-170229	01-0000-0-5210-0000-7100-000-0000-00-000	MILEAGE OCTOBER 2016	83.70	
			01-0000-0-5210-1110-1000-003-0107-00-000	7TH GR BODEGA BAY FT MILEAGE	155.84	
			WARRANT TOTAL		\$239.54	
80536664	009356/	OFFICE DEPOT				
		PO-173032	1. 01-0600-0-4300-1110-1000-002-0000-00-000	861546575001 TITLE 1 CLS SUPPL	100.12	
		PO-173033	1. 01-0000-0-4300-1110-1000-002-0300-57-000	860804239001 ZORN CLS SUPPLY	58.99	
			1. 01-0000-0-4300-1110-1000-002-0300-57-000	860804315001 ZORN CLS SUPPLY	13.54	

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		
	PO-173036	1.	01-0000-0-4300-1110-1000-002-0000-00-000	863003082001	REPORT CARD PAPER	67.66
	PO-173037	1.	01-6300-0-4100-1110-1000-002-0000-00-000	863454172001	CS LVLD RDR STMPs	49.22
	PO-173038	1.	01-0000-0-4300-1110-1000-003-0300-62-000	863547702001	ROMIG CLS SUPPLY	58.26
	PO-173039	1.	01-0000-0-4300-1110-1000-003-0300-63-000	862940480001	POULSEN CLS SUPPL	153.37
	PO-173040	1.	01-0000-0-4300-1110-1000-003-0300-70-000	864260114001	LULLA CLS SUPPLY	9.17
		1.	01-0000-0-4300-1110-1000-003-0300-70-000	864260577001	LULLA CLS SUPPLY	104.63
	PO-173041	1.	01-0000-0-4300-0000-7200-000-0000-00-000	866380616001	D O SUPPLIES	66.90
		1.	01-0000-0-4300-0000-7200-000-0000-00-000	866380901001	D O SUPPLIES	3.30
	PO-173042	1.	01-6300-0-4100-1110-1000-002-0000-00-000	866587172001	CS LVLD RDR SUPPLY	58.78
	PO-173044	1.	01-0000-0-4300-1110-1000-003-0000-33-000	866492122001	MULLIGAN CHAIR	158.75
			WARRANT TOTAL			\$902.69
80536665	021298/	THERESA ORIO				
	PV-170230		01-0000-0-5210-0000-7100-000-0000-00-000		MILEAGE SEPTEMBER 2016	18.47
			01-0000-0-5210-0000-7100-000-0000-00-000		MILEAGE OCTOBER 2016	18.63
			WARRANT TOTAL			\$37.10
80536666	003679/	SCHOOLS INSURANCE AUTHORITY				
	PV-170231		01-0000-0-5410-0000-7200-000-0000-00-000	XS2017-13	EXCESS LIAB PGM	583.00
			WARRANT TOTAL			\$583.00
80536667	101169/	LORNA SUTHERLAND DELBRIDGE				
	PV-170232		01-0000-0-5210-1110-1000-003-0107-00-000	DRVR EXP 7TH GR	BODEGA BAY FT	9.01
			WARRANT TOTAL			\$9.01
80536668	101236/	CHRISTA SWANEY				
	PV-170233		01-0000-0-4300-1110-1000-002-0300-60-000	BRAITHWAITE CLS	SUPPLIES	42.97
			01-0000-0-4300-1110-1000-002-0300-73-000	SWANEY CLS	SUPPLIES	42.98
			01-0000-0-4300-1110-1000-002-0300-73-000	SWANEY CLS	SUPPLIES	69.67
			WARRANT TOTAL			\$155.62

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
80536669	101843/	TIMBERLINE ELECTRONICS													
		PV-170234		01-0000-0-4300-0000-3600-000-0000-00-000										GT102616 BUS RADIO BATTERY	118.25
														WARRANT TOTAL	\$118.25
80536670	000558/	TRUE VALUE HARDWARE													
		PV-170235		01-0000-0-4300-0000-2700-003-0000-33-000										590602 GT LOCKDOWN SUPPLIES	212.27
														WARRANT TOTAL	\$212.27
80536671	101027/	MICHELE WAGSTROM													
		PV-170236		01-0000-0-4300-0000-3140-000-0000-00-000										SM NURSE SUPPLIES	21.50
														WARRANT TOTAL	\$21.50
80536672	002823/	WAYNE'S LOCKSMITH SERVICE													
		PV-170237		01-0000-0-4300-0000-8100-003-0000-00-000										21358 GT PADLOCKS/KEYS	239.76
														WARRANT TOTAL	\$239.76
80536673	101463/	WELLS FARGO CORPORATE													
		PV-170238		51-0000-0-7434-0000-9100-000-0000-00-000										GOLD914GORB BOND INTEREST	15,419.25
														WARRANT TOTAL	\$15,419.25
80536674	101802/	YVONNE YATES													
		PV-170239		01-0000-0-5210-1110-1000-003-0000-00-000										HOME/HOSPITAL MILEAGE OCT 2016	13.18
														WARRANT TOTAL	\$13.18
***	BATCH TOTALS ***														
		TOTAL NUMBER OF CHECKS:		27										TOTAL AMOUNT OF CHECKS:	\$24,075.95*
		TOTAL ACH GENERATED:		0										TOTAL AMOUNT OF ACH:	\$0.00*
		TOTAL EFT GENERATED:		0										TOTAL AMOUNT OF EFT:	\$0.00*
		TOTAL PAYMENTS:		27										TOTAL AMOUNT:	\$24,075.95*
***	DISTRICT TOTALS ***														
		TOTAL NUMBER OF CHECKS:		27										TOTAL AMOUNT OF CHECKS:	\$24,075.95*
		TOTAL ACH GENERATED:		0										TOTAL AMOUNT OF ACH:	\$0.00*
		TOTAL EFT GENERATED:		0										TOTAL AMOUNT OF EFT:	\$0.00*
		TOTAL PAYMENTS:		27										TOTAL AMOUNT:	\$24,075.95*

APY250 L.00.05

EL DORADO COUNTY OFFICE OF EDUCATION
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DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7015 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
80537304	101770/	SUMDOG INC													
		PV-170248		01	0600	0	5875	1110	1000	003	1210	00	000	SUMDOG SOFTWARE GR 4/5	323.00
														WARRANT TOTAL	\$323.00
80537305	101236/	CHRISTA SWANEY													
		PV-170249		01	6300	0	4100	1110	1000	002	0000	00	000	CA ASSESSMENT SUPPLIES	47.26
														WARRANT TOTAL	\$47.26
80537306	101700/	DEBORAH VALLADON-HORNSBY													
		PV-170250		01	0000	0	4300	1110	1000	003	0104	00	000	4TH GR FT PHOTOS	121.74
				01	0000	0	4300	1110	1000	003	0300	75	000	CLASSROOM SUPPLIES	915.87
														WARRANT TOTAL	\$1,037.61
80537307	100981/	VERIZON WIRELESS													
		PV-170251		01	0000	0	5901	0000	3140	000	1210	00	000	9774458152 NURSE	121.64
				01	0000	0	5901	0000	8100	000	1210	00	000	9774458152 MAINT	61.25
				01	5810	0	5901	0000	2700	002	1210	00	000	9774458152 SM	39.25
				01	5810	0	5901	0000	2700	003	1210	00	000	9774458152 GT	39.25
														WARRANT TOTAL	\$261.39
***	BATCH TOTALS ***														
		TOTAL NUMBER OF CHECKS:												TOTAL AMOUNT OF CHECKS:	\$3,829.33*
		TOTAL ACH GENERATED:												TOTAL AMOUNT OF ACH:	\$0.00*
		TOTAL EFT GENERATED:												TOTAL AMOUNT OF EFT:	\$0.00*
		TOTAL PAYMENTS:												TOTAL AMOUNT:	\$3,829.33*
***	DISTRICT TOTALS ***														
		TOTAL NUMBER OF CHECKS:												TOTAL AMOUNT OF CHECKS:	\$3,829.33*
		TOTAL ACH GENERATED:												TOTAL AMOUNT OF ACH:	\$0.00*
		TOTAL EFT GENERATED:												TOTAL AMOUNT OF EFT:	\$0.00*
		TOTAL PAYMENTS:												TOTAL AMOUNT:	\$3,829.33*

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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
80537895	101845/	ACCELERATE LEARNING													
	175084	PO-170084	1.	01-5810-0-5875-	1110-1000-003-	1210-00-000							26846	CA NGSS ONLINE GRS 5&6	447.00
															\$447.00
80537896	101386/	ACT EVENT MANAGEMENT													
		PV-170252		01-9022-0-5835-	1110-1000-000-	0000-00-000								DRAMA REG FOR MV STUDENT	53.00
															\$53.00
80537897	008233/	AMERICAN FIDELITY ASSURANCE													
		PV-170253		01-0000-0-9582-	0000-0000-000-	0000-00-000							B533209	DECEMBER 2016	1,246.90
															\$1,246.90
80537898	007568/	AMERICAN FIDELITY ASSURANCE CO													
		PV-170254		01-0000-0-9582-	0000-0000-000-	0000-00-000							1465062A	DECEMBER 2016	535.00
															\$535.00
80537899	101213/	AMS.NET INC													
	175085	PO-170085	1.	01-5810-0-4400-	0000-2700-002-	1210-00-000							0010019	PHONE PROGRAMMING	1,000.00
	175085		2.	01-5810-0-4400-	0000-2700-003-	1210-00-000							0010019	PHONE PROGRAMMING	1,000.00
															\$2,000.00
80537900	100716/	AT&T													
		PV-170255		01-0000-0-5901-	0000-2700-003-	1210-00-000							8797213	GT	81.35
				01-0000-0-5901-	0000-7200-000-	1210-00-000							8797210	PRI	354.67
				01-0000-0-5901-	0000-7200-000-	1210-00-000							8797211	ALARM LINES	41.16
				01-0000-0-5901-	0000-7200-000-	1210-00-000							8797212	D O	60.78
															\$537.96
80537901	101822/	BENCHMARK EDUCATION COMPANY													
	175010	PO-170010	1.	01-6300-0-4100-	1110-1000-002-	0000-00-000							300410	SM LEVELED READERS	10,642.50
															\$10,642.50
80537902	101785/	BLACK OAK MINE UNIFIED SCH DIS													
	175094	PO-170094	1.	01-6512-0-5800-	5770-1120-000-	0000-00-000							170015	MENTAL HEALTH SVCS	11,094.78
															\$11,094.78

APY250 L.00.05

EL DORADO COUNTY OFFICE OF EDUCATION
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DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7016 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
80537903	000073/	CHEVRON & TEXACO													
		PV-170256		01-0000-0-4370-0000-8100-002-0000-00-000									6000917515	SM MAINTENANCE FUEL	37.00
				01-0000-0-4370-0000-8100-003-0000-00-000									6000917515	GT MAINTENANCE FUEL	84.56
				WARRANT TOTAL											\$121.56
80537904	011529/	THE DANIELSEN CO													
		175048	PO-170048	1.	13-5310-0-4700-0000-3700-000-0800-00-000								116265	LUNCH FOOD	1,902.21
		175048		1.	13-5310-0-4700-0000-3700-000-0800-00-000								118059	LUNCH FOOD	335.40-
		175048		2.	13-5310-0-4700-0000-3700-000-0801-00-000								116265	BREAKFAST FOOD	616.78
		175048		3.	13-5310-0-4700-0000-3700-000-0802-00-000								116265	ALA CARTE FOOD	105.33
				WARRANT TOTAL											\$2,288.92
80537905	100999/	DAWSON OIL COMPANY													
		175068	PO-170068	1.	01-0000-0-4370-0000-3600-000-0000-00-000								73191	BUS FUEL OCT 2016	2,554.20
				WARRANT TOTAL											\$2,554.20
80537906	005954/	DEPARTMENT OF JUSTICE													
		PV-170257		01-0000-0-5812-0000-7200-000-0000-00-000									197242	FINGERPRINTING OCT 2016	145.00
				WARRANT TOTAL											\$145.00
80537907	018676/	DNL ELECTRIC INC													
		PV-170258		01-6230-0-5600-0000-8100-003-0000-00-000									2801	GT GYM CONVERT TO LED	640.00
				WARRANT TOTAL											\$640.00
80537908	008318/	EL DORADO COUNTY ENVIRONMENTAL													
		PV-170259		13-5310-0-5800-0000-3700-002-0000-00-000									IN0097417	SM CAFE PERMIT	492.00
				WARRANT TOTAL											\$492.00
80537909	000126/	EL DORADO COUNTY OFFICE													
		PV-170260		01-0000-0-5809-0000-7700-000-1210-00-000									170267	ADD'L IT SUPRT JUL 2016	2,161.08
				01-0600-0-5809-1110-1000-002-0000-00-000									170271	DATA ANALYST 7/16-10/16	6,230.43
				01-6500-0-5809-5770-1120-000-0000-00-000									170230	1-1 AIDES AUG 2016	1,699.03
				01-6500-0-5809-5770-1120-000-0000-00-000									170257	1-1 AIDES SEP 2016	2,259.13

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7016 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						\$12,349.67
80537910	101759/	EL DORADO DISPOSAL-MRF				
	PV-170261		01-0000-0-5560-0000-8100-003-0000-00-000	10321	GT DUMP FEES	110.99
WARRANT TOTAL						\$110.99
80537911	000626/	EL DORADO IRRIGATION DISTRICT				
	PV-170262		01-0000-0-5520-0000-8100-000-0000-00-000	078351-001	EXT DAY	147.41
			01-0000-0-5520-0000-8100-002-0000-00-000	078350-001	SM	1,644.58
			01-0000-0-5520-0000-8100-003-0000-00-000	052522-001	GT	269.87
WARRANT TOTAL						\$2,061.86
80537912	100670/	EMPLOYMENT DEVELOPMENT DEPT				
	PV-170263		01-0000-0-3501-1110-1000-000-0000-00-000	L1160956448	LEC CHARGES	80.67
WARRANT TOTAL						\$80.67
80537913	100036/	FOOTHILL FOOD SERVICE INC				
	175049	PO-170049	1. 13-5310-0-4700-0000-3700-000-0800-00-000	471628	LUNCH FOOD	194.05
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	471627	LUNCH FOOD	257.87
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	471417	LUNCH FOOD	28.96-
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	471304	LUNCH FOOD	283.52
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	471303	LUNCH FOOD	379.97
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	470847	LUNCH FOOD	322.91
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	470486	LUNCH FOOD	299.60
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	470591	LUNCH FOOD	25.66-
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	470392	LUNCH FOOD	359.70
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	470028	LUNCH FOOD	707.97
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	469937	LUNCH FOOD	367.25
	175049		1. 13-5310-0-4700-0000-3700-000-0800-00-000	469936	LUNCH FOOD	450.47
	175049		2. 13-5310-0-4700-0000-3700-000-0801-00-000	471627	BREAKFAST FOOD	66.90

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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		
175049		2.	13-5310-0-4700-0000-3700-000-0801-00-000	470486	BREAKFAST FOOD	63.77
175049		2.	13-5310-0-4700-0000-3700-000-0801-00-000	470392	BREAKFAST FOOD	14.53
175049		2.	13-5310-0-4700-0000-3700-000-0801-00-000	470028	BREAKFAST FOOD	42.10
175049		2.	13-5310-0-4700-0000-3700-000-0801-00-000	469937	BREAKFAST FOOD	14.53
175049		3.	13-5310-0-4700-0000-3700-000-0802-00-000	470486	ALA CARTE FOOD	67.08
175049		3.	13-5310-0-4700-0000-3700-000-0802-00-000	470392	ALA CARTE FOOD	22.45
175049		3.	13-5310-0-4700-0000-3700-000-0802-00-000	470028	ALA CARTE FOOD	132.46
175049		3.	13-5310-0-4700-0000-3700-000-0802-00-000	470336	ALA CARTE FOOD	47.45
175049		3.	13-5310-0-4700-0000-3700-000-0802-00-000	469937	ALA CARTE FOOD	5.45
175049		3.	13-5310-0-4700-0000-3700-000-0802-00-000	469936	ALA CARTE FOOD	55.43
			WARRANT TOTAL			\$4,100.84
80537914	079952/		GOLD STAR FOODS INC			
175050	PO-170050	1.	13-5310-0-4700-0000-3700-000-0800-00-000	1818586	LUNCH FOOD	1,533.12
175050		2.	13-5310-0-4700-0000-3700-000-0801-00-000	1818586	BREAKFAST FOOD	790.58
175050		3.	13-5310-0-4700-0000-3700-000-0802-00-000	1827235	ALA CARTE FOOD	37.10
175050		3.	13-5310-0-4700-0000-3700-000-0802-00-000	1818586	ALA CARTE FOOD	62.76
			WARRANT TOTAL			\$2,423.56
80537915	005675/		GOPHER SPORT			
175083	PO-170083	1.	01-0000-0-4300-1110-1000-003-0300-81-000	9239332	GT P E EQUIPMENT	846.40
			WARRANT TOTAL			\$846.40
80537916	101708/		GROWING HEALTHY CHILDREN			
	PV-170264		01-6500-0-5806-5770-1120-000-0000-00-000	GTUSD_1609	OT SVCS SEP 2016	360.00
			01-6500-0-5806-5770-1120-000-0000-00-000	GTUSD_1610	OT SVCS OCT 2016	840.00
			WARRANT TOTAL			\$1,200.00
80537917	101617/		HEINEMANN			
175063	PO-170063	1.	01-6300-0-4100-1110-1000-002-0000-00-000	6677246	BAS CONVERSION KITS	2,453.29

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7016 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		
175073	PO-170073	1.	01-6300-0-4100-1110-1000-002-0000-00-000	6689399	BNCHMRK ASSESS SYSTEM	5,738.84
			WARRANT TOTAL			\$8,192.13
80537918	101233/	MCGRAW-HILL SCHOOL EDUCATION				
175046	PO-170046	1.	01-5810-0-5875-1110-1000-003-1210-00-000	95061601001	ALEK SUBSCRIPTION	22.50
175046		1.	01-5810-0-5875-1110-1000-003-1210-00-000	95061014001	ALEK SUBSCRIPTION	31.25
175046		1.	01-5810-0-5875-1110-1000-003-1210-00-000	94990596001	ALEK SUBSCRIPTIONS	360.00
			WARRANT TOTAL			\$413.75
80537919	101651/	MYBINDING.COM				
	PO-173058	2.	01-0000-0-4300-1110-1000-002-0000-00-000	100610203	SM LAMINATING FILM	479.64
		1.	13-5310-0-4300-0000-3700-000-0000-00-000	100610203	CAFE ID CRD POUCHES	6.86
			WARRANT TOTAL			\$486.50
80537920	009356/	OFFICE DEPOT				
	PO-173045	1.	01-0000-0-4300-1110-1000-003-0300-67-000	867661695001	GARCIA CLS SUPPLY	23.03
		1.	01-0000-0-4300-1110-1000-003-0300-67-000	867661851001	GARCIA CLS SUPPLY	38.84
	PO-173046	2.	01-0000-0-4300-0000-7200-000-0000-00-000	870054702001	D O SUPPLIES	4.60
		1.	01-6300-0-4100-1110-1000-002-0000-00-000	870054702001	CS KINDER CURRIC	50.96
	PO-173047	1.	01-0000-0-4300-0000-8100-003-0000-00-000	869296646001	MAINT SUPPLIES	23.75
		2.	01-0000-0-4300-1110-1000-003-0300-76-000	869296646001	JACKSON CLS SUPPL	43.06
	PO-173048	1.	01-0000-0-4300-1110-1000-003-0300-71-000	867890587001	MULLIGAN CLS SUPL	103.06
	PO-173050	1.	01-0000-0-4300-1110-1000-003-0300-70-000	870626914001	LULLA CLS SUPPLY	90.74
	PO-173051	1.	01-0600-0-4300-1110-1000-002-0000-00-000	871319483001	EL RTI SUPPLY	41.37
		2.	01-0600-0-4300-1110-1000-003-0000-00-000	871319483001	EL RTI SUPPLIES	41.38
	PO-173052	1.	01-0000-0-4300-0000-2700-003-0000-33-000	872218452001	GT OFC SUPPLY	76.29
		1.	01-0000-0-4300-0000-2700-003-0000-33-000	872218507001	GT OFC SUPPLY	6.47
	PO-173053	1.	01-0000-0-4300-1110-1000-003-0300-77-000	872597544001	CANFIELD CLS SUPP	21.91

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7016 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		
		1.	01-0000-0-4300-1110-1000-003-0300-77-000	872597240001	CANFIELD CLS SUPP	316.89
	PO-173055	1.	01-0000-0-4300-1110-1000-002-0300-60-000	872777319001	BRAITHWAITE CLS	28.23
		2.	01-0000-0-4300-1110-1000-002-0300-73-000	872777319001	SWANEY CLS SUPPLY	28.22
	PO-173056	3.	01-0000-0-4300-0000-7200-000-0000-00-000	874664113001	D O SUPPLIES	17.32
		3.	01-0000-0-4300-0000-7200-000-0000-00-000	874266083001	D O SUPPLIES	50.17
		3.	01-0000-0-4300-0000-7200-000-0000-00-000	87426587001	D O SUPPLIES	80.18
		2.	01-0600-0-4300-1110-1000-002-0000-00-000	874664113001	TITLE I SUPPLIES	30.13
		1.	13-5310-0-4300-0000-3700-000-0000-00-000	874266082001	CAFE CASH BAGS	44.17
			WARRANT TOTAL			\$1,160.77
80537921	100633/		ORGANIZED SPORTSWEAR			
	175078	PO-170079	1.	01-0000-0-4300-1110-1000-003-0302-00-000	93966 GT HOODIES	1,437.28
			WARRANT TOTAL			\$1,437.28
80537922	004699/		J W PEPPER & SON INC			
	175020	PO-170020	1.	01-0000-0-4300-1110-1000-003-0201-00-000	13661614 SHEET MUSIC	48.60
	175020		1.	01-0000-0-4300-1110-1000-003-0201-00-000	13659998 SHEET MUSIC	1,455.10
			WARRANT TOTAL			\$1,503.70
80537923	101163/		PLACER COUNTY OFFICE OF ED			
	175080	PO-170080	1.	01-4035-0-5200-1110-1000-002-0000-00-000	AR17-00626 SM NURTRD HRT TRAIN	770.00
	175080		2.	01-4035-0-5200-1110-1000-003-0000-00-000	AR17-00626 GT NURTRD HRT TRAIN	330.00
			WARRANT TOTAL			\$1,100.00
80537924	077441/		PLACERVILLE GROCERY OUTLET			
	175051	PO-170051	1.	13-5310-0-4700-0000-3700-000-0800-00-000	LUNCH FOOD	158.57
	175051		2.	13-5310-0-4700-0000-3700-000-0801-00-000	BREAKFAST FOOD	114.07
	175051		3.	13-5310-0-4700-0000-3700-000-0802-00-000	ALA CARTE FOOD	158.66
			WARRANT TOTAL			\$431.30
80537925	007927/		PLATT ELECTRIC SUPPLY INC			
	PV-170265		01-0000-0-4300-0000-8100-003-0000-00-000	K688638	GT MAINT SUPPLIES	31.41

APY250 L.00.05

EL DORADO COUNTY OFFICE OF EDUCATION
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/23/2016

11/23/16 PAGE 7

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7016 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						\$31.41
80537926	101222/	PREMIER CARPETS				
		PV-170266	01-0000-0-5800-0000-8100-002-0000-00-000	650615	SM C-1 CARPET CLEANING	200.00
WARRANT TOTAL						\$200.00
80537927	014416/	RAPID CARE WALK-IN MEDICAL				
		PV-170267	01-0000-0-5815-0000-7200-000-0000-00-000	1405	NEW EMP TB TESTING	46.00
WARRANT TOTAL						\$46.00
80537928	100735/	RIEBES AUTO PARTS				
		PV-170268	01-0000-0-4300-0000-3600-000-0000-00-000	957922	BUS SUPPLIES	6.45
			01-0000-0-4300-0000-3600-000-0000-00-000	926091	BUS SUPPLIES	42.72
			01-0000-0-4300-0000-8100-002-0000-00-000	919264	SM MAINT SUPPLIES	25.01
WARRANT TOTAL						\$74.18
80537929	101653/	RIMROCK WATER COMPANY				
		PV-170269	01-0000-0-4300-0000-2700-002-0000-00-000	19798	D1/B2 WATER	15.53
WARRANT TOTAL						\$15.53
80537930	011513/	RISO PRODUCTS OF SACRAMENTO				
		PV-170270	01-1100-0-5600-0000-7200-000-1210-00-000	163587	D O COPIER	2,447.02
			01-1100-0-5600-1110-1000-002-1210-00-000	163586	SM COPIER	1,431.66
WARRANT TOTAL						\$3,878.68
80537931	000895/	SCHOOL SERVICES OF CALIFORNIA				
	175030	PO-170030	1. 01-0000-0-5800-0000-7200-000-0000-00-000	0108448	IN OCT BDGT SVCS	56.00
WARRANT TOTAL						\$56.00
80537932	101209/	SELF-INSURED SCHOOLS OF CALIF				
		PV-170271	01-0000-0-3901-1110-1000-000-0000-00-000	DIST PD RET NOV 2016		1,174.60
			01-0000-0-3901-1110-1000-000-0000-00-000	DIST PD RET DNTL NOV 2016		150.00
			01-0000-0-9570-0000-0000-000-0000-00-000	EMP MED NOV 2016		53,933.00
			01-0000-0-9570-0000-0000-000-0000-00-000	EMP DNTL NOV 2016		6,480.00

APY250 L.00.05

EL DORADO COUNTY OFFICE OF EDUCATION
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/23/2016

11/23/16 PAGE 8

DISTRICT: 005 Gold Trail Union School Dist
BATCH: 7016 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		
			01-0000-0-9570-0000-0000-000-000-000	RET MED NOV 2016		5,189.40
			01-0000-0-9570-0000-0000-000-000-000	RET DNTL NOV 2016		1,922.00
			WARRANT TOTAL			\$68,849.00
80537933	003783/	SFS OF SACRAMENTO INC				
	175052	PO-170052	1. 13-5310-0-4700-0000-3700-000-0800-00-000	610100289 LUNCH FOOD		1,186.32
	175052		2. 13-5310-0-4700-0000-3700-000-0801-00-000	610100289 BREAKFAST FOOD		515.56
	175052		3. 13-5310-0-4700-0000-3700-000-0802-00-000	610100289 ALA CARTE FOOD		389.70
			WARRANT TOTAL			\$2,091.58
80537934	023212/	SHELL FLEET MANAGEMENT				
	PV-170272		01-0000-0-4370-0000-3600-000-0000-00-000	8000061765 TRANSP FUEL		9.03
			01-0000-0-4370-0000-8100-000-0000-00-000	8000061765 MAINT FUEL		28.18
			01-9022-0-4370-0000-3600-000-0000-00-000	8000061765 MV HTS FUEL		18.19
			13-5310-0-4370-0000-3700-000-0000-00-000	8000061765 CAFE FUEL		9.03
			WARRANT TOTAL			\$64.43
80537935	101607/	DAVE STRINGER				
	175093	PO-170093	1. 01-0000-0-6400-0000-8500-000-0000-00-000	JOHN DEERE 790 TRACTOR		12,500.00
	PV-170273		01-0000-0-6200-0000-8500-002-0468-00-000	SM TK SHED MATERIALS		110.96
			WARRANT TOTAL			\$12,610.96
80537936	101376/	TBS SYSTEM INTEGRATION				
	PV-170274		01-0000-0-5600-0000-8100-003-0000-00-000	1000-0782 GT CLOCK SYS REPAIRS		185.00
			WARRANT TOTAL			\$185.00
80537937	013563/	WALKER'S OFFICE SUPPLIES				
	PO-173061		1. 01-0000-0-4300-1110-1000-000-0000-00-000	1042496-0 DISTRICT PAPER		967.18
			WARRANT TOTAL			\$967.18
***	BATCH TOTALS ***		TOTAL NUMBER OF CHECKS: 43	TOTAL AMOUNT OF CHECKS:		\$159,768.19*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS: 43	TOTAL AMOUNT:		\$159,768.19*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF CHECKS: 43	TOTAL AMOUNT OF CHECKS:		\$159,768.19*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS: 43	TOTAL AMOUNT:		\$159,768.19*

AGENDA ITEM

Consent

12.3 Personnel

BACKGROUND

Hiring

M. Carlisle, Playground Monitor, 1.5 hours per day, effective November 7, 2016

Resignation

S. Heller, Playground Monitor, 1.0 hours per day, effective November 4, 2016

ATTACHMENTS

➤ **None**

BUDGETED

☐ NA

☒ Yes

☐ No

☐ Cost Analysis Follows

RECOMMENDATION

Approve the Action.

NOTES

If pulled from Consent

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

AGENDA ITEM

Consent

12.4 School Facilities Consulting Agreement between Gold Trail Union School District and Williams & Associates

BACKGROUND

The Gold Trail Union School District Local Accountability Plan (LCAP) identifies the need for a facilities master plan to help the District identify and prioritize projects. The District is to hire a consultant and work with stakeholders to develop a plan and a deferred maintenance schedule, beginning in the 2016-17 school year.

ATTACHMENTS

- School Facilities Consultant Agreement
- LCAP Goal 9a

BUDGETED

☐ NA ☒ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will approve the agreement.

If pulled from Consent

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

July 9, 2015

Ms. Wendy Scarlett
Chief Financial Officer
Gold Trail Union School District
1575 Old Ranch Road
Placerville, CA 95667

Dear Ms. Scarlett:

Williams & Associates is pleased to submit the following proposal to Gold Trail Union School District to prepare the Facilities Utilization Master Plan.

This proposal is contingent upon receiving the completed site 1A diagrams including the Division of the State Architect (DSA) numbers and dates of approval for each building, to be furnished by the District's architect.

Proposed is the breakdown of the process to establish the inventory of facilities for each school and develop the Facilities Utilization Master Plan.

Task 1 – Comprehensive Review of Existing Facilities

Methodology: This analysis is the foundation of knowing the district's facilities. The task involves the process of walking the school sites to inventory how the spaces are being utilized. Updated school site maps and 1A diagrams are needed for this task.

Task 2 – Develop the School Facility Inventory Worksheets

Methodology: Prepare the School Facility Inventory Worksheet for each of the schools in the District. The worksheet for each site will summarize the building information, the DSA numbers and dates of approvals, identify if the building is permanent or portable, identify the square footage of the building and square footage of the classrooms.

Task 3 – Develop Area Allocation Spreadsheets

Methodology: Prepare the Area Allocation Spreadsheets for each of the schools in the District. The spreadsheet for each site will summarize each building and allocate the square footage based upon the California Department of Education's area allocations for elementary and middle schools.

Ms. Wendy Scarlett
July 9, 2015
Page Two

Task 4 – Summarize Findings for Each School

Methodology: Summarize the findings for each school site to include the area adequacy of the facilities based on State recommended guidelines.

Task 5 – Growth Impact Schedule

Methodology: Identify new development projects based on information provided by the District and local planning agency to determine the number of dwelling units, type, size and build out schedule.

Task 6 – Five-Year Enrollment Projection

Methodology: Straight-line enrollment projections adjusted to identify all growth developments identified in Task 5.

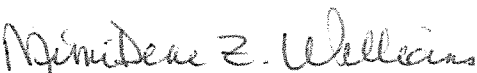
Task 7 – Facility Utilization Master Plan

Methodology: Utilizing the information generated in Tasks 1-6, develop a comprehensive plan to insure that the District has adequate school facilities concurrent with the need to serve the student population in the foreseeable future. The Plan would address possible funding sources for necessary facilities.

The proposed fee for Williams & Associates to complete Task 1 through 7 discussed above is twelve thousand one hundred thirty-six dollars (\$12,136.00).

Thank you for the opportunity to submit this proposal for Gold Trail Union School District. Please do not hesitate to contact me should you have any questions.

Best regards,


MimiDene Z. Williams
Williams & Associates

**SCHOOL FACILITIES CONSULTANT AGREEMENT
BETWEEN
GOLD TRAIL UNION SCHOOL DISTRICT
AND
WILLIAMS & ASSOCIATES**

This document represents the sole agreement between the Gold Trail Union School District, herein referred to as the District, and Williams & Associates, herein referred to as the Consultant. For the remuneration stipulated, the Consultant shall:

1. Complete Task 1 through Task 7 as outlined on the proposal dated July 9, 2015 (attached) for the preparation of the Facilities Utilization Master Plan.
2. Provide documentation to the District of services provided.

A fee, not to exceed \$12,136.00, shall be charged the District for the aforementioned services under Item 1 and 2 above.

The District shall pay and reimburse any direct costs, travel, meals, and lodging, when such expenses are incurred at the request of the District. All such claims shall be authorized by the District prior to the Consultant incurring the expense, to be reimbursable under this agreement.

The District shall furnish all information to the Consultant as necessary to complete the documentation. It is understood that the Consultant shall function as an independent contractor without authority to obligate the District for any indebtedness or other commitments without the District's approval.

The undersigned understands that the Consultant cannot control the processes of the applicable Local, State, or Federal agencies regarding possible future school facilities programs. Further, the Consultant will collect facilities information in accordance with the State Allocation Board Program Review Subcommittee Report, but cannot guarantee that this specific information will be in compliance with any future school facilities program.

The terms of this agreement shall remain in force unless mutually amended. This agreement may be terminated by either party upon 30 days written notice.

WILLIAMS & ASSOCIATES

GOLD TRAIL UNION SCHOOL DISTRICT

 10/20/16

MimiDene Z. Williams, Principal

Date

Wendy Scarlett, Chief Financial Officer

Date

Identified Need :	A facilities master plan is needed to help the district identify and prioritize projects.		
Goal Applies to:	Schools:	All	
	Applicable Pupil Subgroups:	All	
LCAP Year 1: 2016-17			
Expected Annual Measurable Outcomes:	Develop master plan and deferred maintenance schedule.		
Actions/Services	Scope of Service	Pupils to be served within identified scope of service	Budgeted Expenditures
9a Hire consultants and work with stakeholders to develop plan.	All	<u>X</u> All	\$15K OB 5800 LCFF Base Grant
LCAP Year 2: 2017-18			
Expected Annual Measurable Outcomes:	Implement master plan improvements and continue ongoing plan updates.		
Actions/Services	Scope of Service	Pupils to be served within identified scope of service	Budgeted Expenditures
9a Modify plan as needed and update projections based on plan.	All	<u>X</u> All	\$50K OB 6XXX LCFF Base Grant
LCAP Year 3: 2018-19			
Expected Annual Measurable Outcomes:	Implement master plan improvements and continue ongoing plan updates.		
Actions/Services	Scope of Service	Pupils to be served within identified scope of service	Budgeted Expenditures
9a Modify plan as needed and update projections based on plan.	All	<u>X</u> All	\$50K OB 6XXX LCFF Base Grant

AGENDA ITEM

Consent

12.5 Memorandum of Understanding between Gold Trail Union School District and Black Oak Mine Unified School District for Mental Health Services

BACKGROUND

The Board will authorize the execution of a Memorandum of Understanding between the Black Oak Mine Unified School District and the Gold Trail Union School District to share the services of a full time Mental Health Therapist.

ATTACHMENTS

➤ **Memorandum of Understanding**

BUDGETED

☐ NA ☒ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will approve the memorandum.

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>	



**MEMORANDUM OF UNDERSTANDING
BETWEEN BLACK OAK MINE UNIFIED SCHOOL DISTRICT
AND GOLD TRAIL UNION SCHOOL DISTRICT
2016-17**

This Memorandum of Understanding ("MOU") is for the 2016-17 school year, by and between Black Oak Mine Unified School District, hereinafter referred to as "BOMUSD" and Gold Trail Union School District, hereinafter referred to as "GTUSD".

RECITALS

Whereas, on June 30, 2011, Assembly Bill 114 was signed into law, which ended the state mandate on county mental health agencies to provide mental health services to students with disabilities.

Whereas, with the passage of AB 114, it is clear that local educational agencies are now solely responsible for ensuring students with disabilities receive special education and related services, including some services previously arranged for or provided by county mental health agencies.

Whereas, BOMUSD and GTUSD foresee the need to utilize the services of a Mental Health Therapist to provide a full range of educationally related mental health services to children in grades TK-12, including assessment, development of individual treatment plans and individual, group and family counseling.

Whereas, neither BOMUSD nor GTUSD require the services of a Mental Health Therapist on a full-time basis.

Whereas, BOMUSD and GTUSD intend to fund either all, or a majority of their shared portion of services with their allocation of Educationally Related Mental Health Services ("ERMHS") Grant.

Whereas, BOMUSD and GTUSD desire to share the services of a full-time Mental Health Therapist by having BOMUSD employ a Mental Health Therapist with GTUSD utilizing part of his/her time.

NOW, THEREFORE, IN CONSIDERATION of the mutual acts and promises of the parties, BOMUSD and GTUSD, covenant and agree as follows:

1. MENTAL HEALTH THERAPIST

The term "Mental Health Therapist" as used herein, shall mean a Licensed Marriage and Family Therapist or a Licensed Clinical Social Worker. This position may not be included in assignment



Dates and Time Performing Service: It is understood and agreed that Mental Health Therapist shall perform such services at such time and in such manner for BOMUSD and GTUSD agree upon up to one hundred eighty-one (181) days for both districts.

It is further understood and agreed that Mental Health Therapist shall perform such services at BOMUSD for one hundred-nine (109) days and at GTUSD for seventy-two (72) days.

Hours and Change of Assignment: Mental Health Therapist's hours and assignments may be adjusted or changed by GTUSD in accordance with the following terms and conditions:

- Mental Health Therapist's hours shall be aligned with school hours.
- IEPs and student study team meetings shall be taken into consideration when setting hours

While this MOU is in effect for the Mental Health Therapist position, any employee filling this position shall be a member of the BOMUSD Confidential Employee Group, with the filling of this position completely subject to ERMHS Grant funding. This employee shall have one hundred eighty-one (181) contract days and be eligible for Masters or Doctors degree stipends as stated on the attached BOMUSD Mental Health Therapist Salary Schedule.

5. REIMBURSEMENT

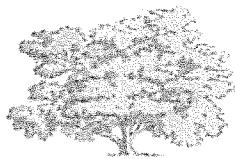
GTUSD shall reimburse BOMUSD for Mental Health Therapist services in an amount and in a manner as follows:

- Seventy-two (72) days of service based on the attached BOMUSD School District Mental Health Therapist Salary Schedule (Exhibit B) rate, at the appropriate placement, plus prorated statutory and health and welfare benefits.
- BOMUSD shall bill GTUSD on a per annum basis, in two (2) equal installments, one in November and one in May of the school year of service. (See Exhibit C for payment information.)

If during the year any changes are made to the Mental Health Therapist Salary Schedule or benefits the daily rate calculation will be updated with the current information and differences will be included on the next billing. Final billing will be for actual days served at the end of the school year and will be based on the final board approved 2016-17 Mental Health Therapist Salary Schedule.

6. SICK DAYS AND OTHER ABSENCES

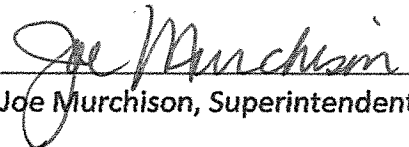
It is understood and agreed that if Mental Health Therapist is sick or otherwise absent for any reason on days she/he is assigned to GTUSD, such days shall be chargeable to GTUSD. Notwithstanding anything contained herein to the contrary, if other days are available for



12. TERMINATION

This Agreement may be terminated by either party upon written notification of the other party by February 1, 2017.

GOLD TRAIL UNION SCHOOL DISTRICT



Joe Murchison, Superintendent

Date: 11-15-16

BLACK OAK MINE UNIFIED SCHOOL DISTRICT



Jeremy Meyers, Superintendent

Date: 11/14/16

EXHIBIT C

	Salary	Variable Benefits	Health & Welfare	Total Cost
Mental Health Therapist	\$ 67,817	\$ 15,650	\$ 10,207	\$ 93,674
		Gold Trail	72	\$ 37,262.59
		BOMUSD	109	\$ 56,411.41
		Total Days	181	

AGENDA ITEM
Consent

12.6 Medi-Cal Administrative Claiming Agreement between Gold Trail Union School District and Sutter County Superintendent of Schools for Administrative Services Related to Medi-Cal Administrative Activities

BACKGROUND

The School Based Medi-Cal Administrative Activities (SMAA) Program allows school districts to be reimbursed for a portion of their administrative costs associated with performing certain administrative activities surrounding Medi-Cal services. Gold Trail Union School District wishes to enter into an agreement with the Sutter County Superintendent of Schools, Region 3 Local Education Consortia in connection with the submission of Medi-Cal invoices to the Department of Health Care Services for reimbursement from the Federal government.

ATTACHMENTS

- Medi-Cal Administrative Claiming Agreement
- SMAA Fact Sheet

BUDGETED

☐ NA ☒ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will approve the agreement.

If pulled from Consent

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

Sutter County Superintendent of Schools

MEDI-CAL ADMINISTRATIVE CLAIMING AGREEMENT

This Agreement is made and entered into this 1st day of July, 2016, by and between the Gold Trail Union School District (hereinafter referred to as "local educational agency" or "LEA") having an address at 1575 Old Ranch Road, Placerville, California 95667 and the Sutter County Superintendent of Schools, Region 3 Local Educational Consortium (hereinafter referred to as "LEC") having an address at 970 Klamath Lane, Yuba City, CA 95993; (hereinafter referred to individually, the "Party" and collectively, the "Parties").

RECITALS

- A. The Department of Health Care Services ("DHCS") is the single State agency responsible for administering the California Medical Assistance Program ("Medi-Cal") and the School-based Medi-Cal Administrative Activities Program ("SMAA") for Local Educational Consortia, Region 3, in accordance with California Welfare and Institutions Code Section 14132.4(c)(1). The catalog of Federal Domestic Assistance ("CFDA") number for this federal program is 93.778, Medical Assistance Program ("Medi-Cal").
- B. LEC in accordance with California Welfare and Institutions Code Section 14132.47, subdivision (q)(1), is the agency responsible for coordination of SMAA for the California County Superintendents Educational Services Association ("CCSEA") LEC Region 3.
- C. LEC has entered into that certain Agreement (Contract # 13-90032) with DHCS for Administrative Services Related to Medi-Cal Administrative Activities, dated July 1, 2013, and effective through June 30, 2016, and we have a Letter of Intent on file that extends the contract to June 2018.
- D. Pursuant to the DHCS Contract, LEC has agreed to act as the administrative agency for matters on behalf of the local educational agencies claiming reimbursement of federal monies for Medi-Cal Administrative Activities ("MAA") services in accordance with California Welfare & Institutions Code Section 14132.47.
- E. LEA is located within the LEC Region 3 and regularly makes claims under Medi-Cal. LEC and LEA desire to enter into an agreement memorializing the respective obligations of the Parties in connection with the submission of the Medi-Cal invoices to the DHCS for reimbursement from the Federal government.
- F. Four regional Local Educational Consortia formed the Central California SMAA Consortia (hereinafter referred to "CCSC") to share the duties associated with the preparation of quarterly time studies using the RMTS (Random Moment Time Study) methodology. The CCSC is comprised of the following Regional Local Educational Consortia:
 - o Region 3 (Sutter County Superintendent of Schools)
 - o Region 4 (Contra Costa County Office of Education)
 - o Region 5 (Santa Cruz County Office of Education)
 - o Region 6 (Stanislaus County Office of Education)

G. While the CCSC will combine Local Educational Consortiums for the purpose of creating a viable sample pool that can create a statistically valid random sample of moments, the claiming units will continue to individually invoice DHCS through their respective Local Educational Consortiums. DHCS will continue to enter into signed agreements with the individual Local Educational Consortiums and not enter into any agreement(s) with any consortia as a whole.

- Each quarter's survey moments will be randomly distributed among the consortia's claiming unit participants. All of the claiming units within the consortia that have satisfied the established participant standards will use the quarter's RMTS results for calculation on their individual invoice to be submitted to DHCS.

NOW, THEREFORE, in consideration of the foregoing Recitals, and the terms and conditions contained herein, the Parties hereby agree as follows:

1. COMMENCEMENT, DURATION AND TERMINATION OF SERVICES

This Agreement shall be effective for twelve (12) consecutive months commencing **July 1st, 2016** for preparing SMAA claims for LEA on a quarterly basis. The quarters are the three-month periods of July through September, October through December, January through March, and April through June. The first claim shall be submitted for the July through September quarter, 2016.

This Agreement shall automatically renew for additional periods of twelve (12) months unless one Party has provided written notice of cancellation to the other Party not less than ninety (90) days prior to the renewal date.

LEA may terminate this agreement, with or without cause, ninety (90) days prior to the beginning of any RMTS applicable quarter as defined above. However, once the LEA has submitted a "Time Study Participant Roster Report" according to the DHCS SMAA manual guidelines and requirements, they may not terminate until the next quarter survey period. The LEA will be responsible for maintaining participation during these quarters. If the LEA terminates on or before July 1st of any fiscal school year, the LEA will be responsible for the LEC fees for the next averaged quarter. Written notice must be sent to LEC and the LEA agrees to pay all LEC fees for services provided by the LEC through the effective date of termination.

2. OPERATING PROCEDURES/SERVICES PROVIDED

LEC shall be responsible for supporting the processing of all those RMTS claims for services rendered by LEA and its employees or agents as incorporated in this agreement as Exhibit A.

- A. Services Provided: LEC will provide the following services to LEA's. The LEC shall:
- (1) Coordinate, schedule, and provide necessary training to representatives of each LEA according to the DHCS SMAA RMTS requirements.
 - (2) Review and code all SMAA RMTS "moments", reviewing the moments to ensure they are complete and assist participating LEA's to finalize the "moments".

- (3) Process RMTS moments for invoicing.
- (4) Provide the required SMAA documents for operational plans and give direction to LEA's for gathering necessary audit materials for each claiming unit for each quarter.
- (5) Prepare invoices for submittal to the Department of Health Care Services for each participating LEA for each survey quarter.
- (6) Provide the LEA a "hard copy" RMTS methodology to capture the moments for those Time Survey Participants (TSP) who cannot access the SSP for completing the assigned moment.
- (7) Provide the "tape match percentage" from data submitted by LEA's.
- (8) Assist LEAs to prepare for Center for Medicare and Medicaid Services and Department of Health Care Services site reviews and audits.
- (9) Perform all aspects of the Random Moment Time Study (RMTS) methodology processing and provide all necessary support, programs and processes for LEA participation.
- (10) LEC reserves the right to not certify invoices that do not comply with LEC, State and Federal SMAA requirements.
- (11) LEC shall certify to DHCS the amount of LEA general funds or other funds allowed under Federal law and regulation expended on the allowable SMAA activities.
- (12) LEC shall be the exclusive service provider for all SMAA Claiming Activities within Region 3 LEC Service Region, including but not limited to the administration of the State-approved time survey methodology, participant training, invoice preparation, program monitoring and audit compliance.
- (13) LEC shall delegate certain administrative activities to vendors to assist with the administration of the program.
- (14) LEC shall certify to DHCS:
 - a. The availability and expenditure of funds for all non-Federal share costs of performing Program activities.
 - b. The expenditures of LEA that represent costs eligible for Federal financial participation in the fiscal year.
- (15) Issue reimbursement to District on claims approved and paid by DHCS within 30 days of receipt.
- (16) Maintain LEC SMAA Audit Binder, pursuant to the State-approved SMAA Claiming Plan.
- (17) LEC will act as the liaison between LEA and DHCS.

B. LEA shall provide the following and as incorporated in this agreement as Exhibit A.

- (1) Adhere to all timelines established by LEC and DHCS. Submit all forms, documentation, and fiscal data in a manner prescribed by LEC and as required for the successful preparation and submission of SMAA RMTS claims pursuant to California law.
- (2) Initially and for every quarter thereafter, provide a list of participants with job titles and standardized work hours or "shifts" as defined for the RMTS System Software Platform (SSP) uploads and updates.
- (3) Yearly and quarterly, provide the LEC approved school calendars and notify the

- LEC of any changes in the approved school calendar throughout the school year.
- (4) Arrange for LEA Time Survey Participant (TSP) staff to have access to the SSP Vendor website for moment completion or provide a hard copy version to satisfy the moments.
 - (5) Arrange for the LEA MAA Coordinator(s) or Designee to attend required training sessions related to the SSP and RMTS methodology and oversees the completion of the RMTS process.
 - (6) Provide a contact person who shall serve as coordinator for all programmatic and fiscal LEA SMAA RMTS activities.
 - (7) Notify LEC of any errors and/or omissions in information sent to LEC so that LEC may process a claim adjustment for submission to Medi-Cal.
 - (8) During each time study quarter, the LEA will be required to maintain a minimum response rate of 85% of the moments assigned the LEA TSP's. If the LEA is unable to maintain a return rate of 85% of valid moments assigned, the LEA will have sanctions applied according to Section 11, SANCTIONS of this agreement.
 - (9) Federal regulations require that a LEA maintain all records in support of allowable MAA activities for a minimum of five (5) fiscal years after the end of the quarter in which the LEC receives reimbursement from DHCS for the expenditures incurred. If an audit is in progress, or is identified as forthcoming, all records relevant to the audit must be retained throughout the audit's duration or final resolution of all audit exceptions, deferrals, and/or disallowances whichever is greater. All records retained must be stored ready-to-review in an Audit file: these files must be available to LEC, State, and Federal reviewers and auditors upon request in accordance with record retention requirements set forth under Title 42 of the Code of Federal Regulations (CFR), Section 433.32. Similarly, the documents that support the construction of a MAA claim must be kept five years after the last claim revision.
 - (10) LEA will ensure that invoice claims conform to all DHCS requirements at the time such claims are processed.
 - (11) In the event an LEA reimbursement is disallowed after disbursement, the LEA must repay the disallowed amount to DHCS via the LEC and develop a revised invoice for LEC's review and submittal to DHCS. LEC will submit the revised invoice and repayment to DHCS for reconsideration pursuant to California Welfare & Institutions Code Section 14132.47, subsection (k). Should LEC take action to collect disallowed costs not paid by the LEA, the LEA shall reimburse LEC for all costs associated with such action, including, but not limited to any attorney's fees.

3. FEE SCHEDULE

LEA shall pay the LEC a quarterly fee according to the following structure:

1. LEA shall pay to LEC, a fee equivalent to 9% of the SMAA RMTS quarterly invoices paid by the Department of Health Care Services (DHCS) to the LEA. This fee includes the DHCS Participation Fee and all the services outlined above in the agreement. LEA fees will be deducted by the LEC from the DHCS reimbursements prior to disbursement to the LEA.
2. The DHCS administrative fee, including the LEC obligation to DHCS, may be reviewed and/or adjusted on a yearly basis so that the fees collected cover both the LEC and DHCS obligations.
3. LEA acknowledges that, as a result of this fee arrangement, the LEA **will not be entitled** to recover any of the fees charged by the LEC as SMAA reimbursable costs on the LEA invoices.

4. OWNERSHIP OF PROGRAMS AND CONFIDENTIALITY OF REPORTS

All computer hardware supplied by LEC, operating system software, application software, programs, documentation, specifications, tapes, instruction manuals and similar material utilized and/or developed solely by LEC in connection with its systems and all patents, trade secrets, copyrights, trademarks, and other intellectual property rights are, as between LEC and LEA, the sole and exclusive property of LEC. LEA agrees to make no unauthorized use of these materials and systems and to preserve these materials and maintain the confidentiality of any and all of these materials in its possession. All such material developed jointly with LEC and LEA shall remain the property of LEC.

LEC is the licensee of certain software and billing tools including, but not limited to, a web-site from a third-party contractor ("SSP Vendor"). In an agreement with the Vendor ("SSP Vendor Agreement") LEC, as the licensee, has agreed not to interfere with SSP Vendor's proprietary rights, to maintain the confidentiality of certain information and to restrictions on use of the SSP Vendor's product. LEC shall allow the LEA to use the licensed software and/or tools on the condition that the LEA also agrees to be bound by and comply with the licensee's obligations as set forth in Section 8 of the SSP Vendor Agreement. Section 8 of the SSP Vendor Agreement is attached hereto and incorporated herein as Exhibit "C."

5. CONFIDENTIALITY OF DATA

The Parties agree that, because of the sensitive nature of data and in view of the proprietary nature of medical information, it is essential that all information, data and materials, whether transmitted in hard copy or in electronic media form, be maintained in each Party's confidence. Each Party agrees for itself, its employees, agents and independent contractors, that all information and/or data and/or materials received from the other Party shall be held in confidence to the extent held by law and each Party agrees not to reproduce, disclose, or relinquish any data, information or materials to any party other than an authorized representative of the other Party except as required by law.

The Parties agree that, because of the unique nature of the data and/or information and/or materials to be transmitted that money damages for breach of the foregoing provision shall be wholly inadequate to fully compensate the aggrieved Party and therefore the aggrieved Party shall be entitled to full temporary and/or permanent injunctive relief against any breach or threat of breach of the foregoing provisions.

6. INPUT DATA

Accurate, complete, and correct data necessary for LEC to perform its services hereunder shall be the sole responsibility of LEA. LEC shall not be responsible for any delays or failure to prepare a claim because of incomplete, inaccurate, or incorrect data provided by LEA.

LEC shall be responsible for the input of all information given to LEC by LEA in a reasonably accurate, complete and correct form provided same is provided to LEC by LEA. Any errors, mistakes or liability in connection with the failure of LEC to input such data, provided such data has been accurately, completely and correctly transmitted to LEC, shall be the sole responsibility of LEC and shall be corrected by LEC.

7. DESIGNATION AND RESPONSIBILITIES OF LEA FOR IT'S AUTHORIZED USERS.

LEA shall designate those employees and other personnel ("Users") who shall be given access to the LEC approved SSP web-site for completion of the RMTS moments. LEA shall ensure that its Users are familiar with and will comply with the terms and conditions for use of the web-site as set forth in this Agreement. LEA shall be responsible for any unauthorized use by its employees and other personnel. LEA agrees that unauthorized use of passwords issued by LEC or SSP vendor is prohibited. LEA understands that Users and the LEA may be held liable for any unauthorized use and distribution of passwords.

8. LIMITATION OF LIABILITY ARISING FROM DEFAULT IN SERVICES

LEC shall not be liable or deemed to be in default for any delays or failure in performance or non-performance or interruption of service under this agreement resulting from any cause beyond the reasonable control of LEC. LEC's liability, under this agreement, is limited to the amount paid by LEA for the services under this agreement. LEC shall not be liable for any indirect, consequential, or incidental damages arising out of this agreement.

9. WORKERS' COMPENSATION

For the purpose of workers' compensation coverage, LEC shall be the employer and shall bear the responsibility of providing workers' compensation insurance or coverage for any person providing services covered by this Agreement.

10. HOLD HARMLESS AND MUTUAL INDEMNIFICATION

LEC and LEA shall each defend, indemnify, and hold the other Parties and their officials, officers, employees, consultants, subcontractors, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, to the extent arising out or incident to any negligent acts, omissions, or willful misconduct of the indemnifying Party or its officials, officers, employees, consultants, subcontractors, volunteers, and agents arising out of or in connection with the performance of this Agreement, including without limitation, the payment of consequential damages and attorney's fees and other related costs and expenses.

11. SANCTIONS

The SMAA RMTS methodology requires that the overall pool of moments have at least an 85% return rate of valid moments. If the return rate of valid moments is less than 85%, then all non-returned moments will be coded as non-allowable (Code 1).

To ensure that enough moments are met for the entire pool of moments, the moments assigned each LEA must have a minimum of 85% compliance. If the LEA has non-returns greater than 15% of the total moments assigned for a quarter, the claiming unit will receive a warning letter. The LEA's Superintendent or equivalent will be copied on all warning letters sent to the LEA Coordinator. If the LEA is in default the next quarter after being warned, they will not be able to participate for the remainder of that fiscal year.

12. GENERAL

- A. ENTIRE AGREEMENT - This Agreement constitutes the entire Agreement between the Parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings of the Parties in connection therewith.
- B. SUCCESSORS - This Agreement shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the respective Parties hereto. Each Party agrees that there are no third party beneficiaries to this Agreement except to the extent provided herein. Neither Party may assign this Agreement in whole or in part, without the prior written consent of the non-assigning Party except in connection with the sale of all or substantially all of its assets or outstanding capital stock.
- C. SEVERABILITY - In the event that any term or provision of this Agreement is held to be illegal, invalid or unenforceable under the laws, regulations or ordinances of the federal, state or local government, such term or provision shall be deemed severed from this Agreement and the remaining terms and provisions shall remain unaffected thereby.
- D. NOTICES - Any notice sent pursuant to this Agreement shall be sent by certified mail to the Parties at their respective addresses.
- E. STATE LAW - This Agreement shall be governed by and construed in accordance with the laws of California.
- F. ANTI-FRAUD AND ABUSE - Notwithstanding anything to the contrary herein, this Agreement shall be subject to all applicable federal, state and local laws, regulations and directives concerning the Medicare and Medicaid and other medical reimbursement fraud and abuse limitations. To the extent anything contained herein purportedly or actually violates or is challenged as violating any of the above laws, statutes, regulations or interpretations, then the provision in question or this entire Agreement, if necessary, shall be automatically void and of no effect whatsoever.
- G. DESCRIPTIVE HEADINGS - The descriptive headings in this Agreement are for convenience and reference only and in no way affect or alter the intent or effect of this Agreement.

- H. **DEFINITIONS OF SUBRECIPIENTS AND VENDORS** – Pursuant to Department of Health Care Services, PPL No. 13-004, dated May 17, 2013, *Notification of Contractual Agreement Language changes to add the Catalog of Federal Domestic Assistance Number 93.778 and Definitions of Subrecipients and Vendors*, attached as Exhibit B and incorporated into this agreement.
- I. **INTEGRATION** – This agreement, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the Parties' rights, duties and obligations with respect to the transaction discussed in the agreement and supersedes all prior Contracts, understandings and commitments, whether written or oral.

13. CONTRACTS WITH THIRD PARTY FOR SOFTWARE

- A. Pursuant to California Welfare & Institutions Code Section 14132.47, subdivision (d), the LEC may subcontract with one or more third-party vendors for the provision of administrative activities necessary for the proper and efficient administration of the Medi-Cal program. These services may include software and/or tools including, but not limited to, a web-site, which can be used by LEC and LEA for the collection of data, records and information, for the maintenance of the data, records and information, and for other SMAA RMTS services provided pursuant to this Agreement.
- B. LEA understands and acknowledges that the LEC has heretofore entered into a license agreement with a third-party vendor ("Vendor") for the provision of software and/or tools including, but not limited to, a web-site, which may be utilized by both Parties to transmit and store information in connection with this Agreement. Notwithstanding the foregoing, LEC shall not be in breach of this Agreement in the event that the current Vendor Agreement is terminated for any reason.
- C. If LEC enters into another third-party contract for the provision of software and/or tools and that third-party contractor will have access to LEA's student records or be required to maintain the student records of LEA, LEC shall include in the third-party contract the same provisions, or provisions substantially similar to those set forth in Exhibit "C" attached hereto and incorporated herein.

14. WARRANTY LIMITATION

LEC makes no representation or warranties expressed or implied, including, but not limited to, the warranties of merchantability and fitness for a particular purpose, arising by operation of law or otherwise, except as expressly stated herein.

15. LEA GOVERNING BOARD AUTHORIZATION

If applicable, the LEA affirms that this Agreement has been approved by the Governing Board of the LEA at its meeting of December 8, 2016 and that the individual signing on behalf of the LEA below is authorized by the Governing Board to execute this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals the day and year below written.

LEA: **GOLD TRAIL UNION SCHOOL DISTRICT**

LEC: **SUTTER COUNTY SUPERINTENDENT OF SCHOOLS**

By: 

By: _____

Name: Joe Murchison

Name: Baljinder Dhillon

Title: Superintendent

Title: Superintendent

Date: 11-8-16

Date: _____

EXHIBIT A – Medi-Cal Administrative Claiming Agreement

Task

Operating Procedures with LEC as Invoicing facilitator		LEC Coordinator	LEA Coordinator
1.	Evaluate LEA MAA program to ensure appropriate participation	✓	✓
2.	Develop and review audit files	✓	
3.	Maintain audit files and store data required to support operational plan		✓
4.	Review operational plan for quality assurance and compliance	✓	✓
5.	Provide and/or ensure RMTS training for coordinators	✓	
6.	Provide web-based RMTS Software System Platform (SSP) for RMTS moment completion	✓	
7.	Provide 100% coding of moments and clarification of moments if necessary	✓	
8.	Provide "Best Practices" - Hard Copy RMTS Moment (if applicable)	✓	✓
9.	Provide LEC an Approved School Calendar annually and every quarter thereafter as changes occur or upon request. Certify calendar in system after it has been entered by LEC		✓
10.	Input LEA Calendar into SSP, update periodically and certify	✓	
11.	Rosters: First period of RMTS implementation: TSP roster, including staff schedules must be uploaded using a template.	✓	
12.	Rosters: All subsequent quarters TSP roster/schedules must be updated quarterly		✓

13.	LEA/LEC to certify Coding Report	✓	✓
14.	Offer support both programmatically and fiscally	✓	
15.	Supply RMTS results for invoice process	✓	
16.	Generate/provide LEA Medi-Cal percentage (tape match)	✓	
17.	Provide fiscal training, materials and forms	✓	
18.	Review and provide all fiscal data necessary to process RMTS invoice	✓	
19.	Review LEA fiscal data and prepare invoice for reimbursement	✓	
20.	Prepare and submit invoice to DHCS for payment	✓	
21.	Process DHCS invoice reimbursements send reimbursement payments to LEAs	✓	

EXHIBIT B – Medi-Cal Administrative Claiming Agreement

Revised Contractual Agreement Language for Subrecipients and Vendors in Accordance with the Catalog of Federal Domestic Assistance Number 93.778 for School Based Medi-Cal Administrative Activities Program and Definitions for Subrecipients and Vendors incorporated into the contract between Sutter County Superintendent of Schools and Department of Health Care Services.

Definitions

A. The following definitions are applicable to this Contract.

- 1) “CFDA number” means the number assigned to a federal program in the Catalog of Federal Domestic Assistance (CFDA).
- 2) “Federal award” means federal financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, under grants or contracts, used to buy goods or services from vendors.
- 3) “Federal awarding agency” means the federal agency that provides an award directly to the recipient.
- 4) “Federal program” means all federal awards to a non-federal entity assigned to a single number in the CFDA.
- 5) “Pass-through entity” means a non-federal entity that provided a federal award to a subrecipient to carry out a federal program.
- 6) “Recipient” means a non-federal entity that expends federal awards received directly from a federal awarding agency to carry out a federal program.
- 7) “Subrecipient” means a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. Guidance on distinguishing between a subrecipient and a vendor is provided in OMB Circular A-133.

A. “Vendor” means a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program. These goods or services may be for an organization’s own use or for the use of beneficiaries of the federal program. Additional guidance on distinguishing between a subrecipient and a vendor is provided in OMB Circular A-133.

B. The definitions in Section 8, Item 8.A. shall be included in all of Contractor’s contracts with subrecipients and vendors.

EXHIBIT C – Medi-Cal Administrative Claiming Agreement

PROPRIETARY RIGHTS; PROTECTION OF CONFIDENTIAL INFORMATION; DATA STORAGE.

1.1. Ownership. LEA and LEC acknowledges that PCG owns the System Service, that the System Service is not generally published, and that the System Service embodies the Confidential Information of PCG. All right, title, and interest in and to the System Service, including, without limitation, all copyrights, trade secret rights, and other intellectual property rights pertaining in and to the System Service shall remain vested in PCG and its third-party licensors. PCG acknowledges that LEA and LEC owns all of the data inputted by each LEA and LEC User and any and all reports produced as a result of using the System Service. LEA and LEC acknowledge that PCG shall have the right to aggregate any data input by LEA and LEC Users for PCG's own purposes, but shall not use or disclose personal or individual identifying information.

1.2. Confidentiality Obligations. Each Party agrees that: (i) neither Party will disclose to any third party any of the other Party's Confidential Information except to the receiving Party's employees and contractors with a need to know and who have agreed in writing to confidentiality obligations substantially the same as those set forth herein; (ii) each Party will use the same degree of care it uses to maintain the confidentiality of its own information of similar importance in its possession or control, but in no event less than a reasonable degree of care; and (iii) neither Party will use or authorize the use of Confidential Information for any purpose other than to fulfill such Party's obligations hereunder. Each Party agrees that neither Party will disclose to any third party any of the terms of this Agreement, which will be treated as Confidential Information, except to the receiving Party's employees, contractors, and advisors with a need to know and who have agreed in writing to confidentiality obligations substantially the same as those set forth herein, and neither Party will use the terms of this Agreement for any purpose other than to fulfill such Party's obligations under this Agreement, except as either Party is otherwise required by law. The Parties may modify these obligations through express written agreements.

This section is referenced in Section 13.

WELCOME TO RANDOM MOMENT TIME SURVEY (RMTS) FOR SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA) 2016-2017

What is the SMAA Program?

The SMAA (School-Based Medi-Cal Administrative Activities) Program allows school districts to be reimbursed for a portion of their administrative costs associated with performing certain administrative activities surrounding:

- Connecting students to Medi-Cal covered services
- Monitoring & Coordinating the Medi-Cal covered services being received by students
- Connecting students/families to Medi-Cal Insurance

Random Moment Time Study (RMTS)

Your school district, or Local Education Agency (LEA), currently participates in the School Based Medi-Cal Administrative Activities (SMAA) program. The SMAA program is administered by the Department of Health Care Services (DHCS) in order to access federal Medicaid funds for health services delivered to eligible students. One component of the SMAA program is to conduct a quarterly Random Moment Time Study (RMTS). The RMTS is a mechanism to determine how much time is spent performing allowable activities that are reimbursable under the state Medi-Cal program.

Based on your specific job duties you may be randomly selected to participate in the time study. If selected, the time study is web-based, requires minimal effort, and should take no more than 5 minutes of your time to complete.

Why is it important?

Completion of this time study is required by DHCS in order for your LEA to participate in the SMAA program. This system uses the RMTS method which provides a statistically valid means of determining what portion of the selected group of participant's workload is spent performing SMAA activities that are reimbursable by Medi-Cal.

How do I participate?

The LEA SMAA Coordinator submits a list of eligible staff, or Time Study Participants (TSPs) to participate in the RMTS. Once on the TSP list, staff are eligible to be selected for a moment in time and will be required to log their activity for their selected moment. If you have been randomly selected to participate in RMTS this quarter, your participation is essential and will only take a few minutes of your time. LEAs may be penalized for not meeting the required response rate.

What does the participant need to do?

- Your program administrator(s) have selected you to be a Time Survey Participant (TSP) in the SMAA program.
- TSPs will be randomly selected and will be required to respond to specific moments in time. If you are selected for a moment(s) you will receive an email from calec@pcgus.com.
- Due to the random nature of the RMTS methodology there is a possibility that a TSP may or may not receive one or more moments in a given quarter or day.
- In either case, the TSP will no longer have to track their activities over the course of an entire week.

- Once each random moment occurs, TSPs will have 5 student attendance days to respond to three simple questions:
 1. Who were you with? (DO NOT use proper names)
 2. What were you doing?
 3. Why were you doing that activity? (Be specific; do not use abbreviations/acronyms)
- A moment is one minute. Your answers to the above questions should be specific to that one minute.
- Notification of pending random moments will be made via email. TSP will receive an email notification 5 student attendance days prior to their moment and another email 1 hour prior to their moment. **The email you receive 1 hour before the actual moment contains the link to access the system and respond to the moment.**
- TSP does not need a user log-in or password. Time study notification email contains a unique link to access the system to record your response.
- **Emails associated with RMTS will come from calec@pcgus.com.** TSPs should add this email address to their safe sender list so it is not moved to “spam” or “junk” folders.
- **TSPs must not delete time study notification emails** until the moment has been completed.
- The unique link is locked until your moment has passed.
- TSP participation in the RMTS process is critical. If the TSP fails to respond to their moment within the 5 student attendance day time frame, their moment will be locked and they will not have an opportunity to respond.
- If you have any questions or problems, please contact your SMAA Coordinator.

THANK YOU IN ADVANCE FOR YOUR PARTICIPATION IN THE SMAA PROGRAM.

AGENDA ITEM Consent

12.7 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 0410, Nondiscrimination in District Programs and Activities (BP Revised)
- BP 0420.41, Charter School Oversight (BP Revised)
- BP 4151/4251/4351, Employee Compensation (BP Revised)
- BP 4157.1/4257.1/4357.1/AR 4157.1, 4257.1, 4357.1, Work-Related Injuries (BP Deleted, AR Added)
- AR 5125.3, Challenging Student Records (AR Revised)
- AR 5148, Child Care and Development (AR Deleted)
- AR 5148.3, Preschool/Early Childhood Education (AR Deleted)
- BP 6142.4, Service Learning/Community Service Classes (BP Deleted)
- BP 6142.94, History-Social Science Instruction (BP Revised)
- AR 6143, Courses of Study (AR Revised)
- BP 6173, AR 6173, E 6173, Education for Homeless Children (BP/AR/E Revised)
- BP 6185/AR 6185, Community Day School (BP/AR Deleted)
- E 9323.2, Actions by the Board (E Revised)

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

The Board will take action to adopt the roster.

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>		
Vote	<i>Ayes</i>	<i>Noes</i>
	<i>Absent</i>	<i>Abstain</i>

CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0410(a)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Note: Government Code 11138 **mandates** districts to adopt rules and regulations to ensure that district programs and activities are free from unlawful discrimination. In accordance with various provisions of state and federal law, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. Education Code 220 prohibits discrimination based on race or ethnicity, nationality, sex, sexual orientation, gender, gender identity, gender expression, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55. Government Code 11135 prohibits discrimination based on all the foregoing characteristics and on age, disability, and an individual's genetic information. Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7) prohibits discrimination on the basis of race, color, and national origin. Title IX (20 USC 1681-1688) prohibits discrimination on the basis of sex. The Americans with Disabilities Act (ADA) (42 USC 12101-12213) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794) prohibit discrimination on the basis of disability. **For policy language protecting students against discrimination and harassment, see BP/AR 5145.3 - Nondiscrimination/Harassment and BP/AR 5145.7 - Sexual Harassment.**

Education Code 260 and 5 CCR 4900-4965 require the Governing Board to monitor district compliance with these state and federal laws. The federal laws are enforced by the Office for Civil Rights of the U.S. Department of Education, and the California Department of Education may investigate complaints regarding discrimination pursuant to 5 CCR 4600-4687.

Similarly, Government Code 12940 provides protections for employees, job applicants, unpaid interns, and volunteers against unlawful discrimination and harassment. Government Code 12940, as amended by AB 556 (Ch. 691, Statutes of 2013), prohibits employers from discriminating against employees and job applicants based on their military or veteran status. In addition, Government Code 12940 prohibits employers from discriminating against employees and job applicants based on genetic information, gender identity, and gender expression, and requires employers to reasonably accommodate employees' religious dress and grooming practices. **For policy language addressing these prohibitions-protections as they relate to volunteers, see BP 1240 - Volunteer Assistance, and in relation to employees, unpaid interns, and job applicants, see BP 4030 - Nondiscrimination in Employment.**

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from **unlawful** discrimination, **including discrimination against an individual or group** based on race, color, ancestry, **nationality**, national origin, ethnic group identification, age, religion, marital, **pregnancy**, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; **the a** perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 1240 - Volunteer Assistance)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

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

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

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

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

Note: Education Code 221.2-221.3 (the California Racial Mascot Act), as added by AB 30 (Ch. 767, Statutes of 2015), declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames in public schools to be contrary to an equal education and specifically prohibit public schools from using the term "Redskins" as a school or athletic team name, mascot, or nickname beginning January 1, 2017. The following paragraph expands this prohibition to include any racially derogatory or discriminatory athletic team name, mascot, or nickname and may be revised to reflect district practice.

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Note: Pursuant to Education Code 221.5, ~~as amended by AB 1266 (Ch. 85, Statutes of 2013),~~ a district is required to permit a student to participate in sex-segregated school programs and activities, including athletic teams and competitions, and to use facilities consistent with the student's gender identity, regardless of his/her gender as listed on his/her educational records. **See BP/AR 5145.3 - Nondiscrimination/Harassment.** ~~It should be noted that an attempt is currently in progress to qualify a referendum on AB 1266 for the November 2014 ballot. However, even as the eventual outcome is unknown as of this writing, the district still has an obligation under other existing state and federal laws to accommodate the needs of transgender and gender nonconforming students; see BP/AR 5145.3 - Nondiscrimination/Harassment. Districts with questions about the rights of transgender and gender nonconforming students should consult legal counsel as appropriate. For further information, see CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students and its Interim Updated Legal Guidance: Regarding Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, Privacy, and Facilities.~~

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any **derogatory or discriminatory name, image, practice, or other** barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, ~~including the use of facilities~~. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Many nondiscrimination laws and regulations contain a notification requirement. For example, pursuant to 34 CFR 104.8 and 106.9, a district that receives federal aid is required to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate on the bases of disability and sex in its educational programs or activities. **In addition, Education Code 221.61, as added by SB 1375 (Ch. 655, Statutes of 2016), requires that, on or before July 1, 2017, districts must post specified information relating to Title IX on their web sites.** To ensure consistent implementation of the laws, the same notification requirement should be adopted for all the protected categories as provided in the following paragraph.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups **and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.**

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in English or the primary language. In addition, 20 USC 6311 and 6312 require that districts receiving Title I funds provide parent/guardian notices in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

Note: Pursuant to the ADA and its implementing regulations, 28 CFR 35.150 and 35.151, district facilities must be accessible to and usable by individuals with disabilities. Compliance methods may include equipment redesign, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, and alteration of existing facilities and construction of new facilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective and the district can demonstrate that the structural change would result in a fundamental

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

alteration in the nature of the activity or an undue financial or administrative burden. However, pursuant to 28 CFR 35.151, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs issued by the U.S. Department of Justice.

In addition, pursuant to 28 CFR 35.136, a district must permit an individual with a disability to be accompanied by a service animal on district premises when, without the animal's assistance, the individual with a disability will not be able to access or participate in a district program or activity. For language addressing this mandate, see AR 6163.2 - Animals at School. Districts with questions about compliance with the ADA should consult with legal counsel as appropriate.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. **When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.**

(cf. 6163.2 - Animals at School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

Note: Pursuant to 28 CFR 35.130 and 35.160, the ADA requires districts to provide services and aids to ensure that a disabled individual is not excluded from participation or denied a benefit, service, or program on the basis of a disability. However, if the district can show that providing such aids and services would fundamentally alter the nature of the function, program, or meeting or would be an undue burden, then the district need not provide them.

In addition, Government Code 54953.2 requires that all Board meetings meet the protections of the ADA and implementing regulations (28 CFR 35.160 and 36.303). In effect, the district must ensure that such meetings are accessible to persons with disabilities and that, upon the request of any person with a disability, disability-related accommodations, such as auxiliary aids and services, are made available.

A U.S. Department of Justice technical assistance publication, Accessibility of State and Local Government Websites to People with Disabilities, affirms that the ADA applies to district-sponsored web sites. Examples of technical standards for web site accessibility are available from the World Wide Web Consortium, California Department of Education's standards for state web sites, and other sources; see BP 1113 - District and School Web Sites.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, **assistive technologies or other modifications to increase accessibility to district and school web sites**, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to **the a** school-sponsored function, program, or meeting.

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

(cf. 6020 - Parent Involvement)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Note: Pursuant to 28 CFR 35.107, a district that has 50 or more employees is required to designate at least one employee to coordinate the district's efforts to comply with the ADA. The designated employee could be the same individual or position responsible for the district's compliance with state and federal laws and regulations governing educational programs as identified in the district's uniform complaint procedures. The following paragraph, which identifies the person or position identified in the AR 1312.3 - Uniform Complaint Procedures as the responsible employee, may be modified if the district chooses to designate another person or position.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Superintendent

(title or position)

1575 Old Ranch Road, Placerville, CA. 95667

(address)

(530) 626-3194

(telephone number)

(first initial first name followed by full last name) @gtusd.org

(email)

Legal Reference: (see next page)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

Interim Updated Legal Guidance: Regarding Protecting Transgender and Gender Nonconforming Students, Privacy, and Facilities Against Sex Discrimination, September 27, 2013 July 2016

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

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

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

Management Resources continued: (see next page)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Management Resources: (continued)

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

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

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

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

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

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

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

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

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

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

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CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0420.41(a)

CHARTER SCHOOL OVERSIGHT

Note: The following **optional** policy may be revised to reflect district practice. The Governing Board is obligated to monitor the performance of any charter school it authorizes in order to ensure the school's compliance with legal requirements and progress toward meeting measurable outcomes specified in the charter. Information about the school's performance **will be needed is necessary** when determining whether **or not** to grant a renewal of the charter or whether a revocation of the charter is warranted; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, pursuant to Education Code 47604, if the district complies with all oversight responsibilities required by law, it will not be liable for the debts or obligations of any charter school that operates as or is operated by a nonprofit public benefit corporation pursuant to Corporations Code 5110-6910.

Pursuant to Education Code 47605, if the State Board of Education (SBE) approves a petition upon appeal after the Board and County Board of Education have denied the petition, the SBE may, by mutual agreement, designate its supervisory and oversight responsibilities to the Board or to any local educational agency in the county in which the charter school is located.

The Governing Board recognizes its ongoing responsibility to **ensure oversee** that any charter school **the Board has** authorized **by the Board** is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)

(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact **person** for each charter school **authorized by the Board**. (Education Code 47604.32)

Note: Education Code 47604.32 requires the district to visit each charter school at least once every year. CSBA's publication Charter Schools: A **Manual Guide** for Governance Teams recommends more frequent visits, perhaps two or three times during the school year, in order to monitor school operations more closely and develop relationships with the staff at the charter school.

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

Note: The following **optional** paragraph may be revised to reflect district practice. Pursuant to Education Code 47604, if a charter school operates as or is operated by a nonprofit public benefit corporation, the Board is entitled to a single representative on the board of directors of the nonprofit public benefit corporation. CSBA's publication Charter Schools: A **Manual Guide** for Governance Teams recommends that the district consult with legal counsel and consider any potential conflict of interest that may arise from having an individual Board member vote as a member of the charter board of directors on issues on which the Board will need to provide oversight. CSBA's **manual-guide** suggests that an alternative **approach** may be for the district to designate its charter school contact, appointed pursuant to Education Code 47604.32, to **sit on the charter board-attend meetings of the charter school board**.

CHARTER SCHOOL OVERSIGHT (continued)

~~Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, on the corporation's board of directors.~~ **The Superintendent or designee shall attend meetings of the charter school board whenever possible and shall periodically meet with a representative of the charter school.**

Waivers

Note: A charter school is not authorized to submit general waiver requests to the SBE on its own behalf. Rather, the district must submit the waiver request for the charter school. A general waiver request form is available on the California Department of Education's (CDE) web site. Exceptions for which the charter school may directly apply for a waiver include a federal waiver of the Carl Perkins Career and Technical Education Act and a specific waiver of instructional time penalties.

If the charter school wishes to request a general waiver of any state law or regulation **applicable to it**, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall ~~apply for the~~ **submit such a** waiver **request to the SBE on behalf of the charter school.**

(cf. 1431 - Waivers)

Provision of District Services

Note: The following **optional** section may be revised to reflect district practice. A charter school may elect to receive its funding directly from the County Superintendent of Schools pursuant to Education Code 47651 and be directly responsible for the provision of payroll, human resources, maintenance and operations, legal services, and other administrative operations. Alternatively, a charter school may receive its funding through the district that granted its charter, as is the case with most "dependent" charter schools. CSBA's publication Charter Schools: A **Manual Guide** for Governance Teams recommends one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school, including any services that will be provided by the district; see BP 0420.4 - Charter School Authorization.

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The **district may charge the** charter school ~~may be~~

CHARTER SCHOOL OVERSIGHT (continued)

~~charged~~ for the actual costs of the reporting services, but shall not ~~be~~ required **the charter school** to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Material Revisions to Charter

Material revisions to a charter may **only** be made ~~only~~ with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to ~~expand~~ **establish or move** operations to one or more additional sites ~~within the district's boundaries~~, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision **of the approved charter**.

Monitoring Charter School Performance

Note: The district has a responsibility to **ensure oversee** that the charter school complies with all applicable legal requirements. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607. See the accompanying Exhibit for a list of legal requirements pertaining to the operation of charter schools.

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

Note: Education Code 47605 requires that measurable student outcomes for "all groups of students served by the charter school" be included in the school's charter petition **and that these outcomes be aligned with the state priorities for the local control and accountability plan (LCAP) as stated in Education Code 52060**; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 47607, "all groups of students served by the charter school" means all numerically significant subgroups of students served by the charter school, as defined in Education Code 52052. Education Code 52052, ~~as amended by AB 104 (Ch. 13, Statutes of 2015)~~, **defines a numerically significant subgroup as a subgroup with at least 30 students (or at least 15 foster youth or homeless students) in the school, including** ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, ~~when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school~~. For schools with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the SBE.

CHARTER SCHOOL OVERSIGHT (continued)

~~In addition,~~ Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although ~~these methods~~ **the measures of the school's progress** may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. **In addition,** Education Code 47604.32 **and 47604.33, as amended by SB 828 (Ch. 29, Statutes of 2016),** requires the district to ensure that the charter school submits an annual update of school goals and actions to achieve those goals **its LCAP** as required by Education Code 47606.5. **Education Code 47606.5 requires that the charter school's LCAP include a review of progress toward its goals, an assessment of the effectiveness of the specific actions described in the charter toward achieving the goals, and a description of changes in the specific actions that the charter school will make as a result of the review and assessment.**

~~At a minimum, the charter school must demonstrate that it is meeting its Academic Performance Index growth targets pursuant to Education Code 52051.5-52052 and, if the school receives federal Title I funding, that it is making "adequate yearly progress" (AYP) as defined by the SBE in accordance with 20 USC 6311.~~

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter **and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP).** and shall include, at a minimum, a consideration of whether the school is meeting its Academic Performance Index growth targets established pursuant to Education Code 52052 and is making "adequate yearly progress" pursuant to 20 USC 6311, as applicable.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget,; **an annual update, aligned to the template adopted by the SBE, of school goals, actions, and related expenditures of the school's LCAP,** first and second interim financial reports,; and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

Note: Education Code 47613 authorizes the district to charge the charter school, within specified limits, for the costs of supervisory oversight of the school. Education Code 47613 provides that the costs of supervisory oversight include, but are not limited to, costs incurred for technical assistance or intervention pursuant to Education Code 47607.3; see the section "Technical Assistance/Intervention" below. CSBA's publication Charter Schools: A **Manual Guide** for Governance Teams suggests that supervisory oversight activities also might include site visits, reviews of performance data and financial reports, and legal auditing. The actual provision of administrative or support services would not **likely** be considered supervisory oversight for purposes of charging supervisory oversight costs to the charter school. **Those services may be purchased separately by the charter school.**

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge **up to three percent of the charter school's revenue for** actual costs of supervisory oversight ~~up to three percent of the charter school's revenue~~ **or, if the facility is provided under Education Code 47614,**

CHARTER SCHOOL OVERSIGHT (continued)

the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

Technical Assistance/Intervention

Note: Education Code 47607.3, as added by AB 97 (Ch. 47, Statutes of 2013), requires the provision of technical assistance to a charter school under the circumstances described below.

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

Note: Pursuant to 20 USC 6311, if a charter school receiving Title I funds fails to make AYP for two or more consecutive years, the school will be identified for program improvement pursuant to 20 USC 6316; see BP/AR 0520.2 Title I Program Improvement Schools. U.S. Department of Education nonregulatory guidance, The Impact of the New Title I Requirements on Charter Schools, clarifies that the entity which authorizes the charter is responsible for ensuring that the school complies with accountability provisions. As amended by the Every Student Succeeds Act (P.L. 114-95), 20 USC 6311 provides for a new system of school support and improvement for Title I schools beginning in the 2017-18 school year. Until then, charter schools that have been identified for program improvement (PI) for failure to make "adequate yearly progress" for two or more consecutive years must continue to implement their improvement plans. However, because of the repeal of 20 USC 6316 by P.L. 114-95, schools in the second year of PI or beyond are no longer required to arrange for supplemental educational services from an approved service provider. Instead, the CDE has elected to require the provision of alternative supports, defined and administered by the school, to eligible students beginning with the 2016-17 school year; see the CDE's Every Student Succeeds Act 2016-17 School Year Transition Plan (April 2016).

If a charter school receiving federal Title I funding fails to make AYP, as defined pursuant to 20 USC 6311, for two or more consecutive years, the school shall be **has been** identified for program improvement, **it and** shall implement improvement strategies in accordance with **20 USC 6316 its existing school improvement plan.**

(cf. 0520.2 - Title I Program Improvement Schools)

CHARTER SCHOOL OVERSIGHT (continued)

Note: Education Code 47607 requires the Board to consider specified criteria of academic performance when determining whether to deny a petition for charter renewal or to revoke a charter, with achievement of all student subgroups served by the charter school being the most important factor; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, Education Code 47607.3, as added by AB 97 (Ch. 47, Statutes of 2013), requires the Board to consider revocation of a charter whenever it finds that the charter school **has failed, or is unable,** to implement the recommendations of the California Collaborative for Educational Excellence or continues to demonstrate persistent or acute inadequate performance.

In accordance with law, the Board may deny a charter's **school's** renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)

(cf. 0420.43 - Charter School Revocation)

Complaints

Note: Pursuant to Education Code 52075, as added by AB 97 (Ch. 47, Statutes of 2013), charter schools are required to establish policies and procedures, **on or before June 30, 2014,** addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures.

Each charter school shall **establish and** maintain **processes policies and procedures** to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Pursuant to Education Code 52075, as added by AB 97 (Ch. 47, Statutes of 2013), a complainant may appeal the charter school's decision to the SPI and will receive a written appeal decision within 60 days of the SPI's receipt of the appeal.

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

CHARTER SCHOOL OVERSIGHT (continued)**School Closure**

Note: The following **optional** section may be revised to reflect district practice. Pursuant to Education Code 47605, procedures to be followed in the event a charter school ceases operation for any reason must be specified in the charter; see AR 0420.4 - Charter School Authorization. 5 CCR 11962 lists components that must be included in these procedures, including (1) designation of a responsible entity to conduct closure-related activities; (2) notifications to specified persons and entities; (3) provision of information about students' grade level, course completion, and district of residence; (4) transfer and maintenance of student and personnel records; (5) completion of an independent final audit; and (6) disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed.

Depending on the terms of the charter, these duties may be performed by the charter school, the district, or another specified entity. However, Education Code 47604.32 specifies that it is the responsibility of the district to notify the CDE when a charter school ceases operation for any reason. The CDE's web site also recommends that, in addition to the notifications required by 5 CCR 11962, either the district or the charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

The CDE's web site recommends that charter school closures occur at the end of a school year if it is feasible to maintain a legally compliant program until then.

In the event that the Board revokes or denies renewal of a charter or the school **closes ceases operation** for any **other** reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days **of the Board's action**, if **renewal of the charter is denied, the charter is revoked, or** the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference:

EDUCATION CODE

215 Suicide prevention policy

220 Nondiscrimination

221.9 Sex equity in competitive athletics

222 Lactation accommodations for students

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

35330 Field trips and excursions; student fees

38080-38086 School meals

39831.3 Transportation safety plan

39843 Disciplinary action against bus driver; report to Department of Motor Vehicles

42100 Annual statement of receipts and expenditures

44030.5 Reporting change in employment status due to alleged misconduct

44237 Criminal record summary

44691 Information on detection of child abuse

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

~~46201 Instructional minutes~~

47600-47616.7 Charter Schools Act of 1992

47634.2 Nonclassroom-based instruction

47640-47647 Special education funding for charter schools

48000 Minimum age of admission for kindergarten; transitional kindergarten

48010-48011 Minimum age of admission (first grade)

48850-48859 Educational placement of foster youth and homeless students

48907 Students' exercise of free expression; rules and regulations

48950 Student speech and other communication

49011 Student fees

49061 Student records

49110 Authority of issue work permits

49414 Epinephrine auto-injectors

49475 Health and safety, concussions and head injuries

51224.7 Mathematics placement policy

51225.6 Instruction in cardiopulmonary resuscitation

51745-51749.3 Independent study

52051.5-52052 Academic performance index, applicability to charter schools

52060-52077 Local control and accountability plans

52075 Uniform complaint procedures

56026 Special education

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

60850-60859 High school exit examination

69432.9 Cal Grant program; notification of grade point average

CORPORATIONS CODE

5110-6910 Nonprofit public benefit corporations

Legal Reference continued: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference: (continued)

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

3540-3549.3 Educational Employment Relations Act

81000-91014 Political Reform Act of 1974

HEALTH AND SAFETY CODE

104420 Tobacco Use Prevention Education grant program

104559 Tobacco-free schools

LABOR CODE

1198.5 Personnel records related to performance and grievance

PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

Article 16, Section 8.5 Public finance; school accountability report card

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

11700.1-11705 Independent study

11960-11969 Charter schools

15497.5 Local control and accountability plan template

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress-State plan

6319 Qualifications of teachers and paraprofessionals

7223-7225 7221-7221j Charter schools

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

300.18 Highly qualified special education teachers

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 *Ops.Cal.Atty.Gen.* 166 (2006)

80 *Ops.Cal.Atty.Gen.* 52 (1997)

78 *Ops.Cal.Atty.Gen.* 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual Guide for Governance Teams, rev. 20092016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, April 2011

The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

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Policy Reference UPDATE Service

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CSBA Sample

Board Policy

All Personnel

BP 4151(a)

4251

EMPLOYEE COMPENSATION

4351

Note: Districts that include provisions related to employee compensation in their collective bargaining agreements should modify or delete the following **optional** policy accordingly.

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

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

(cf. 4000 - Concepts and Roles)

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

Note: Education Code 45023 **and 45162** requires the Governing Board to adopt and publish a certificated employee salary schedules **for certificated and classified employees, respectively**. Pursuant to Education Code 45028, every certificated employee, except persons employed in administrative or supervisory positions, must be classified on the salary schedule on the basis of a uniform allowance for years of training and years of experience. In addition, Education Code 45028 specifies that a certificated employee may not be classified or paid differently solely because of the grade level at which he/she serves. However, Government Code 3543.2 permits the district and exclusive bargaining representative to "mutually agree" to a salary schedule based on criteria other than training and years of experience. For districts operating under a merit system, Education Code 45268 specifies that the personnel commission will recommend a salary schedule **for classified employees** to the Board for approval and that the Board may not amend the schedule without first giving the commission an opportunity to respond to the amendments.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and **negotiated collective bargaining** agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, **45160, 45162**)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for years of training and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

EMPLOYEE COMPENSATION (continued)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - *Bargaining Units*)

(cf. 4312.1 - ~~Contacts~~**Contracts**)

Note: Pursuant to Education Code 45038, certificated employees may be paid once every two weeks, twice a month, or once every four weeks. The Board may also choose to pay certificated employees, or one or more individual employees, in 10, 11, or 12 equal payments instead of by the school month. Education Code 45039 provides that, if the Board arranges to pay certificated employees in 12 equal payments for the year, it may pay each monthly installment at the end of each calendar month, whether or not the employees are engaged in teaching during the month. Education Code 45165 addresses salary payments for classified employees who are employed 9-11 months per year.

Education Code 45038 and 45039 authorize a district to pay employees in either 10, 11, or 12 equal installments. In 2007, the Internal Revenue Service (IRS) issued new rules, Pursuant to 26 CFR 1.409A-1, as amended by 72 Fed. Reg. 19234, regarding tax implications for the practice of paying employees who work 10 months per year but are paid over a 12-month period so that they receive a paycheck every month. This is a form of "deferred compensation." If the district allows employees to "elect" whether to receive their paychecks in such a manner, then according to the IRS, such employees must submit written election forms to the district in order to avoid any additional tax on the deferred compensation. If the district requires employees to receive their paychecks in such a manner without offering them an option, then the employees do not need to complete election forms, but the district must develop a written document describing how the employees will be paid, including the dates, schedule, and amounts of payment.

Education Code 45048 and 45165 specifies when salary payments must be made provide specific timelines for issuing salary payments depending on the frequency of payments. If payments are not made in a timely manner, the district is required to pay the employee interest on the unpaid amount.

The following paragraph may be revised to reflect the payroll schedule determined by the Board.

~~The Superintendent or designee shall ensure that the district's payroll system complies with all applicable laws and bargaining agreements, including, but not limited to, timelines regarding payment of compensation and deductions of dues for employee organizations.~~

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

Note: Pursuant to 29 CFR 516.4, districts are required to post a notice of the minimum wage provisions of the Fair Labor Standards Act (29 USC 201-219) in a conspicuous place at all work sites. The poster that must be used by state and local governments is available on the web site of the U.S. Department of Labor's Wage and Hour Division.

EMPLOYEE COMPENSATION (continued)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

Note: Pursuant to the federal Fair Labor Standards Act (FLSA) (29 CFR 553.20), employees who are not specifically exempted by law must receive overtime pay at a rate not less than one and one-half times their regular rate of pay for hours worked in excess of 40 hours per work week. Furthermore, state law (Labor Code 510) entitles employees to an overtime pay rate after working eight hours in one day, unless an alternative schedule allowed by law is approved.

Pursuant to 29 CFR 541.0-541.710, employees are exempt from the FLSA overtime rules if they are executive, administrative, or professional staff, as defined, and their salary is at or above the salary level established in 29 CFR 541.600, as amended by 81 Fed. Reg. 32391. This salary level will automatically be updated every three years beginning January 1, 2020 according to the method specified in 29 CFR 541.607. Because the federal salary limit qualifying for exemption is higher than the California salary test, the federal limit prevails.

When calculating the overtime rate of pay, 29 USC 207 requires that all remuneration for employment paid to or on behalf of the employee, with specified exclusions, be considered as part of the employee's regular rate of pay. In Flores v. City of San Gabriel, the appeals court ruled that cash payments made in lieu of benefits must be included in the calculation.

Overtime pay requirements are not applicable to school administrators or teachers in elementary or secondary schools under specific exemptions in 29 USC 213 and 29 CFR 541.303. Pursuant to 29 CFR 541.303 and 541.600, teachers do not need to meet the salary level requirement to be exempt from overtime rules. 29 CFR 541.204 provides that administrators must either meet the salary level requirement or be compensated on a salary basis that is at least equal to the entrance salary for teachers in the administrator's school to be exempt from overtime rules.

A district employee shall be paid an overtime rate of not less than one and one-half times his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a fixed salary at or above the salary level established by federal regulations. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

Note: The following optional paragraph is for use by districts that allow employees to take compensatory time off in lieu of overtime compensation as authorized by 29 USC 207 and 29 CFR 553.20-553.25. Time off in lieu of overtime compensation is allowed only if provided for in a collective bargaining agreement or other agreement and must be provided at the rate of at least one and one-half hours for each hour of overtime work.

EMPLOYEE COMPENSATION (continued)

Pursuant to 29 CFR 553.21, an employee must be allowed to use earned compensatory time within a "reasonable period" after making the request. 29 CFR 553.25 provides that a "reasonable period" is determined on a case-by-case basis by considering customary work practices such as the normal work schedule, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff.

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided he/she has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

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

Legal Reference: (see next page)

EMPLOYEE COMPENSATION (continued)*Legal Reference:***EDUCATION CODE**45022-45061.5 *Salaries, especially:*45023 *Availability of salary schedule*45028 *Salary schedule for certificated employees*45160-45169 *Salaries for classified employees*45268 *Salary schedule for classified service in merit system districts***GOVERNMENT CODE**3540-3549 *Meeting and negotiating, especially:*3543.2 *Scope of representation*3543.7 *Duty to meet and negotiate in good faith***LABOR CODE**226 *Employee access to payroll records*232 *Disclosure of wages***510 Overtime compensation; length of work day and week; alternative schedules****UNITED STATES CODE, TITLE 26**409A *Deferred compensation plans***UNITED STATES CODE, TITLE 29****201-219 Fair Labor Standards Act, especially:****203 Definitions****207 Overtime****213 Exemptions from minimum wage and overtime requirements****CODE OF FEDERAL REGULATIONS, TITLE 26**1.409A-1 *Definitions and covered plans***CODE OF FEDERAL REGULATIONS, TITLE 29****516.4 Notice of minimum wage and overtime provisions****516.5-516.6 Records****541.0-541.710 Exemptions for executive, administrative, and professional employees****553.1-553.51 Fair Labor Standards Act; applicability to public agencies****COURT DECISIONS****Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421***Management Resources:***NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS****NEA and NSBA Joint Guidance on the Tax Consequences of Deferred Compensation—Section 409A of the Internal Revenue Code, January 2008****WEB SITES**CSBA: <http://www.csba.org>Internal Revenue Service: <http://www.irs.gov>National School Boards Association: <http://www.nsba.org>School Services of California, Inc.: <http://www.sscal.com>U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

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CSBA Sample

Administrative Regulation

All Personnel

AR 4157.1(a)

4257.1

WORK-RELATED INJURIES

4357.1

~~The Governing Board desires to provide its~~ **In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all** employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process **that** ~~in order to~~ reduces costs and facilitates employee recovery.

(cf. 3320 - Claims and Actions Against the District)

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

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

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

Note: Pursuant to Labor Code 6409.1, the district must file a report concerning any work-related injury within five days of learning of the injury and mail or fax the form to the district's insurer.

~~An employee shall report any work related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.~~ **[MOVED DOWN]**

~~Note: As amended by AB 749 (Ch. 6, Statutes of 2002), Labor Code 3550-3551 requires the district to give employees information about workers' compensation benefits at the time of hire and again once an injury occurs. AB 749 sets forth additional requirements, developed by the state Commission on Health and Safety on Workers' Compensation, to be included on the notice effective January 1, 2003. Most insurance carriers provide a brochure for this purpose or one can be obtained from the state Division of Workers' Compensation.~~

Pursuant to Labor Code 5401, the district must give or send by first class mail an employee claim form to an injured employee within one working day of finding out about the on the job injury. The insurance carrier will supply the district with forms for this purpose.

The Superintendent or designee shall ~~ensure that~~ **notify** every new employee, **at the time of hire or by the end of the first pay period,** is ~~notified~~ of his/her right to receive workers' compensation **benefits** if injured at work and that injured employees are given notice of rights in accordance with law. **(Labor Code 3551; 8 CCR 15596)**

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

AR 4157.1(b)
4257.1
4357.1

WORK-RELATED INJURIES (continued)

Note: Labor Code 3550-3553 and 8 CCR 15996 require employers to post a notice in a conspicuous place giving employees information on the district's workers' compensation benefits, including information as to where to get medical care for work injuries. Labor Code 3550 provides that failure to post this notice is a misdemeanor and may result in civil penalty. Most insurers provide a sample posting notice.

The Superintendent or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law. **In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)**

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the ~~An employee shall report any~~ work-related injury or illness to ~~his/her supervisor~~ **the Superintendent or designee** as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

Note: Pursuant to Labor Code 3550, 3551, and 5401, all employee notices described above (i.e., the notice provided to all employees at the time of hire, the notice that must be posted in a conspicuous place, and the notice and claim form provided when an employee is injured) must be in a form prescribed by the California Department of Industrial Relations (DIR) Division of Workers' Compensation (DWC). These notices are available on the DWC's web site or through the district's insurer. For districts that employ Spanish-speaking employees, the information must be made available in English and Spanish.

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

WORK-RELATED INJURIES (continued)

Note: Pursuant to Labor Code 6409.1, the district must file a report concerning any work-related injury within five days of learning of the injury and mail or fax the form to the district's insurer injury or illness which has, or is alleged to have, arisen out of and in the course of employment. The report is required to be filed with the DIR or, if the district is insured through a third party insurer, with the insurer. The district should select the option below that corresponds to the manner in which it insures for workers' compensation.

OPTION 1: (Districts insured for workers' compensation through a third party insurer)

Upon learning of an a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, a supervisor the Superintendent or designee shall promptly report the incident to the Superintendent or designee and the district's insurance carrier within five days after obtaining knowledge of the injury or illness, as appropriate. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the insurance carrier within five days after being notified of or learning about the death. (Labor Code 6409.1)

OPTION 2: (Districts insured for workers' compensation through self-insurance)

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the DIR within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the DIR within five days after being notified of or learning about the death. (Labor Code 6409.1)

Note: The following paragraph is for use by districts that selected either Option 1 or 2 above.

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

Legal Reference: (see next page)

AR 4157.1(d)
4257.1
4357.1

WORK-RELATED INJURIES (continued)

Legal Reference:

EDUCATION CODE

44984 *Industrial accident and illness leaves, certificated employees*

45192 *Industrial accident and illness leaves, classified employees*

LABOR CODE

3200-4855 *Workers' compensation, especially:*

3550-3553 *Employee notice*

3600-3605 *Conditions of liability*

3760 *Report of injury to insurer*

4600 *Provision of medical and hospital treatment by employer*

4906 *Disclosures and statements*

5400-5413 *Notice of injury or death*

6409.1 *Reports*

CODE OF REGULATIONS, TITLE 8

15596 *Notice of employee rights*

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, *Division of Workers Compensation*:

<http://www.dir.ca.gov/dwc>

(10/95 7/02) 10/16

Policy Reference UPDATE Service

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Administrative Regulation

Students

AR 5125.3(a)

CHALLENGING STUDENT RECORDS

Note: The following administrative regulation provides a process by which, pursuant to Education Code 49070, parents/guardians and students who are 18 years old or attending a postsecondary institution may request an amendment to any incorrect, inaccurate, or misleading information in student records maintained by the district. For details of student records that the district may maintain, see BP/AR 5125 - Student Records.

At the beginning of each school year **or, for a student enrolled after the beginning of the school year, at the time of enrollment**, parents/guardians shall be notified of the availability of the **above following** procedures for challenging **the contents of** student records. **Any student who is 18 years of age or attends a postsecondary institution shall have the sole right to challenge the contents of his/her records.** (Education Code **49061**, 49063)

(cf. 5125 - Student Records)

(cf. 5145.6 - Parental Notifications)

Procedures for Challenging Records

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Education Code 49070; **34 CFR 99.20**)

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

Within 30 days of receiving a request to correct or remove **any** information from a record, the Superintendent or designee shall meet with the parent/guardian and **with the district** employee **(if still employed)** who recorded **the that** information **in question, if he/she is presently employed by the district.** ~~The Superintendent shall then sustain or deny the allegations.~~ (Education Code 49070)

CHALLENGING STUDENT RECORDS (continued)

~~If the parent/guardian's allegations are sustained, the Superintendent shall order the correction or removal and destruction of the information. (Education Code 49070)~~[MOVED TO SECTION "RESOLUTION OF CHALLENGE/APEALS"]

~~When a student grade is challenged,~~ **If the challenge involves a student's grade,** the teacher who gave the grade shall be given an opportunity to state, orally, **and/or** in writing, ~~or both,~~ the reasons for which the grade was given. Insofar as practicable, ~~he/she~~ **the teacher** shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith, or incompetency, ~~the~~ **a** student's grade as determined by the teacher shall be final. (Education Code 49066)

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

Resolution of Challenge/Appeals

After considering all relevant information, ~~the~~ Superintendent **or designee** shall ~~then~~ sustain or deny the **parent/guardian's** allegations. (Education Code 49070)

If the parent/guardian's allegations are sustained, the Superintendent **or designee** shall order the correction or removal and destruction of the information. (Education Code 49070)

If the Superintendent **or designee** denies the allegations, the parent/guardian may, **write** within 30 days, ~~to~~ appeal the decision **in writing** to the Governing Board. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the **district** employee ~~(if still employed)~~ who recorded the information ~~in question,~~ **if he/she is presently employed by the district.** The Board shall then decide whether ~~or not~~ to sustain or deny the allegations. **The decision of the Board shall be final.** (Education Code 49070)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

If ~~it~~ **the Board** sustains any or all of the allegations, the Superintendent **or designee** shall immediately **order the** correction or removal ~~and destroy~~ **destruction of** the **pertinent** information from the student's records **and shall inform the parent/guardian in writing that the information has been corrected or destroyed.** (Education Code 49070)

~~The decision of the Board shall be final.~~ **If the parent/guardian does not file an appeal, or if the appeal is denied by the Board,** ~~decision of the Superintendent or Board is unfavorable to the parent/guardian,~~ the parent/guardian shall **be informed of his/her** have the right to submit a written statement of objections **to the information.** ~~This statement shall become a part of the student's record~~ **Any statement submitted by the parent/guardian shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the related part of the record is disclosed.** (Education Code 49070; 34 CFR 99.21)

CHALLENGING STUDENT RECORDS (continued)

Hearing Panel

Note: The following optional section is for use by districts that choose to use a hearing panel to assist in making determinations regarding challenges to student records, as authorized by Education Code 49071.

Both The Superintendent or designee and/or the Board have the option of appointing may appoint a hearing panel to assist in making the decision determinations regarding a challenge to student records or an appeal, as applicable. The hearing panel may be used at the discretion of the Superintendent or the Board provided that the parent/guardian gives written consents to releasing relevant student record information to the panel members. Such a hearing panel shall consist of the following persons: (Education Code 49070, 49071)

1. A chairperson who is a principal of a public school other than the school at which the record is on file

Note: Pursuant to Education Code 49071, the hearing panel must include a certificated employee appointed by the chair of the district's certificated employee council or, if no such council exists, a certificated employee appointed by the parent/guardian. Item #2 below may be revised to reflect district practice.

2. A certificated employee appointed by the district's certificated employee council or, if no such council exists, by a parent/guardian
3. A parent/guardian appointed by the Superintendent or designee or the Board, whoever convenes the panel

If possible, the members of the hearing panel shall not be acquainted with the student, his/her parent/guardian, or the employee who recorded the information, except when the parent/guardian appoints the certificated employee pursuant to item #2 above. (Education Code 49071)

The panel shall be provided with verbatim copies of the information that is the subject of the controversy. The panel shall, in closed session, hear the parent/guardian's objections to the student record and, if the employee is presently employed by the district, the employee's testimony. The proceedings of the hearing shall not be disclosed or discussed by panel members except in their official capacities. The panel shall submit, to the Superintendent or designee or the Board as applicable, its written findings setting forth the facts and decisions of the panel. (Education Code 49071)

CHALLENGING STUDENT RECORDS (continued)

~~The right to challenge a record becomes the sole right of the student when the student becomes 18 or attends a postsecondary institution. (Education Code 49061) [MOVED TO TOP OF AR]~~

~~At the beginning of each school year, parents/guardians shall be notified of the availability of the above procedures for challenging student records. (Education Code 49063) [MOVED TO TOP OF AR]~~

Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49066 Grades; change of grade; physical education grade

49070 Challenging content of records

49071 Hearing panel

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act

1681-1688 Title IX of the Education Amendments of 1972

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy, especially:

99.20-99.22 Procedures for amending educational records

CSBA Sample

Board Policy

Instruction

BP 6142.94(a)

HISTORY-SOCIAL SCIENCE INSTRUCTION

Note: The following **optional** policy may be revised to reflect district practice. Education Code 51210 and 51220 require that social studies be included in the course of study offered in grades 1-12, including age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology. For specific topics that must be included in the history-social science curriculum, see BP 6143 - Courses of Study.

In addition, Education Code 51225.3 requires completion of three courses of social studies **for to meet** high school graduation **requirements**; see BP 6146.1 - High School Graduation Requirements.

The Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The district's history-social science education program **shall be designed to develop students' knowledge of historical events within a chronological and geographic context and** shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

(cf. 6115 - Ceremonies and Observances)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

Note: The State Board of Education (SBE) has adopted **History Social Science Content Standards for California Public Schools** **state content standards for history-social science** which covers grades K-12, with the exception of grade 9 which, in current California practice, is traditionally the year in which students choose a history-social science elective. In addition to core content knowledge, the standards describe intellectual, reasoning, reflection, and research skills that should be learned through the content standards for grade ranges K-5, 6-8, and 9-12.

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills **that** students **shall be** **are** expected to **achieve-possess** at each grade level.

(cf. 6011 - Academic Standards)

Note: The **History-Social Science Framework for California Public Schools**, adopted by the SBE on July 14, 2016, reflects the state content standards as well as the **California Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects** and the **California English Language Development Standards**. The updated framework includes greater emphasis on literacy skills (i.e., reading, writing, speaking, listening, and other language skills) required for college and career readiness.

HISTORY-SOCIAL SCIENCE INSTRUCTION (continued)

Pursuant to Education Code 33540, 51008, 51226.3, and 51284, the SBE added specified topics to the updated curriculum framework, including, but not limited to, financial literacy, voter education, genocide, and the contributions of lesbian, gay, bisexual, and transgender Americans and the disabled. Education Code 51226.7, as added by AB 2016 (Ch. 327, Statutes of 2016), requires the SBE to adopt a model curriculum in ethnic studies by March 31, 2020 and encourages districts to offer an elective course in ethnic studies based on that model curriculum, when available, in at least one grade level during grades 9-12.

The Superintendent or designee shall develop and submit to the Board for approval a comprehensive, sequential curriculum aligned with the district standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 9000 - Role of the Board)

Note: The SBE's History Social Science Framework for California Public Schools, updated in 2005, reflects the state content standards and is organized into three broad categories of curricular goals, each with several "basic learnings" or curriculum strands, as provided in items #1-3 below.

The Superintendent or designee shall develop a comprehensive, sequential curriculum that is aligned with the district standards and is consistent with the state's curriculum framework. At each grade level, the curriculum shall integrate age-appropriate instruction designed to develop student achievement in the following areas:

1. Knowledge and cultural understanding, including historical, ethical, cultural, geographic, economic, and sociopolitical literacy
2. Democratic understanding and civic values, including an understanding of national identity; constitutional heritage; and an individual's civic values, rights, and responsibilities
3. Skills attainment and social participation, including basic study skills, critical thinking skills, and participation skills that are essential for effective citizenship

The district's history-social science curriculum shall include a multicultural education component which is designed to teach students to respect and appreciate cultural diversity and different points of view while also developing their understanding of commonalities and collective experiences. The curriculum shall reflect the experiences of men and women and of various cultural, ethnic, racial, religious, and social groups and their contributions to the history, life, and culture of the local community, California, the United States, and other nations.

HISTORY-SOCIAL SCIENCE INSTRUCTION (continued)

Note: Instructional materials that will be used by the district must be adopted by the Governing Board in accordance with Education Code 60200-60206 for grades K-8 and Education Code 60400-60411 for grades 9-12.

Education Code 60119 requires the Board to hold a public hearing on the sufficiency of standards-aligned instructional materials in certain subjects, including history-social science; see BP 6161.1 - Selection and Evaluation of Instructional Materials.

The state content standards for history-social science encourage schools to use supplementary materials as provided in the following paragraph.

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum ~~through the use of~~ **by using** biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.1 - Library Media Centers)

Note: The following paragraph is optional. Education Code 51221.3, 51221.4, and 51226.3 encourage the use of personal testimony (i.e., oral histories, videos, or other multimedia formats) during instruction on certain topics, including World War II, the Vietnam War, the Korean War, the Bracero program, human rights, the Holocaust, genocide, and violence awareness and prevention. Oral history related to World War II and the Vietnam War is required to meet certain standards specified below. Pursuant to Education Code 51221.3 and 51226.3, oral history presented on other topics is encouraged, but not required, to meet similar standards.

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. (Education Code 51221.3, 51221.4)

Note: Education Code 99200-99206 establish the California History-Social Science Project, a statewide professional development project designed to develop and enhance teachers' knowledge and instructional strategies to improve student achievement in history-social science. Professional development resources also may be located through state and national professional associations, such as the California Council for the Social Studies or the National Council for History Education.

HISTORY-SOCIAL SCIENCE INSTRUCTION (continued)

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

(cf. 4131 - Staff Development)

Note: The following **optional** paragraph should be revised to reflect indicators that will be used to evaluate program effectiveness as agreed upon by the Board and Superintendent or designee.

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference: (see next page)

HISTORY-SOCIAL SCIENCE INSTRUCTION (continued)

Legal Reference:

EDUCATION CODE

33540 History-social science curriculum framework

51008-51009 Instruction on farm labor movement

51204 Course of study designed for student's needs

51204.5 History of California; contributions of men, women, and ethnic groups

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51220.2 Instruction in legal system; teen or peer court programs

51221 Social science course of study, inclusion of instruction in use of natural resources

51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories

51225.3 High school graduation requirements

51226.3 Instruction on civil rights, genocide, slavery, Holocaust, and deportation to Mexico

51226.7 Ethnic studies

60040-60051 Criteria for instructional materials

60119 Public hearing on the sufficiency of instructional materials

60200-60206 Instructional materials, grades K-8

60400-60411 Instructional materials, grades 9-12

60640-60649 California Assessment of Student Performance and Progress

99200-99206 Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, rev. 2005 2016

Common Core State Standards for English Language Arts and Literacy in History-Social Studies, Science, and Technical Subjects, 2013

California English Language Development Standards, 2012

Model Curriculum for Human Rights and Genocide, 2000

History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

NATIONAL COUNCIL FOR THE SOCIAL STUDIES PUBLICATIONS

College, Career, and Civic Life (C3) Framework for Social Studies State Standards: Guidance for Enhancing the Rigor of K-12 Civics, Economics, Geography, and History, 2013

WEB SITES

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

California Council for History Education: <http://www.csus.edu/al/cche>

California Council for the Humanities: <http://www.calhum.org>

California Council for the Social Studies: <http://www.ccss.org>

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

California History-Social Science Course Models: <http://www.history.ctaponline.org>

California Subject Matter Project: <http://csmpp.ucop.edu/chssp>

National Association for Multicultural Education: <http://www.nameorg.org>

National Council for History Education: <http://www.nche.net>

National Council for the Social Studies: <http://www.socialstudies.org>

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CSBA Sample

Administrative Regulation

Instruction

AR 6143(a)

COURSES OF STUDY

Note: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels it offers.

Grades 1-6

Note: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

~~Note: SB 48 (Ch. 81, Statutes of 2011) amended Education Code 51204.5 and 60040 to require that social science instruction and instructional materials include the role and contributions of lesbian, gay, bisexual, and transgender Americans, persons with disabilities, European Americans, and members of other cultural groups to the development of California and the United States, as provided in #a below. SB 48 also updated the terminology for various ethnic/racial groups.~~

- a. The history, resources, development, and government of California and the United States

COURSES OF STUDY (continued)

Instruction shall include the early history of California and a study of the role and contributions of **both** men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments
- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

- 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

COURSES OF STUDY (continued)

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

- a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. 6142.8 - Comprehensive Health Education)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease

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

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

Note: The following item is optional pursuant to Education Code 51202.

- f. Violence as a public health issue

7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

Note: Item #8 below is optional. Education Code 51210.5 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed in items #1-7 above. Pursuant to Education Code 51210.5, such instruction may include personal testimony in the form of oral or video histories that illustrate the economic and cultural effects of violence within a city, the state, and the country. See BP 6142.94 - History-Social Science Instruction.
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8. Violence awareness and prevention

Note: Optional item #89 below is not required by state law but is a highly recommended component of school-to-career instruction.
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- 8.9** Career awareness exploration

COURSES OF STUDY (continued)

(cf. 6178 - Career Technical Education)

Grades 7-12

Note: Items #1-11 below are areas of study required by law for grades 7-12. The Board may add other studies to this list.

Courses of study for grades 7-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

Note: SB 48 (Ch. 81, Statutes of 2011) amended Education Code 51204.5 to require that social science instruction include the role and contributions of lesbian, gay, bisexual, and transgender Americans, persons with disabilities, European Americans, and members of other cultural groups to the development of California and the United States. SB 48 also updated the terminology for various ethnic/racial groups.

- a. The history, resources, development, and government of California and the United States, including instruction in:

- (1) The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

Note: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional items #(2) and (3) subitems #(2)-(4) below. These items may be modified or deleted to reflect district practice. AB 199 (Ch. 607, Statutes of 2011) amended Education Code 51221.3 to encourage social science instruction in grades 7-12 to include the role of Filipinos in World

COURSES OF STUDY (continued)

War II, including the contributions of Filipino American veterans who fought under the leadership of General Douglas MacArthur. For districts that choose to offer such instruction on World War II and/or the Vietnam War, the Legislature Education Code 51221.3 and 51221.4 encourages that a component be included drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4. See BP 6142.94 - History-Social Science Instruction.

- (2) World War II, including and the role of Americans and Filipinos Americans who served in the United States Army during that time in that war
 - (3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
 - (4) The Bracero program, under which temporary contract laborers were imported pursuant to a 1942 agreement between the United States and Mexico
- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

Note: The following optional paragraph is for use by districts that offer a teen court or peer court program.

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

- c. The development of the American economic system, including the role of the entrepreneur and labor
- d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

- e. Eastern and western cultures and civilizations

Note: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in item #2f below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, including the Armenian, Cambodian, Darfur, and Rwandan genocides.

COURSES OF STUDY (continued)

- f. Human rights issues, with particular attention to the study of the inhumanity of genocide **(which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides)**, slavery, and the Holocaust
- g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

- 3. Foreign language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World/Foreign Language Instruction)

- 4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

- 5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

- 6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

- 7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

- 8. Applied arts: consumer and homemaking education, industrial arts, general business education, or general agriculture (Education Code 51220)

- 9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

COURSES OF STUDY (continued)

(cf. 6178 - Career Technical Education)

Note: Education Code 51934 requires that students be provided **comprehensive sexual health and HIV/AIDS** prevention instruction at least once in middle school or junior high school and at least once in high school. See BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction **for required components of such instruction.**

Education Code 51934, as amended by AB 329 (Ch. 398, Statutes of 2015), requires that comprehensive sexual health education include information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex trafficking. In addition, pursuant to Education Code 51225.36, as added by SB 695 (Ch. 424, Statutes of 2015), districts that require a course in health education for high school graduation must include instruction in sexual harassment and violence with specified components.

10. **Comprehensive sexual health and HIV/AIDS** prevention (Education Code **51225.36**, 51934)

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

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7-12.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)
 - a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation **(CPR)** when appropriate equipment is available

Note: The following paragraph is for use by districts that require a course in health education for high school graduation; see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51225.6, as added by AB 1719 (Ch. 556, 2016), such districts are required to include instruction in performing compression-only cardiopulmonary resuscitation (CPR), as described below, beginning in the 2018-19 school year. Such instruction must be based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR, such as those developed by the American Heart Association or the American Red Cross, and must include hands-on practice in compression-only CPR. Before the start of the 2017-18 school year, the CDE is required to provide guidance on how to implement this requirement, including, but not limited to, who may provide instruction.

Education Code 51225.6, as added, also encourages districts to provide students with general information on the use and importance of an automated external defibrillator.

COURSES OF STUDY (continued)

Beginning in the 2018-19 school year, instruction shall be provided in compression-only CPR. Such instruction shall be based on national evidence-based guidelines and shall include hands-on practice in compression-only CPR. (Education Code 51225.6)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body and upon prenatal development

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 6142.8 - Comprehensive Health Education)

Note: The following two items are **optional** pursuant to Education Code 51202.

- f. Prenatal care
- g. Violence as a public health issue

Note: Item #12 is optional. Education Code 51220.3 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed above for grades 7-12.

12. Violence awareness and prevention

Note: Item #13 is optional. Education Code 51226.7, as added by AB 2016 (Ch. 327, Statutes of 2016), requires the SBE to adopt a model curriculum in ethnic studies by March 31, 2020 and encourages districts to offer a course in ethnic studies based on that model curriculum as an elective course in social sciences or English language arts in at least one grade level during grades 9-12. At their discretion, districts may choose to offer a course in ethnic studies prior to the availability of the model curriculum.

13. Ethnic studies

Note: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grades 7 and/or 8, subject to funding which was not subsequently appropriated; thus the following paragraph **and items #1-8 are is** currently **optional**.

COURSES OF STUDY (continued)

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, ~~that address at least all of the following~~ **including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem.** (Education Code 51220.5)

1. ~~Child growth and development~~
2. ~~Parental responsibilities~~
3. ~~Household budgeting~~
4. ~~Child abuse and neglect issues~~
5. ~~Personal hygiene~~
6. ~~Maintenance of healthy relationships~~
7. ~~Teen parenting issues~~
8. ~~Self-esteem~~

(cf. 5146 - Married/Pregnant/Parenting Students)

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

~~High schools shall offer automobile driver education that includes instruction in:~~ (Education Code 51220, 51220.1, 51220.4)

1. ~~Vehicle Code provisions and other relevant state laws~~
2. ~~Proper acceptance of personal responsibility in traffic~~
3. ~~Appreciation of the causes, seriousness, and consequences of traffic accidents~~
4. ~~Knowledge and attitudes necessary for the safe operation of motor vehicles~~
5. ~~The safe operation of motorcycles~~
6. ~~The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle~~

COURSES OF STUDY (continued)

7. The rights and duties of a motorist pertaining to pedestrians and the rights and duties of pedestrians pertaining to traffic laws and traffic safety

Certification of College Preparatory Courses

Note: The following **optional** section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University system is a requirement that students satisfactorily complete 15 units of specified courses ("a-g" courses). In order to qualify as an "a-g" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.

According to the Frequently Asked Questions on UC's web site, UC considers the principal to be the certifying agent of the school, although the district's curriculum coordinator or an assistant principal or head counselor from the school may be assigned this responsibility. The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "a-g" courses:

The Superintendent or designee shall identify courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives that may qualify for designation as "a-g" college preparatory courses. He/she shall submit course information to the University of California (UC) including, but not necessarily limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and co-requisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year.

Notification to Students in Grades 9-12

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

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)

Note: The UC maintains a searchable web site that lists certified "a-g" courses for all regular California public high schools; see the management resources in the accompanying Board policy.

COURSES OF STUDY (continued)

2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of the CDE web site where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

(cf. 5145.6 Parental Notifications)

(cf. 6164.2 Guidance/Counseling Services)

(11/04 11/11) 10/16

CSBA Sample

Board Policy

Instruction

BP 6173(a)

EDUCATION FOR HOMELESS CHILDREN

Note: The following policy reflects the intent of the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), as amended by the Every Student Succeeds Act (P.L. 114-95), that each homeless student should have equal access to the same free, appropriate public education and services as other students. 42 USC 11432 mandates that districts adopt, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless children and youth, ensure that homeless students are not segregated or stigmatized on the basis of their status as homeless, and provide for professional development for appropriate staff, as provided in the following policy.

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students.

(cf. 6011 - Academic Standards)

Note: The following paragraph is mandated pursuant to 42 USC 11432, as amended by P.L. 114-95. 42 USC 11432 requires that districts adopt policy to remove barriers to homeless students' enrollment and retention due to absences or outstanding fees or fines. See the accompanying administrative regulation for additional procedures designed to remove barriers to the identification and enrollment of homeless students.

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

Note: Education Code 52060-52077 require districts to develop a local control and accountability plan (LCAP) which must be aligned to specific state priorities and any additional local priorities, and which must contain annual goals for all students and for each "numerically significant" student subgroup and the specific actions to be taken to achieve each goal; see BP/AR 0460 - Local Control and Accountability Plan. AB 104 (Ch. 13, Statutes of 2015) amended the definition of "numerically significant student subgroups" in Education Code 52052 to include homeless students when there are at least 15 homeless students in the school or district.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

EDUCATION FOR HOMELESS CHILDREN (continued)

Note: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. See the accompanying administrative regulation for information about the designation and duties of the district liaison.

The Superintendent or designee shall designate an appropriate staff person to serve as a district liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

Note: The U.S. Department of Education's Non-Regulatory Guidance, Education for Homeless Children and Youths Program, emphasizes that districts should include the identification of homeless students and their unique educational needs in district needs assessments and school improvement plans. The following optional paragraph reflects strategies included in the Guidance for identifying homeless students and may be revised to reflect district practice. Also see the California Department of Education's (CDE) web site for a sample student residency questionnaire and "You Can Enroll in School" poster.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Although students' addresses generally may be designated as "directory information" that is not harmful if disclosed, P.L. 114-95 amended 42 USC 11432 to provide that information about a homeless student's living situation must instead be provided the protections afforded to other student records under the Family Educational Rights and Privacy Act. For further information about the disclosure of homeless students' records, see the USDOE's Non-Regulatory Guidance, Education for Homeless Children and Youths Program.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

EDUCATION FOR HOMELESS CHILDREN (continued)

Note: Pursuant to 42 USC 11432, placement determinations for homeless students must be made according to the student's "best interest," as defined in the accompanying administrative regulation.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Language Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6178 - Career and Technical Education)

(cf. 6179 - Supplemental Instruction)

Note: **The following paragraph is mandated by 42 USC 11432. mandates that districts adopt policies and practices that ensure that homeless children are not segregated or stigmatized on the basis of their status as homeless. Although this law also prohibits the segregation of homeless students into a separate school or program; however, separate schools that were in operation before the reauthorization in 2001 may continue to operate under specified conditions. Districts that maintain such a school may revise the following paragraph to reflect district practice.**

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. **However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)**

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

(cf. 3553 - Free and Reduced Price Meals)

EDUCATION FOR HOMELESS CHILDREN (continued)

Note: Pursuant to 42 USC 11432, districts receiving assistance through the McKinney-Vento Homeless Assistance Act are required to coordinate services as provided below. Other districts may delete or revise the following paragraph to reflect district practice.

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1020 - Youth Services)

Note: 42 USC 11432, as amended by P.L. 114-95, mandates that districts adopt policies and practices to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, as determined appropriate by the federal Office of the Coordinator.

SB 1068 (Ch. 538, Statutes of 2016) requires the CDE to provide specified informational and training materials to district liaisons, including informational materials on the educational rights of homeless children and youth and resources available to assist homeless children and youth. It also requires the CDE to adopt policies and practices to ensure that liaisons participate in professional development and technical assistance programs.

District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)

Note: The following **optional** paragraph may be revised to reflect district practice. Pursuant to Education Code 52064.5, as amended by AB 104 (Ch. 13, Statutes of 2015), the State Board of Education ~~is required to~~ **has** adopted evaluation rubrics by October 1, 2016, for use by districts in evaluating their strengths, weaknesses, and areas that require improvement ~~for the purpose of updating their LCAP.~~

In addition, pursuant to 20 USC 6311, as amended by P.L. 114-95, annual district report cards for districts receiving Title I funds are required to include disaggregated student achievement data and graduation rates of homeless students.

EDUCATION FOR HOMELESS CHILDREN (continued)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

EDUCATION FOR HOMELESS CHILDREN (continued)

Legal Reference:

EDUCATION CODE

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

48850 Educational rights **of homeless and foster youth; participation in extracurricular activities**

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

1087vv Free Application for Federal Student Aid; definitions

1232g Family Educational Rights and Privacy Act

6311 Title I state plan; state and local educational agency report cards

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youths, Program, Non-Regulatory Guidance, July **2004 2016**

WEB SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education:

<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

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Policy Reference UPDATE Service

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CSBA Sample

Administrative Regulation

Instruction

AR 6173(a)

EDUCATION FOR HOMELESS CHILDREN

Note: The following administrative regulation is **mandated** pursuant to 42 USC 11432; see section on "Transportation" below.

Definitions

Note: The federal McKinney-Vento Homeless Assistance Act (42 USC ~~11431-11435~~ **11434a**) defines "homeless students" as provided below. This law applies to foster youth in certain circumstances (i.e., when they are living in emergency or transitional shelters ~~and when they are awaiting foster care placement~~) **but, as amended by P.L. 114-95, the definition of "homeless students" no longer includes youth who are awaiting foster care placement.** See BP/AR 6173.1 - Education for Foster Youth for state law regarding foster children.

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; **or** are abandoned in hospitals; ~~or are awaiting foster care placement~~

(cf. 6173.1 - Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

~~5.~~—*Unaccompanied youth* **includes youth** who are not in the physical custody of a parent or guardian. **(20 USC 11434a)**

Note: **The following definition of "school of origin" generally reflects** Education Code 48852.7, ~~as added by SB 445 (Ch. 289, Statutes of 2015), adds the following definition of "school of origin"~~ which exceeds the definition in 42 USC 11432 and is consistent with the state definition of "school of origin" that applies to foster youth. **However, as amended by P.L. 114-95, 42 USC 11432 includes preschools in the definition as provided below.**

EDUCATION FOR HOMELESS CHILDREN (continued)

School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled, **including a preschool**. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; **42 USC 11432**)

Note: Education Code 48850 expresses legislative intent that the "best interest" of a homeless student or foster youth includes educational stability as well as placement in the least restrictive educational program, as provided below. Education Code 48853 further provides that the placement of a foster youth should consider the student's access to academic resources, services, and extracurricular and enrichment activities. For consistency with the definition of "best interest" applicable to foster youth (see AR 6173.1 - Education for Foster Youth), the following definition also reflects Education Code 48853.

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

Note: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. **The district should fill in the blanks below with the title or position, address, and phone number of the district liaison.**

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

 Superintendent
 (title or position)

 1575 Old Ranch Road, Placerville, CA. 95667
 (address)

 (530) 626-3194
 (phone number)

 (email)

EDUCATION FOR HOMELESS CHILDREN (continued)

Note: The duties of the district liaison for homeless students are listed in 42 USC 11432, as amended by P.L. 114-95, and are specified below. In its July 2004 Non-Regulatory Guidance Education for Homeless Children and Youth Program, the U.S. Department of Education (USDOE) gives some specific examples of activities that the liaison could perform in furtherance of these duties, such as assisting homeless children in enrolling in school and accessing school activities; obtaining immunization or medical records; informing parents/guardians, school personnel, and others of the rights of homeless children; working with school staff to make sure that homeless children are immediately enrolled in school pending resolution of disputes; and helping to coordinate transportation services. In addition, the Guidance Also see the U.S. Department of Education's (USDOE) Non-Regulatory Guidance Education for Homeless Children and Youths Program recommends that the district's liaison refer to **and** the Homeless Liaison Toolkit developed by the National Center for Homeless Education.

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel **and** through **outreach and coordinated coordination** activities with other entities and agencies

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

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

(cf. ~~5141.6 - School Health Services~~)

2. Ensure that homeless students **are** enrolled in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that homeless families and **students—children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district**

(cf. 5148.3 - Preschool/Early Childhood Education)

4. **Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services**

(cf. 5141.6 - School Health Services)

- 4. 5.** Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

EDUCATION FOR HOMELESS CHILDREN (continued)

- 5.6.** Disseminate notice of the educational rights of homeless students in ~~district schools that provide services to homeless children and at places where they receive services, such as~~ **locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including** schools, family shelters, **public libraries,** and hunger relief agencies (soup kitchens). **The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.**
- 6.7.** Mediate enrollment disputes in accordance with law, ~~Board policy, and administrative regulation~~ **and the section "Resolving Enrollment Disputes" below**
- 7.8.** Fully inform parents/guardians **of homeless students and unaccompanied youth** of all transportation services, **including transportation to the school of origin, and assist them in accessing transportation to the school of choice**

~~(cf. 3250 - Transportation Fees)~~

(cf. 3541 - Transportation Routes and Services)

Note: P.L. 114-95 amended 42 USC 11432 to add the duties specified in items #9-10 below.

- 9. Ensure that school personnel providing services to homeless students receive professional development and other support**

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- 10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090**
- 11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law**

Note: Pursuant to Education Code 48918.1, the district liaison must be notified before the expulsion hearing for a homeless student, when the student's alleged violation does not require a mandatory recommendation for expulsion; see AR 5144.1 - Suspension and Expulsion/Due Process. When so notified, the district liaison is expected to assist the student and, as necessary, advocate on the student's behalf.

EDUCATION FOR HOMELESS CHILDREN (continued)

Furthermore, pursuant to Education Code 48915.5, if the homeless student has also been identified as an individual with a disability and the district has proposed a change of placement due to an act for which decision to recommend expulsion is discretionary, the district liaison must be invited to participate in the individualized education program team meeting that makes a manifestation determination pursuant to the Individuals with Disabilities Education Act (20 USC 1415(k)).

8. In addition, when notified pursuant to Education Code 48918.1, **the district liaison shall** assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. **9. When notified pursuant to Education Code 48915.5, the district liaison shall** participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.

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

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

(cf. 6159 - Individualized Education Program)

~~10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records~~

Note: 42 USC 11432, as amended by P.L. 114-95, requires that the California Department of Education (CDE) publish a list of district liaisons on its web site. The CDE collects the name and contact information of district liaisons through the consolidated application process, along with information about district compliance with federal program requirements.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

Note: 42 USC 11432, as amended by P.L. 114-95, specifies factors that must be considered in determining a student's best interest, as provided below.

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

EDUCATION FOR HOMELESS CHILDREN (continued)

Note: **The following optional paragraph presents examples of factors that may be considered in making placement decisions based on a student's "best interest," and may be revised to reflect district practice.** In its Non-Regulatory Guidance Education for Homeless Children and Youth Program, the USDOE recommends that the placement determination be student-centered and individualized. The Guidance lists the following factors for the district to consider when making a determination of a student's "best interest." The following paragraph is **optional** and should be revised to include any other factors used by the district in making this determination.

When making a placement decision for a homeless student, the Superintendent or designee may consider Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, **consider give priority to** the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless **his/her the student's** parent/guardian **or the unaccompanied youth** requests otherwise. (Education Code 48852.7; 42 USC 11432)

Note: Education Code 48852.7, **as added by SB 445 (Ch. 289, Statutes of 2015),** and 42 USC 11432 require schools to immediately enroll homeless students as specified below. In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USDOE recommends that the district take steps to facilitate immediate enrollment such as accepting school records directly from families, establishing school-based immunization clinics, and training staff on the legal requirements for immediate enrollment. See AR 5111.1 - District Residency.

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

EDUCATION FOR HOMELESS CHILDREN (continued)

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and ~~medical records, including, but not limited to, records or other proof of immunization history~~ **records of immunization and other required health records**

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Note: P.L. 114-95 amended 42 USC 11432 to add the circumstance specified in item #4 below.

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other **medical required health** records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, **screenings**, or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian **or an unaccompanied youth**, the Superintendent or designee shall provide the parent/guardian **or the unaccompanied youth** with a written explanation of the decision along with a statement regarding the ~~parent/guardian's~~ right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; **42 USC 11432**)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school

EDUCATION FOR HOMELESS CHILDREN (continued)

designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

Note: **42 USC 11432 and Education Code 48852.7 require that homeless students who become permanently housed during the school year be allowed to remain in the school of origin for the remainder of the school year.** Education Code 48852.7, as added by SB 445 (Ch. 289, Statutes of 2015), allows homeless students to remain in the school of origin, or matriculate to a feeder school, even if the student is no longer homeless. The district may revise the following list to reflect the grade levels and feeder school patterns in the district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

Resolving Enrollment Disputes

Note: **In the event that a dispute arises over the district's decision related to student eligibility, school selection, or enrollment, the district must comply with the requirements of 42 USC 11432 and the dispute resolution process established by the CDE. The CDE's process is described in a January 30, 2007 letter to districts, available on the CDE's web site. The CDE's letter does not specify a hearing process or timelines for the district-level dispute resolution process. Thus, the district may revise the following section to reflect district practice, provided that the process is consistent with law.**

If a dispute arises over **student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)**

The parent/guardian **or unaccompanied youth** shall be provided with a written explanation of **the placement decision any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)**

Note: **Pursuant to 42 USC 11432, when a dispute over school selection or enrollment exists between the district and a parent/guardian, the district must provide written explanation of its decision.** The following **optional paragraph list** should be modified to reflect district practice. In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USDOE recommends that the written explanation contain the elements specified below. See the accompanying Exhibit for a sample explanation and appeal form.

The written explanation shall include:

EDUCATION FOR HOMELESS CHILDREN (continued)

- ~~1. The district liaison's contact information~~
- ~~2. A description of the district's placement decision~~
- ~~3. Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities~~
- ~~4. Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education~~
- 1. A description of the action proposed or refused by the district**
- 2. An explanation of why the action is proposed or refused**
- 3. A description of any other options the district considered and the reasons that any other options were rejected**
- 4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources**
- 5. Appropriate timelines to ensure any relevant deadlines are not missed**
- 6. Contact information for the district liaison and state coordinator, and a brief description of their roles**

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

Note: The following optional paragraph is recommended in the USDOE's Non-Regulatory Guidance Education for Homeless Children and Youths Program.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

Note: The following optional paragraph is recommended by the CDE in the CDE's January 30, 2007 letter to districts.

EDUCATION FOR HOMELESS CHILDREN (continued)

In working with a student's parents/guardians **or unaccompanied youth** to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If a parent/guardian **or unaccompanied youth** disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

Note: In its January 30, 2007 letter to districts, the CDE describes the process for appealing a district's enrollment decision to the county office of education and the CDE. Upon receipt of materials describing the dispute from the district, the county office liaison will determine the school selection or enrollment decision within five working days. If the dispute remains unresolved or is appealed, the county office liaison will forward the documentation to the state homeless coordinator who will notify the parent/guardian of the final school selection or enrollment decision within five working days.

~~The CDE's letter does not specify a timeline for the district liaison to make a determination of the enrollment decision, nor does it specify a hearing process at the district level. The following optional paragraph should be revised to reflect district practice.~~

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Note: 42 USC 11432, as amended by P.L. 114-95, provides that during any dispute over a student's enrollment, the student must be allowed to be enrolled in the school during the period of all appeals. 42 USC 11434a defines "enrollment" as including attendance in classes and participation in school activities.

Pending **final** resolution of the dispute, **including all available appeals**, the student shall be immediately ~~admitted to~~ **enrolled in** the school in which enrollment is sought ~~pending resolution of the dispute.~~ **and shall be allowed to attend classes and participate fully in school activities.** (42 USC 11432, **11434a**)

EDUCATION FOR HOMELESS CHILDREN (continued)**Transportation**

Note: 42 USC 11432 **mandates** that districts adopt policies and practices to ensure that transportation is provided to homeless students, at the request of their parent/guardian **or of the district liaison in the case of an unaccompanied youth**, to and from their school of origin as specified below.

In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USDOE states that the law imposes an affirmative obligation to transport homeless students, even if transportation is not provided to other students. The Guidance clarifies that, because the State of California receives funds under McKinney-Vento, all districts in California are subject to this requirement.

Federal law does not address the authorization provided by Education Code 39807.5 for the district to charge for the cost of home-to-school transportation. However, it is likely that most homeless students would be identified as indigent and would therefore be exempt from transportation costs. See AR 3250 - Transportation Fees.

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, **or the district liaison in the case of an unaccompanied youth**, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

Note: Education Code 48852.7, **as added by SB 445 (Ch. 289, Statutes of 2015)**, requires that the district provide transportation to a formerly homeless student with an individualized education program that provides for transportation as a related service. Education Code 48852.7 does not supersede or exceed other laws governing special education services for eligible homeless students.

The following paragraph may be revised if the district chooses to provide transportation to other formerly homeless students attending their school of origin.

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Transfer of Coursework and Credits

Note: The following section is for use by districts maintaining high schools.

EDUCATION FOR HOMELESS CHILDREN (continued)

~~When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)~~

~~If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)~~

~~Note: Although Education Code 51225.2 requires districts to award partial credits to homeless students who transfer from school to school, there is no uniform system for calculating and awarding partial credits. A recommendation for how to award partial credit is available in the California Child Welfare Council's Partial Credit Model Policy and Practice Recommendations and should be revised to reflect district practice.~~

~~Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.~~

~~In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)~~

~~(cf. 6143—Courses of Study)~~

Applicability of Graduation Requirements

~~Note: The following section is for use by districts maintaining high schools. Also see BP 6146.1—High School Graduation Requirements.~~

~~Education Code 60851.5, as added by SB 172 (Ch. 572, Statutes of 2015), provides that the administration of the California High School Exit Examination and the requirement that each student completing grade 12 successfully pass the exam as a condition of receiving a diploma or a condition of graduation from high school are suspended for the 2015-16, 2016-17, and 2017-18 school years.~~

EDUCATION FOR HOMELESS CHILDREN (continued)

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

(cf. 6146.1 High School Graduation Requirements)

(cf. 6162.52 High School Exit Examination)

Note: Pursuant to Education Code 51225.1, homeless students who transfer after the second year of high school are exempted from locally established high school graduation requirements in the same manner as foster youth who transfer in the same grades. The district is required to notify the homeless student, the person holding rights to make educational decisions for the student, and the district liaison of the availability of this exemption and whether the student qualifies for it. As amended by AB 1166 (Ch. 171, Statutes of 2015), Education Code 51225.1 provides that, if the district fails to provide this notification, a student who qualifies for the exemption will be eligible for the exemption once he/she is notified, even if that notification is received after the student is no longer homeless.

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

EDUCATION FOR HOMELESS CHILDREN (continued)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

Note: The following paragraph is required pursuant to Education Code 48850. See BP 6145 - Extracurricular and Cocurricular Activities for additional eligibility requirements.

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Note: Education Code 51225.1 and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015), require that specified educational rights of homeless students be included in the annual uniform complaint procedures notification distributed pursuant to 5 CCR 4622.

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

EDUCATION FOR HOMELESS CHILDREN (continued)

Note: ~~AB 379 (Ch. 772, Statutes of 2015) amended~~ Education Code 51225.1 and 51225.2 ~~to~~ provide that complaints of noncompliance with specified requirements related to the educational rights of homeless students may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4687. As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to the CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

(12/14 12/15) 10/16

CSBA Sample Exhibit

Instruction

E(1) 6173(a)

EDUCATION FOR HOMELESS CHILDREN

DISTRICT EXPLANATION OF **ENROLLMENT** DECISION RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT

Note: **The following form should be revised to reflect district practice.** In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, **issued July 2004**, the U.S. Department of Education recommends that the written **statement of any** decision regarding a homeless student's **eligibility, school selection, or** enrollment include the elements specified below. See the accompanying administrative regulation.

Instructions: The following form ~~is to be used when the district has denied a parent/guardian's the enrollment request~~ **provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.**

Date: _____ Name of person completing form: _____
Title: _____ Phone number: _____

In accordance with **the** federal ~~law~~ **McKinney-Vento Homeless Assistance Act** (42 USC **11432 11431-11435**), this notification is being provided to **either**:

Name of parent(s)/guardian(s): _____

Name of **unaccompanied** student(s): _____

~~Name of s~~ School requested: _____

District's placement decision (name of school): _____

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

~~After reviewing your request to enroll your child in the school listed above, your enrollment request has been denied.~~

This The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

EDUCATION FOR HOMELESS CHILDREN (continued)

Other options that the district considered, if any, included the following options which were rejected for the following reasons:

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

You have the right to appeal this decision to the district Superintendent. **To do so, contact the district's homeless liaison listed below within the next ____ (insert number of days) ____ days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within ____ (insert number of days) ____ days.**

If you are not satisfied with the Superintendent's decision, you may appeal to the _____ (insert county name) _____ County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: _____
Address: _____
Phone number: _____

EDUCATION FOR HOMELESS CHILDREN (continued)

County Liaison: If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: _____

Address: _____

Phone number: _____

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: _____

Address: _____

Phone number: _____

RIGHTS:

You also have the following rights:

Pending **the final** resolution of this dispute, **including the period of all appeals**, ~~your child the~~ **student** has the right to immediately enroll in the school ~~you~~ requested and to participate **fully** in school activities at that school.

- ~~You may provide written or verbal documentation to support your position. You may use the district's dispute resolution form. A copy of the dispute resolution form can be obtained from the district's liaison for homeless students.~~
- ~~You may seek the assistance of advocates or attorneys to help you with this appeal.~~

EDUCATION FOR HOMELESS CHILDREN**~~ENROLLMENT~~ DISPUTE FORM**

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: _____

Name of person completing form: _____

Student's name: _____

Name of person completing form: _____

Relation to student: _____

I may be contacted at the following:

Address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the **eligibility, school selection, or** enrollment decision made by:

☐ District liaison ☐ **District** Superintendent ☐ County **office of education** liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ **Contact information for the state homeless coordinator**

(7/05) 10/16

CSBA Sample Exhibit

Board Bylaws

E(1) 9323.2(a)

ACTIONS BY THE BOARD

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Note: The following exhibit lists some of the Governing Board actions that require more than a simple majority vote. Other such actions may exist and may be identified in the future.

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

Note: Item #5 below is different from temporary borrowing pursuant to Government Code 53850-53858 which requires only a majority vote of the Board.

5. Request for temporary borrowing pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)

(cf. 7150 - Site Selection and Development)

(cf. 7160 - Charter School Facilities)

- 7. When the district is organized to serve only grades K-8 and desires to establish a community day school for any of grades K-8 (Education Code 48660)**

ACTIONS BY THE BOARD (continued)

(cf. 6185 - Community Day School)

Note: Items #7-9 below are for use by districts seeking to establish a community day school on an existing school site.

7.8. When the district has an average daily attendance (ADA) of 2,500 or less and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

8.9. When the district is organized to serve only grades K-8 and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

9.10. When the district desires to operate a community day school to serve any of grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

(cf. 6185 - Community Day School)

10.11. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

11.12. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

12.13. Resolution to place a parcel tax on the ballot (Government Code 53724)

Note: Code of Civil Procedure 1245.240 requires that, prior to commencing an eminent domain action, the Board adopt a resolution of necessity approved by a two-thirds vote of the Board unless a greater vote is required by statute, charter, or ordinance. In addition, if the Board desires to use the property for a different purpose than stated in the resolution of necessity, then pursuant to Code of Civil Procedure 1245.245, the Board must adopt, by two-thirds vote, another resolution authorizing the different use unless a greater vote is required by statute, charter, or ordinance.

13.14. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the

ACTIONS BY THE BOARD (continued)

resolution of necessity, a subsequent resolution so authorizing the different use
(Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)
4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

5. Resolution to award a contract for a public works project at \$187,500 or less to the lowest responsible bidder, when the district is using the informal process authorized

ACTIONS BY THE BOARD (continued)

under the Uniform Public Construction Cost Accounting Act for projects of \$175,000 or less, all bids received are in excess of \$175,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)
2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

AGENDA ITEM 13.0

ACTION ITEM: 2016-17 First Interim

BACKGROUND

Wendy Scarlett, CFO, will present data and insights received while compiling the First Interim Report. The Board will take action to accept the report for the period ending October 31, 2016.
(Board Policy 3460)

ATTACHMENTS

- **None.** The 2016-17 First Interim Report shall be available for public inspection both online via the business office link on the district website at www.gtusd.org, and in hard copy at the Gold Trail Union School District Office in the Sutter's Mill School administration building, 4801 Luneman Road, Placerville, CA. 95667, at least 72 hours prior to the meeting.

BUDGETED

☐ NA ☒ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

Accept the report.

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>	

AGENDA ITEM 14.0

ACTION ITEM: First Reading and Adoption of AR 6174, Education for English Language Learners

BACKGROUND

The following regulation is brought forward to clarify existing practices regarding criteria used to reclassify students initially identified as English Learners to students that are Fluent English Proficient.

ATTACHMENTS

- AR 6174, Education for English Language Learners
- Sample English Learner Reclassification Form

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

Approve the regulation.

NOTES

<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 SD

Administrative Regulation

Education For English Language Learners

AR 6174
Instruction

Definitions

English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)

English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

Structured English immersion (also known as "sheltered English immersion") means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)

Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through use of a home language survey. (Education Code 52164.1; 5 CCR 11307)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be assessed for English proficiency using the state's designated English language proficiency test. (Education Code 313, 52164.1; 5 CCR 11511)

Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education.

(Education Code 313)

The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.7. Variations and accommodations in test administration may be provided pursuant to 5 CCR 11516-11516.7. Any student with a disability shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. If he/she is unable to participate in the assessment or a portion of the assessment with such accommodations, he/she shall be administered an alternate assessment for English language proficiency as set forth in his/her IEP. (5 CCR 11516-11516.7)

(cf. 6152.51 - State Academic Achievement Tests)

(cf. 6159 - Individualized Education Program)

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

Parental Notifications

The Superintendent or designee shall provide the following written notifications to parents/guardians of English learners:

1. Assessment Notification: The district shall notify parents/guardians of their child's results on the state's English language proficiency assessment within 30 calendar days following receipt of the results from the test contractor. (Education Code 52164.1; 5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

2. Placement Notification: At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309)

3. Title III Notifications: Each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 440; 20 USC 7012)

a. The reason for the student's classification as an English learner

b. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement

c. A description of the program for English language development instruction, including a

description of all of the following:

- (1) The manner in which the program will meet the educational strengths and needs of the student
 - (2) The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards
 - (3) The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
 - (4) Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
- d. Information regarding a parent/guardian's option to decline to allow the student to be enrolled in the program or to choose to allow the student to be enrolled in an alternative program
- e. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered
4. Annual Measurable Objectives Notification: If the district fails to make progress on the annual measurable achievement objectives for English learners established pursuant to 20 USC 6842, the Superintendent or designee shall, within 30 days after such failure occurs, send a notification regarding such failure to the parents/guardians of each student identified for participation in a language instruction educational program supported by Title III funds. (20 USC 7012)

Parental Exception Waivers

A parent/guardian may, by personally visiting the school, request that the district waive the requirements pertaining to the placement of his/her child in a structured English immersion program if one of the following circumstances exists: (Education Code 310-311)

1. The student already possesses sufficient English language skills, as measured by standardized tests of English vocabulary comprehension, reading, and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.
2. The student is age 10 years or older, and it is the informed belief of the principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.
3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional,

psychological, or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.

Upon request for a waiver, the Superintendent or designee shall provide parents/guardians with a full written description and, upon request, a spoken description of the intent and content of the structured English immersion program, any alternative courses of study, all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices. For a request for waiver pursuant to item #3 above, the Superintendent or designee shall notify the parent/guardian that the student must be placed for a period of not less than 30 calendar days in an English language classroom and that the waiver must be approved by the Superintendent pursuant to any guidelines established by the Governing Board. (Education Code 310, 311; 5 CCR 11309)

The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (Education Code 311; 5 CCR 11309)

When evaluating waiver requests pursuant to item #1 above and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include district standards and assessment and teacher evaluations of such students.

Parental exception waivers pursuant to item #2 above shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)

Parental exception waivers pursuant to item #3 above shall be granted by the Superintendent if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological, or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)

All parental exception waivers shall be acted upon within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to item #3 above shall not be acted upon during the 30-day placement in an English language classroom. Such waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later. (5 CCR 11309)

Any individual school in which 20 or more students of a given grade level receive a waiver shall offer an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered. (Education Code 310)

In cases where a parental exception waiver pursuant to item #2 or #3 above is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court. (5 CCR 11309)

Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The following measures shall be used to determine whether an English learner shall be reclassified as fluent English proficient: (Education Code 313; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the state's English language proficiency assessment
2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian opinion and consultation

The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.

4. Student performance on an objective assessment of basic skills in English that shows

whether the student is performing at or near grade level

Students initially identified as English Learners (ELs) are reclassified as Fluent English Proficient when they meet 3 out of the 4 following criteria markers.

- 1. The student has demonstrated English proficiency on the annual state's English language proficiency assessment by achieving an overall performance level of 4 (Early Advanced) or 5 (Advanced) with subscores of 3 (Intermediate) or higher in Reading, Writing, Listening, and Speaking.**
- 2. The teacher has determined that the student has demonstrated grade level proficiency as evidenced by Progress Report Card or Report Card marks.**
- 3. Parent opinion and consultation.**
- 4. The student has demonstrated basic skills in English from an objective assessment that is also given to English proficient students of the same age. For grades 3-8, the California Assessment of Student Performance and Progress (CAASPP) will be used. Student must achieve a score of "Standard Nearly Met" in English Language Arts (ELA). For grades K-2, district grade level specific test will be used.**

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least two years following their reclassification to determine whether the student needs any additional academic support to ensure his/her language and academic success.

Advisory Committee

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the Board on at least the following tasks: (5 CCR 11308)

1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements

5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures
7. Review of and comment on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

(cf. 0460 - Local Control and Accountability Plan)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

Regulation GOLD TRAIL UNION SCHOOL DISTRICT
approved: ~~September 10, 2015~~ December 8, 2016 Placerville, California

GOLD TRAIL UNION SCHOOL DISTRICT
EL Reclassification

Student Name: _____
Last First MI

Date of Birth: _____ **Grade:** _____ **School:** _____

1. English Language Proficiency – CELDT

Check One:

- ☐ CELDT: Overall Early Advanced
☐ CELDT: Overall Advanced

In order to be reclassified, the student must achieve an overall CELDT score of Early Advanced or Advanced. In addition, no single CELDT category may be lower than Intermediate.

	<i>SCALE SCORE</i>	<i>PERFORMANCE LEVEL</i>	<i>DATE</i>
Reading			
Writing			
Listening			
Speaking			
Overall			

2. Teacher Input

- ☐ Student is performing as fluent English proficient. We recommend that he/she be reclassified as Fluent English Proficient.
- ☐ Student is not yet performing as fluent English proficient. We do not recommend that s/he be reclassified at this time.

<i>SUBJECT</i>	<i>PROGRESS REPORT GRADE</i>	<i>REPORT CARD GRADE</i>

3. Parent Opinion:

☐ Agree ☐ Disagree Date: _____

Notes: _____

4. Performance Based Assessment

<i>ASSESSMENT</i>	<i>YEAR</i>	<i>SCALE SCORE</i>	<i>PERFORMANCE LEVEL</i>

5. Signatures

	Signature	Date
Parent/Guardian		
Teacher		
EL Coordinator		
Administrator		

AGENDA ITEM 15.0

ACTION ITEM: Review of Board of Trustees and Superintendent Protocols

BACKGROUND

The Board will conduct its annual review of the subject protocols.

ATTACHMENTS

➤ **Adopted Protocols**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

Expand discussion.

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>	

BOARD AND SUPERINTENDENT PROTOCOLS

The purpose of these protocols is to provide a basic set of professional standards by which the Governing Board and the Superintendent are to function as a team. There is no intention to abridge the rights and obligations of Board members to oversee the operation of the District, not to interfere with the Superintendent with his/her role as the Chief Executive Officer of the District.

1. All Board members will define and understand the difference between Administration and policy-making, and respect the roles of each other.
2. When interacting with the public at a meeting, Board members will not make statements that could be interpreted as having full team concurrence.
3. All conversations taking place in Closed Sessions will remain absolutely confidential. The Board members will comply with the Brown Act and refrain from discussing anything in Closed Session that has not been placed on the agenda.
4. Each member of the team is dedicated to making all other members of the team successful.
5. Never will a matter be brought to a public meeting that is a surprise to the Superintendent or the Board.
6. No individual Board member will make or appear to make a decision, which appropriately should be made by the entire Board.
7. All Board members are to be apprised in a timely manner of any incident to which they may be called upon to answer or explain.
8. Each member of the team is to be treated with dignity and respect.
9. Board meeting attendance is to be given the highest priority.
10. Questions and clarification of Board agenda items are to be communicated to the Superintendent prior to the Board meeting whenever possible.
11. Individual requests for reports, surveys, projects, etc. will be directed only to the Superintendent.
12. Every member of the team is honorable, honest, and dedicated to the success of the students and staff of the District.
13. Promotional appointments are made by the Superintendent, but only in consultation with the Board.
14. Personnel changes are to be recommended by the Superintendent. Board input will include only significant and relevant data – never the “pushing” or “pushing out” of individuals.
15. Unsubstantiated rumor, innuendo, and information from anonymous sources are not to be pursued unless the Superintendent chooses to do so.

16. Any complaint made to a Board member by the community is to be referred directly to the Superintendent.
17. Irritations will not be allowed to fester.
18. No individual Board member is to come between the Superintendent and his/her staff and other Board members.
19. All substantive contacts between a Board member and District personnel are to be reported to the Superintendent as soon as possible.
20. Never is a team member to discuss confidential personnel or negotiations matters with members of the Bargaining Unit.
21. Any concern reported to the Superintendent by a Board member is to receive the highest priority, with the disposition of the matter communicated to all of the team.
22. No individual team member will ever use the media as a forum.
23. Loyalty to the entire team involves:
 - Giving one's opinion on all issues.
 - Not bad-mouthing other team members in public.
 - Respecting each individual's opinion.
 - Accepting and living with the action of the team.
24. All significant administrative actions are to be communicated regularly to all Board members.
25. Never is dirty linen to be aired outside the team.
26. Unintentional mistakes may occur and should not be attributed to unwillingness to be a team member.
27. Dredging up the past is to be avoided.
28. Every action by a member of the team should be directed toward improving the educational program for students. If not, it is not to be taken.
29. Board members, as their time permits, are encouraged to visit school sites and attend school functions, but will avoid interrupting instruction or interrupting employees at work.

Element 1: Areas of Responsibility

The Role and Function of the Board and Superintendent

The Governing Board can adopt policy that has the impact of state law.

The Superintendent and staff should be held accountable for the implementation of all Board policies.

Failure to follow or overlapping of these responsibilities results in ineffective management and waste.

Confusion and misunderstanding between Board members, the Superintendent, staff, and community most often result from a lack of understanding regarding the role and function of the Board and Superintendent.

Element 2: Meaningful Conversation

The greatest problem in communication is the illusion that it has been accomplished.

The cornerstone of a strong Board-Superintendent relationship is dependent upon openness in all matters by the members of the Board and the Superintendent.

No decision by the Board is any better than the amount and kind of information it is provided.

There is a need for a willingness to inform and to be informed by individuals throughout the District.

Communication is the cement that holds an organization together.

Element 3: Conflict of Ideas v. Personal Conflict

If everyone thinks alike, no one is doing much thinking.

Conflict of ideas does not mean there is an absence of mutual support.

Both the Board and Superintendent need support from each other. A strong partnership is strengthened when Board members support the Superintendent from unjust criticism and when the Superintendent defends the Board members from unwarranted accusations.

Constructive criticism should be welcomed, but destructive criticism and unjust criticism should be exposed. The former is necessary for survival; the latter makes survival impossible.

Element 4: Careful Planning

No one enjoys surprises; careful planning will avoid most of them.

Planning begins with the Board involved in at least yearly and quarterly planning for the District.

Basically, both the Superintendent and the Board must be headed in the same direction.

The Board reserves judgment on all matters until it hears the recommendation of the Superintendent and discusses the matter in a duly authorized meeting.

The Superintendent's plan must be tentative until reviewed and approved by the Board.

Element 5: A Clear Understanding of the Decision-Making Process

Before major decisions are made:

- Alternatives should be considered.
- Background information should be studied.
- Ramifications for decisions should be examined.
- As much input as feasible is considered.
- The decision is made by the people closest to the problem wherever possible.
- People are informed not only of the decision, but the reason for the decision.
- Authority can be delegated – accountability cannot.

Before casting a vote, a Board member should ask himself or herself two questions:

- Am I voting solely on the merit of the issue and not being influenced by vested interest groups or listening to the most vocal?
- Whatever the outcome, will I abide by and support the decision of the Board knowing that each member of the Board is obligated to abide by and uphold the adopted policies of the Board whether that individual voted for the adoption or not.

Element 6: Periodic Evaluation

The objective of evaluation should be improvement.

The Board and Superintendent should evaluate the work of the District regularly.

Expectations of both the Board and Superintendent should be considered.

The Board should evaluate the Superintendent, based upon the result of his/her goals.

The Board should do a self-evaluation of its performance at least yearly.

Evaluating people is always difficult, but an honest, open discussion is far better than a sudden conflict between the Board and Superintendent.

Element 7: Able Leadership

A Superintendent is employed to lead. He/she considers the significance of the following tangibles:

- Trust level.
- Sensitivity.
- Caring.
- Vision.
- Pride.
- Motivation.
- Human skills.
- Honesty.

A strong Board-Superintendent partnership gives direction, stability, and confidence to the total staff and community.

Where this exists, morale is high, people work effectively and efficiently, and most important good things happen for kids.

Adopted by the Board of Trustees: September 8, 2005

AGENDA ITEM 16.0

ACTION ITEM: District Vision

BACKGROUND

The Board will review, and possibly revise, the District's vision statement. (BP0000)

The current District Vision statement reads as follows:

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.

ATTACHMENTS

➤ None

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>	

AGENDA ITEM 17.0

ACTION ITEM: **Trustee Biographies**

BACKGROUND

With the addition of a new member to the governing board, the Trustees will share a bit of their personal stories.

ATTACHMENTS

➤ **None**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

Expand discussion.

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>	

AGENDA ITEM 18.0

DISCUSSION ITEM: Administrative Reports

BACKGROUND

Board members will report on activities relevant to District business.

J. Murchison will report on activities relevant to District and Sutter's Mill School business.

S. Lyons will report on activities relevant to Gold Trail School business.

W. Scarlett will be available to answer question relevant to financial business.

ATTACHMENTS

➤ **Current District Enrollment**

BUDGETED

☒ NA ☐ Yes ☐ No ☐ Cost Analysis Follows

RECOMMENDATION

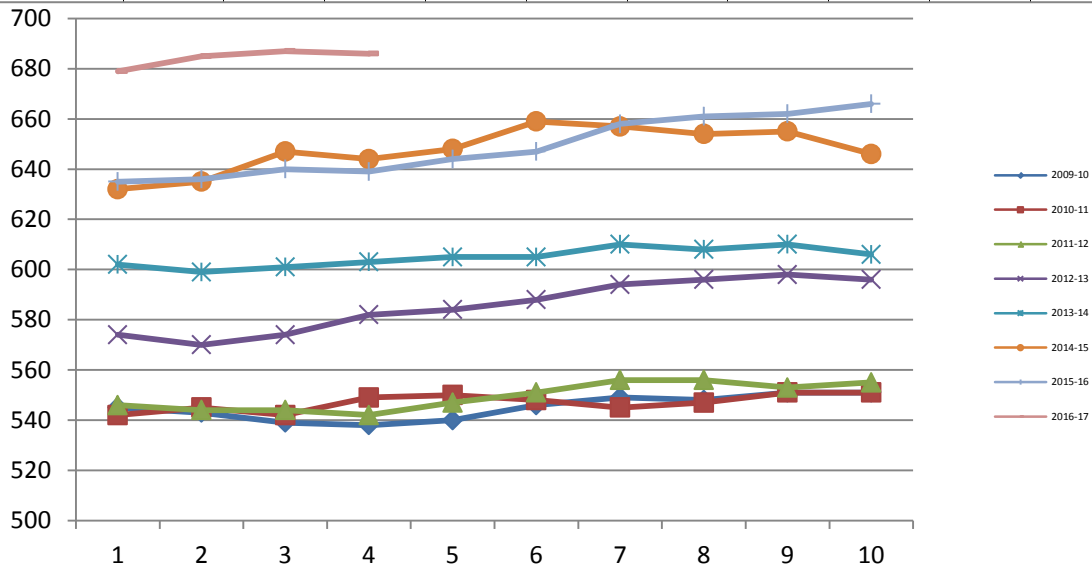
No action needed.

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						

2016-17 Enrollment this month

TK	23		4	81
K	65		5	87
1	61		6	75
2	70		7	76
3	71		8	77
Total	290		Total	396
District Total Enrollment				686

AGENDA ITEM: Closed Session
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19. CLOSED SESSION OPEN HEARING

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

20. CLOSED SESSION

The Board will adjourn to Closed Session pursuant to Government Code 54956.8.

Closed Session attendants: Board Members and Superintendent.

21. PERSONNEL

.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 limit legislative bodies to the types of closed sessions identified (Government Code 54962.) The Brown Act and Education Code authorize closed sessions for the following:

- 1. Real estate negotiations.*
- 2. Pending litigation.*
- 3. Liability claims.*
- 4. Public security.*
- 5. Personnel exception.*
- 6. Labor negotiations.*
- 7. Particular student matters.*
- 8. Student assessment instruments used as part of the statewide testing system.*

AGENDA ITEM 22.0
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 23.0
Future Meetings

Date: TBA Time: TBA Location: TBA
 Agenda Items for that meeting may include but are not limited to:
 TBD

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

AGENDA ITEM: <i>Adjournment</i>				
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>