

RIVER DELTA UNIFIED SCHOOL DISTRICT

Notice of a Regular Meeting of the Board of Trustees

By Order of the President of the Board of Trustees, this is a Call for the Regular Meeting of the Board of Trustees of the River Delta Unified School District to be held:

December 12, 2017

Rio Vista High School ♦ 410 South Fourth Street, Rio Vista, CA

A copy of the full agenda (with backup documents but without confidential closed session items) is available for public review at the District Office, 445 Montezuma St., Rio Vista, California, at least 72 hours prior to the announced meeting of the Board of Trustees or online at <http://riverdelta.org> under the heading: Board of Trustees

REGULAR MEETING AGENDA

1. Call the Open Session to Order (@ 5:30 p.m.)
2. Roll Call
3. Review Closed Session Agenda (see attached agenda)
 - 3.1 Announce Closed Session Agenda
 - 3.2 Public Comment on Closed Session Agenda Items Only
4. Approve Closed Session Agenda and Adjourn to the **Closed Session** (@5:35 p.m.)
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Time: _____
5. Reconvene to Open Session (@ approx. 6:30 p.m.) Time: _____
 - 5.1 Retake Roll Call
Member Fernandez ____; Member Olson ____; Member Riley ____; Member Donnelly ____;
Member Elliott ____; Member Maghoney ____; Member Bettencourt ____
 - 5.2 Pledge of Allegiance
6. Report of Action taken, if any, during the Closed Session (Government Code Section 54957.1) – Board President Fernandez
7. Review and Approve the **Open Session** Agenda
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
8. Public Comment: **Anyone may address the Board at this time regarding any subject that is within the Board's subject-matter jurisdiction which is not on this night's agenda** [Government Code Section 54954.3 and Education Code Sections 35145.5 and 72121.5]. **However, please hold your comments on a specific agendized item on this agenda until it is brought up for discussion.** To address the Board, raise your hand and when you have been called on, please step up to the podium and state your name. However, **understand the Board may not take action on any item which is not actually listed on this agenda** (except as authorized by Government Code Section 54954.2). (BB9323) **Individual speakers shall be allowed three minutes to address the Board on any non-agendized item. The Board shall limit the total time for public presentation and input on all items to a maximum of 20 minutes.** With Board consent, the Board President may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard and the overall length of the agenda. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323) Anyone may appear at the Board meeting to testify in support of, or in opposition to, any item on this agenda being presented to the Board for consideration. {If you wish to have an item placed on the agenda for discussion and/or action by the Board, you must notify the Board Secretary/Superintendent in writing no later than ten working days prior to a regularly scheduled Board meeting requesting permission. After the Superintendent's Cabinet has met, you will be notified of their decision.}
9. **Reports, Presentations, Information**
 - 9.1 Board Member(s) and Superintendent Report(s) and/or Presentation(s) –
 - 9.1.1 Board Members' report(s)
 - 9.1.2 Committee Report(s)
 - 9.1.3 Superintendent Beno's report(s)
 - 9.2 Business Services' Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Elizabeth Keema-Aston, Chief Business Officer and Craig Hamblin, Director of MOT
 - 9.2.1 ADA/Enrollment Report - Elizabeth Keema-Aston
 - 9.2.2 Monthly Financial Report - Elizabeth Keema-Aston
 - 9.2.3 Maintenance, Operations & Transportation Update - Craig Hamblin

9.2.4 Present the Annual Developer Fee Report – Elizabeth Keema-Aston

9.3 Educational and Special Education Services Reports and or Presentations – Kathy Wright, Director of Educational Services

9.4 Public Hearing – To acknowledge the River Delta Unified Teachers’ Association (RDUTA)’s Initial proposals for negotiation with River Delta Unified School District for 2017-2018 – Don Beno

Open Public Hearing _____ pm Public Comment: Close Public Hearing _____ pm

10. **Consent Calendar**

- 10.1 Approve Board Minutes
Regular Meeting of the Board, November 14, 2017
- 10.2 Receive and Approve Monthly Personnel Reports
As of December 12, 2017
- 10.3 District’s Monthly Expenditure Report
November 2017
- 10.4 Request to approve out-of-state travel for Rio Vista High School Student Chapter Members American Field Service (AFS) short-term domestic exchange students traveling to Lenor, North Carolina from March 23-27, 2018 paid by AFS no cost to District – Vicky Turk
- 10.5 Request to acknowledge the “Sunshined” River Delta Unified Teacher’s Association negotiation proposals to the River Delta Unified School District for 2017-2018 – Charles Van Riper
- 10.6 Request to declare as surplus D.H. White Elementary School’s non-operable technology equipment from inventory and deem its value as zero –Nick Casey
- 10.7 Request the approval to apply for the 21st Century Community Learning Center (CCLC) Grant for D.H. White Elementary School for the 2018-2019 school year – Kathy Wright
- 10.8 Request to approve the fundraising event “Concessions” to benefit Rio Vista High School’s National Alliance for Mental Illness (NAMI) Club – Vicky Turk
- 10.9 Request to approve the Delta High School FFA to travel and attend the Annual California State FFA Convention in Anaheim, CA from April 22-25, 2018 – Funding by Ag Boosters, Ag Incentive Funding and fundraising – Laura Uslan and Shanan Spears
- 10.10 Request to approve the Professional Expert Agreement with Jeannie Finn for the 2017-2018 school year to provide deaf and hard of hearing (DHOH) services for district students – Special Educational Funds, not to exceed \$2,500 – Kathy Wright
- 10.11 Request to approve the Independent Audit contract with Crowe Horwath of the District’s Attendance Software System – Elizabeth Keema-Aston
- 10.12 Request to approve the Bates PTA fundraising event “La-Tee-Da” candle and wax melts sales – Maria Elena Becerra
- 10.13 Donations to Receive and Acknowledge:
Mokelumne High School
Wendy Neves – Wireless Optical Mouse (\$75.02)
Bates Elementary School
Bank of Rio Vista - \$235
Excel Photographers - \$149.12
PG & E - \$560
Rio Vista High School – Athletic Fields
Crop Production Services

Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____

Action Items -- Individual speakers shall be allowed three minutes to address the Board on any agenda item. The Board shall limit the total time for public presentation and input on all items to a maximum of 20 minutes. With Board consent, the Board President may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard and the overall length of the agenda. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323) Anyone may appear at the Board meeting to testify in support of, or in opposition to, any item on this agenda being presented to the Board for consideration.

11. The Board is to conduct reorganizational duties including the election of Officers for 2018. The Board must elect the President, Vice President and Clerk positions as well as the SCOE Board representative. Upon the election of the new or returning officers, the Officers will be “seated” to conduct the balance of the meeting – Don Beno

President _____ Vice President _____ Clerk _____ SCOE Rep. _____

Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____

12. The Board is to complete their ‘annual reorganization’ duties (under the provisions of Ed Code 35143 and 50171) by setting and approving a schedule of Regular Board Meetings for Calendar Year 2018 - Don Beno

Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____

13. Request the approval of the First Interim Financial Report for 2017-2018 – Elizabeth Keema-Aston
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
14. Request to approve the first reading of the updated or new Board Policies, Administrative Regulation or Exhibits due to new legislation or mandated language and citation revisions as of October 2017 – Don Beno
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
15. Request to approve Resolution No. 739 declaring the results of the special election on the question of amending community facilities District No. 1 held on December 4, 2017 certifying the canvass of election results, and ordering the amendment – Elizabeth Keema-Aston
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
16. Request the Elimination of a Special Educational Assistant IV at Delta High School determined by the IEP team – Kathy Wright
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
17. Request Board to Respond to California School Board's Association's Call for Nominations for CSBA Delegate Assembly – Don Beno
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
18. Re-Adjourn to continue Closed Session, if needed
19. Report of Action taken, if any, during continued Closed Session (Government Code Section 54957.1) Board Elected President
20. Adjournment
 Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstentions: _____ Time: _____

A copy of the full agenda is available for public review at each school site. A copy of the full agenda is available for public review at the District Office (with backup documents but without confidential closed session items), 445 Montezuma St., Rio Vista, California, at least 72 hours prior to the announced meeting of the Board of Trustees. The full agenda is also available online at <http://riverdelta.org>.

Americans with Disabilities Act Compliance: Any and all requests for "...any disability-related modification or accommodation, including auxiliary aids or services..." needed to access our agendas or to participate in the public meetings, must be received in writing by the Superintendent's Office at 445 Montezuma Street, Rio Vista, CA 94571 at least annually before July 1 of each year -- or at least 5 calendar days prior to the individual meeting in question. All inquiries may be directed to the Superintendent's Office c/o Jennifer Gaston at (707) 374-1711.

AFFIDAVIT OF NOTICING AND POSTING:

I, Jennifer Gaston, Executive Assistant to the Board of Trustees, declare that a copy of this Regular Meeting Agenda/Notice was posted in the bulletin board in front of the District Office and that the Board of Trustees Members, District administrative offices and schools, the community libraries and the River News Herald were provided notice or caused to be provided notice via fax, e-mail and/or hand delivery on or before Friday, December 8, 2017, by or before 5:30 p.m.

By: *Jennifer Gaston* Jennifer Gaston, Executive Assistant, to the Superintendent.

ATTACHMENT

RIVER DELTA UNIFIED SCHOOL DISTRICT

Notice of a Regular Meeting of the Board of Trustees

By Order of the President of the Board of Trustees, this is a Call for the Regular Meeting of the Board of Trustees of the River Delta Unified School District to be held:

December 12, 2017

Rio Vista High School ♦ 410 South Fourth Street, Rio Vista, CA

CLOSED SESSION

As provided by Government Code Section 54957, the Board is requested to meet in closed session for consideration of personnel appointment, employment, discipline, complaint, evaluation or dismissal [Government Code Section 54957], possible or pending litigation [Government Code 54956.9(a)(b)(c)], student discipline [Education Code Sections 49070 (c) and 76232 (c)], employee/employer negotiations [Government Code Section 3549.1 and 54957.6], or real property transactions [Government Code Section 54956.8].

A Closed Session will be held beginning at 5:35 p.m. on December 12, 2017, at the Rio Vista High School, Rio Vista, California (which is prior to the full Open Session). Any formal action taken by the Board will be reported in the Open Session of this regular meeting of the Board of Trustees [Government Code Section 54957.1]. As needed, this Closed Session may be reconvened following the full Open Session. Any formal action taken by the Board will be reported in Open Session prior to adjournment.

4. CLOSED SESSION

- 4.1 Student Discipline [Education Code Sections 49070 (c) and 76232 (c)]. - None
4.2 Possible or Pending Litigation [Government Code 54956.9(a)(b)(c)]
Following Conference with Legal Counsel Following Conference with Legal Counsel (Parker & Covert, LLC; Girard, Edwards, Stevens & Tucker LLP) – Pending or Anticipated Litigation/Potential Case(s) Update(s)
4.2.1 Name(s) unspecified as disclosure would jeopardize the service of process and/or existing/possible settlement negotiations
4.3 Personnel Evaluation, Searches, Appointment, Employment, Complaint, Discipline, Dismissal, Non-reelects and Releases [Government Code Section 54957]

Following Conference with Legal Counsel (Girard, Edwards, Stevens & Tucker LLP):

Public Employee(s) Evaluation:

- 4.3.1 Superintendent
4.3.2 Certificated
4.3.3 Classified
4.3.4 Public Employee(s) Searches, Appointment, Employment conditions
4.3.5 Complaint, Discipline, Dismissal, Non-Reelects, & Releases
4.3.6 Employee/Employer Negotiations [Government Code Section 3549.1 and 54957.6] Following negotiation meetings any/all units.
4.3.6.1 Administration
4.3.6.2 Confidential
4.3.6.3 RDUTA
4.3.6.4 CSEA

5. Adjourn to Open Session (@6:30 p.m.) Any formal action taken by the Board in the above items will be reported in Open Session of this regular meeting of the Board of Trustees [Government Code Section 54957.1]. The meeting may be reconvened as needed (i.e. following the end of Open Session).

Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Time: _____

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BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017 Attachments: X
From: Elizabeth Keema-Aston, Chief Business Officer Item No.: 9.2.1

SUBJECT: Monthly Enrollment and ADA Report (**November Month 4**) Action Item: _____
Consent Action: _____
Information Only: x

Background: Each month district staff compiles attendance and enrollment data for all school sites. The attached summary shows comparative enrollment and ADA for *2016-2017 and 2017-2018*. The summary also shows the increase/decrease enrollment for current and prior months. The attached charts compare the ADA with Enrollment for the current year and five (5) prior years.

Status: District-wide enrollment ***decreased by 1 student*** compared to the same month last year, decreasing from 1,905 to 1,904. (Does not include Adult Ed)

District-wide enrollment ***decreased by 2 students*** compared to last month (*October*), from 1,906 to 1,904. (Does not include Adult Ed)

District-wide attendance ***has increased 7 ADA*** compared to last month (*October*), 1,814 to 1,821. (Does not include Adult Ed)

Prepared by: Elvia Navarro, Accounting Specialist

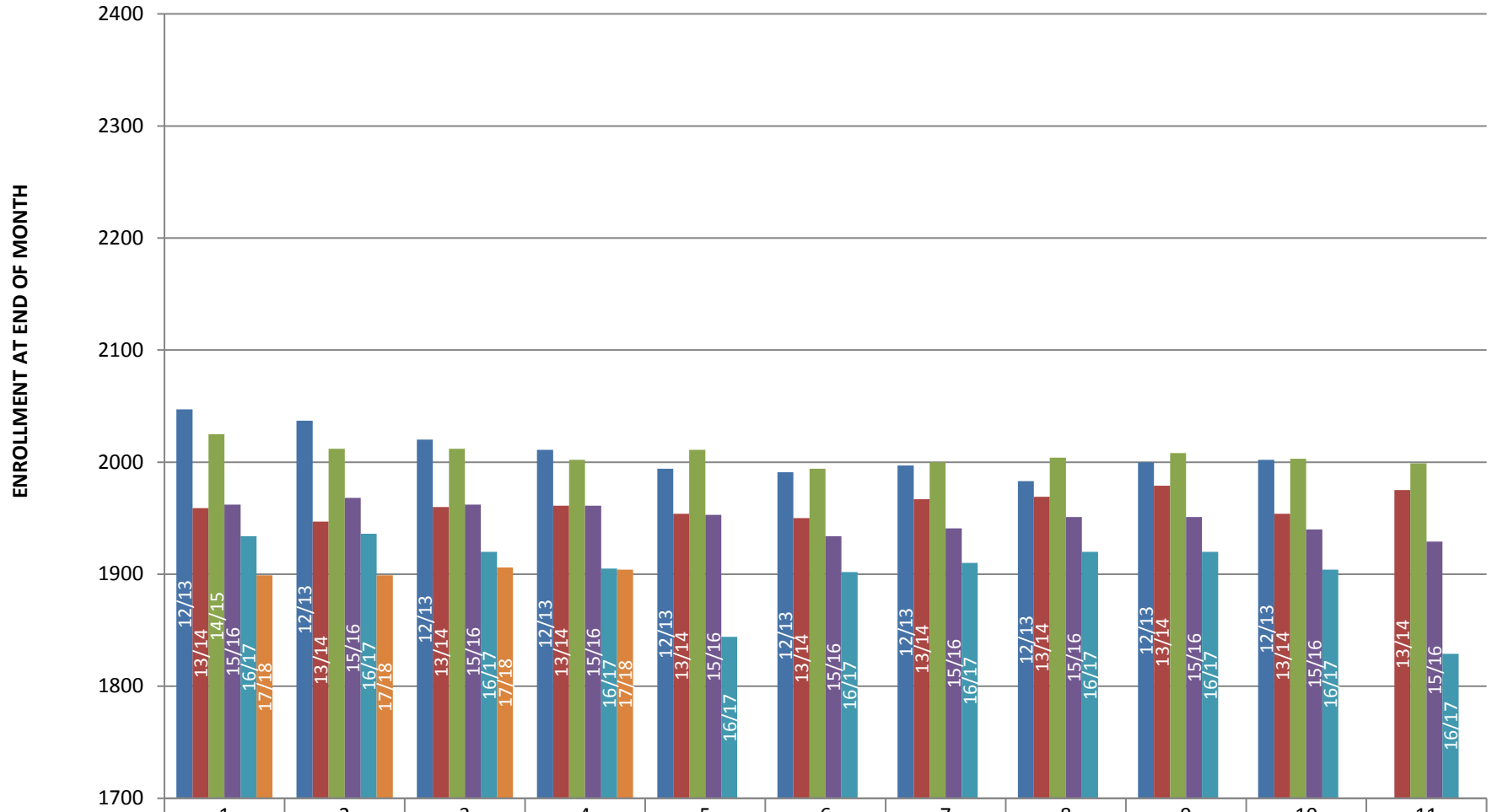
Presenter: Elizabeth Keema-Aston, Chief Business Officer

Recommendation:

That the Board receives the information presented.

SITE		AUG	AUG	% of ADA		SEPT	SEPT	Incr/Decr	% of ADA	OCT	OCT	Incr/Decr	% of ADA	NOV	NOV	Incr/Decr	% of ADA
		16-17	17-18			16-17	17-18	From Pr Month		16-17	17-18	From Pr Month		16-17	17-18	From Pr Month	
BATES	ENR	151	136			153	132	-4		148	137	5		149	137	0	
	ADA	149	133	97.8%		147	132		100.0%	146	130		94.9%	143	134		97.8%
CLARKSBURG (7th & 8th Gr)	ENR	177	197			176	197	0		172	197	0		171	194	-3	
	ADA	171	193	98.0%		171	192		97.5%	168	191		97.0%	165	191		98.5%
ISLETON	ENR	173	159			176	158	-1		173	162	4		172	161	-1	
	ADA	166	153	96.2%		167	151		95.6%	166	155		95.7%	165	155		96.3%
RIVERVIEW	ENR	244	231			245	230	-1		244	231	1		242	231	0	
	ADA	236	226	97.8%		237	221		96.1%	232	218		94.4%	232	221		95.7%
WALNUT GROVE	ENR	168	163			170	164	1		170	166	2		168	165	-1	
	ADA	165	158	96.9%		162	158		96.3%	161	159		95.8%	164	158		95.8%
D.H. WHITE	ENR	363	352			359	353	1		354	349	-4		352	356	7	
	ADA	345	331	94.0%		340	337		95.5%	339	332		95.1%	338	334		93.8%
ELEMENTARY SUB TOTAL	ENR	1,276	1,238			1,279	1,234	-4		1,261	1,242	8		1,254	1,244	2	
	ADA	1,232	1,194			1,224	1,191			1,212	1,185			1,207	1,193		
CLARKSBURG (9th Grade)	ENR	58	80			58	80	0		58	79	-1		58	79	0	
	ADA	57	79	98.8%		56	78		97.5%	57	78		98.7%	56	74		93.7%
DELTA HIGH	ENR	190	162			190	164	2		189	165	1		188	164	-1	
	ADA	185	160	98.8%		182	157		95.7%	181	157		95.2%	180	158		96.3%
RIO VISTA HIGH	ENR	377	386			373	385	-1		381	387	2		370	381	-6	
	ADA	365	372	96.4%		360	368		95.6%	361	367		94.8%	357	366		96.1%
HIGH SCHOOL SUB TOTAL	ENR	625	628			621	629	1		628	631	2		616	624	-7	
	ADA	607	611			598	603			599	602			593	598		
Mokelumne High (Continuation)	ENR	18	15			17	14	-1		12	12	-2		13	14	2	
	ADA	15	12			13	12			9	10			11	12		
River Delta High/Elem (Alternative)	ENR	10	14			15	18	4		14	17	-1		16	18	1	
	ADA	9	11			10	11			9	13			10	14		
Community Day	ENR	5	4			4	4	0		5	4	0		6	4	0	
	ADA	4	3			4	4			4	4			5	4		
TOTAL K-12 LCFF Funded	ENR	1,934	1,899			1,936	1,899	0		1,920	1,906	7		1,905	1,904	-2	
	ADA	1,867	1,831			1,849	1,821			1,833	1,814			1,826	1,821		
Wind River- Adult Ed	ENR	13	0			19	40	40		30	48	8		31	53	5	
TOTAL DISTRICT	ENR	1,947	1,899			1,955	1,939	40		1,950	1,954	15		1,936	1,957	3	

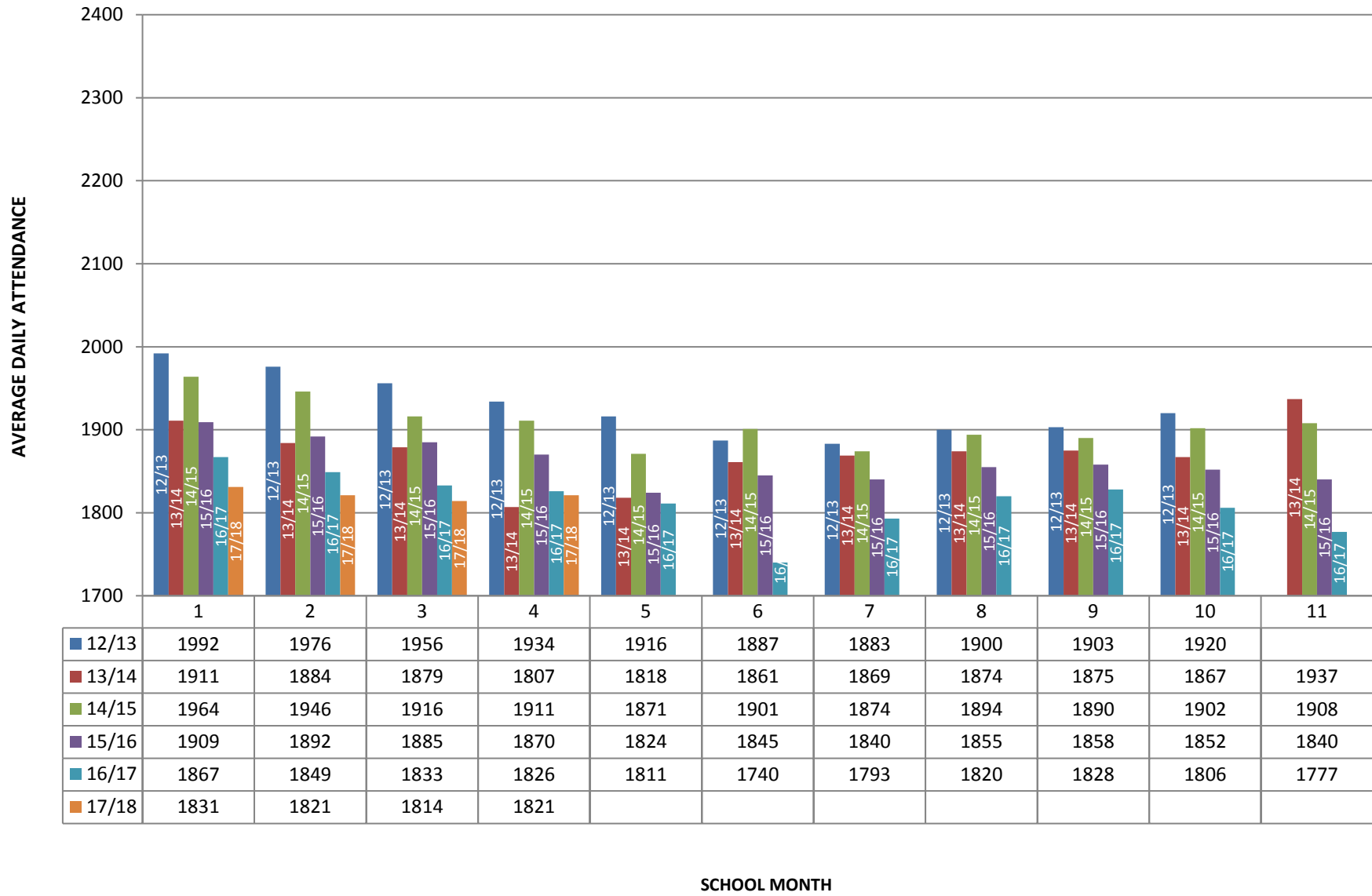
ENROLLMENT



	1	2	3	4	5	6	7	8	9	10	11
12/13	2047	2037	2020	2011	1994	1991	1997	1983	2000	2002	
13/14	1959	1947	1960	1961	1954	1950	1967	1969	1979	1954	1975
14/15	2025	2012	2012	2002	2011	1994	2000	2004	2008	2003	1999
15/16	1962	1968	1962	1961	1953	1934	1941	1951	1951	1940	1929
16/17	1934	1936	1920	1905	1844	1902	1910	1920	1920	1904	1829
17/18	1899	1899	1906	1904							

SCHOOL MONTH

ACTUAL ATTENDANCE



**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017	Attachments: <input checked="" type="checkbox"/> X
From: Elizabeth Keema-Aston, Chief Business Officer	Item Number: <u>9.2.2</u>
<u>SUBJECT</u> Monthly Financial Report	Action: _____
	Consent Action: _____
	Information Only: <input checked="" type="checkbox"/> X

Background:

Each month the Chief Business Officer prepares a monthly financial summary report, showing both budgeted and actual revenues and expenditures for each district fund for the prior month. The report includes: the percentage of the districts ending fund from the prior month, the percentage of the districts ending fund balance (reserves) at the end of the reported month.

This report does not include any encumbered expenditures.

Status:

Presenter: Elizabeth Keema-Aston, Chief Business Officer

Other People Who Might Be Present:

Cost &/or Funding Sources

Not Applicable

Recommendation:

That the Board receives the Monthly Financial report as submitted.

Time: 5 mins.

River Delta Unified School District
 2017-18 Working Budget vs. Actuals Report
 November 30, 2017

Working Budget					Actuals thru: 11/30/2017					
	Beginning Balance (A)	Net Income/ Contributions in (B)	Expense/ Contributions out (C)	Ending Balance (D)	YTD Income (E)	YTD Paid to Delta Charter (F)	YTD Net Revenue (G)	Percentage Received (H)	YTD Expense (I)	Percentage Spent (J)
					(G/B=H)				(I/C=J)	
General Fund: (01)										
Unrestricted	4,726,917	15,515,007	16,282,522	3,959,402	2,334,911	(676,252)	2,334,911	15.05%	5,761,825	35.39%
Restricted	1,017,689	7,484,400	8,393,319	108,770	1,177,459		1,177,459	15.73%	2,157,790	25.71%
Combined	5,744,606	22,999,407	24,675,841	4,068,172	3,512,371	(676,252)	3,512,371	15.27%	7,919,616	32.09%
<i>Dry Period Financing</i>					-		-			
General Fund - Fund Balance % 16.49% <i>Represents Ending Balances divided by Budget Expenses (D/C)</i>										
Other Funds										
Adult Ed. (11)	20,229	78,269	98,497	1	25,929		25,929	33.13%	26,578	26.98%
Child Development (12)	-	246,055	246,055	-	474		474	0.19%	27,283	11.09%
Cafeteria (13)	103,719	993,835	985,125	112,429	69,405		69,405	6.98%	197,295	20.03%
Sp. Res-Other than Cap. Outlay (17)	68,125	300	-	68,425	52		52	17.33%	-	0.00%
Bond Fund (21)	844,308	25,500	25,500	844,308	13,037		13,037	51.13%	-	0.00%
Bond Fund- SFID #1 South (22)	118,117	600	23,600	95,117	84		84	14.00%	10,713	45.39%
Bond Fund - SFID #2 North (23)	55,831	200	23,200	32,831	40		40	20.00%	11,295	48.68%
Developer Fees (25)	40,933	251,179	241,179	50,933	48,381		48,381	19.26%	222,297	92.17%
County School Facilities (35)	3,197	(6)	-	3,191	(6)		(6)	0.00%	-	0.00%
Capital Projects (49)	32,289	100	5,000	27,389	24		24	24.00%	800	16.00%

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: 12-12-17
From: Craig Hamblin

Attachments: ___X___ Item

Number: _9.2.3_

SUBJECT Monthly M.O.T. Information Report

Action: _____
Consent Action: _____
Information Only: X

Background:

To provide a monthly update on the activities of the Maintenance, Operations & Transportation departments

Status:

See attached monthly report for the period of November 2017

Presenter

Craig Hamblin

Other People Who Might Be Present

Cost &/or Funding Sources

Recommendation:

That the Board receives this information

Time: ____5 mins.____

Maintenance, Operations & Transportation
Monthly Report for Board Meeting
December 12, 2017

Routine maintenance, repairs and custodial duties at all school sites and district office were completed. Other non-routine projects have been captured below.

Maintenance & Operations:

- **Clarksburg Middle School**
 - Repaired timer for outside lighting - \$123.57
 - Installed wire, conduit and connectors for 30A 120V breaker - \$315.55
 - Installed new circuit board on heater in auditorium - \$241.89

- **D.H. White Elementary School**
 - Repaired walk-in freezer and refrigerator - \$256.52

- **Isleton Elementary**
 - Repaired heater in P-2 - \$277.04

- **Rio Vista High School**
 - Installed hot water line to snack bar room - \$648.82
 - Repaired walk-in refrigerator - \$1,167.17
 - Repaired sewer line to restrooms at scorer shack - \$1,369.39
 - Replaced temperature control switch on F-210 unit - \$607.62
 - Hung curtains on stage - \$167.07
 - Lined soccer field - \$631.51

- **Walnut Grove Elementary School**
 - Removed old gutter and replaced with new section - \$195.04
 - Installed new door in the well house of old building - \$187.85

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date:	December 12, 2017	Attachments: <input checked="" type="checkbox"/>
From:	Elizabeth Keema-Aston, Chief Business Officer	Item Number: 9.2.4 <input type="checkbox"/>
<u>SUBJECT</u>	Present the Annual Developer Account Report pursuant to Government Code Sections 66006(b) to the public and the Board of Trustees of the River Delta USD.	Action: <input type="checkbox"/> Consent Action: <input type="checkbox"/> Information Only: <input checked="" type="checkbox"/>

Background:

Annually, within 180 days of the close of the fiscal year, local agencies that collect developer fees need to prepare the annual developer fee report for the public and the Board. Developer fees are required to be deposited in a separate capital facilities account or fund, which for school agencies is the Capital Facilities Fund (Fund 25), so that the collection and use of developer fees is accounted for separately from the rest of the agency's activities. Any interest earned on those funds must be credited to the same fund and must be used for the same purpose as the fees collected.

Status:

The Developer Fee Accounting Report has been prepared and is being presented to the Board and public as information only. A review of this information will be made at the regularly scheduled Board meeting on January 9, 2018.

Presenter:

Elizabeth Keema-Aston, Chief Business Officer

Other People Who Might Be Present: N/A

Cost &/or Funding Sources

Not Applicable

Recommendation:

That the Board receive this information as pursuant to Government Code Sections 66006 (b). Review of the report is set for the January 9, 2018 regularly scheduled board meeting.

Time: 5 mins.

River Delta Unified School District

Developer Fee Accounting Report Pursuant to Government Code Sections 66001(d) and 66006(b)

Annual Reporting Requirements (Government Code 66006(b))

Within 180 days after the last day of each fiscal year, the District needs to make the following information available to the public:

A. A brief description of the type of fee in the account or fund

The fees are authorized by Government Code section 65995 and Education Code section 17620. The fees are collected to mitigate the impact on facilities of new students coming from new development in the District.

B. The amount of the fee

Residential Development: \$2.97 per square foot
Commercial-Industrial Development: \$0.47 per square foot

C. The beginning and ending balance of the account of fund

The District began fiscal year 2016-17 with \$ 49,700.31 in its Developer Fee Fund and ended the fiscal year with \$40,933.47.

D. The amount of the fees collected and interest earned

During fiscal year 2016-17, the District collected \$110,160.91 in developer fees and earned \$(690.00) in interest on its developer fees.

E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each public improvement, including the total percentage of the cost of the public improvement that was funded with fees

During fiscal year 2016-17, the District expended the following developer fee amounts on the following projects:

Lease payments were made for portable classrooms consisting of \$13,315 for 1 portable at D.H White, \$28,941 for 3 portables at Riverview Middle School and \$11,906 for 1 portable at Rio Vista High School.

Payment for the Shea Home Bridge Loan, originating in 2007 for costs associated with demolition and administrative facility expansion, in the amount of \$201,075.

F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete

Sufficient funds have not been collected to complete financing on an incomplete public improvement.

G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan

A transfer to the Capital Facility Fund from General Fund of \$137,000 was made during the year for the Shea Home Bridge loan payment.

No loans or transfers out were made during fiscal year 2016-17.

H. The amount of refunds made to the current owners of record of any funds collected in excess of what was required to complete the identified public improvements.

No refunds or allocations were made during fiscal year 2016-17

**River Delta Unified School District
Annual Report of School Facilities Fees
2016-17 Fiscal Year**

Capital Facilities fund

	2012-13	2013-14	2014-15	2015-16	2016-17
<i>Beginning Balance, July 1</i>	74,894.53	82,543.39	44,206.31	43,868.03	49,700.31
Revenue:					
Fees Collected	108,863.98	122,088.59	119,640.65	130,875.59	110,160.91
Interest	(109.00)	(155.00)	(161.00)	(877.71)	(690.00)
Contribution from General Fund	-	80,000.00	100,000.00	125,000.00	137,000.00
Other Revenue	-	-	23,778.82		
<i>Portable Sales Tax Refund</i>					
Total Revenue	108,754.98	201,933.59	243,258.47	254,997.88	246,470.91
Expenditures:					
Shea Bridge Loan Payment	61,148.76	201,074.76	201,074.76	201,074.76	201,074.76
<i>Demolition, costs related to facility expansion</i>					
Portable Lease Payments	39,957.36	39,195.91	42,521.99	43,016.64	54,162.99
<i>Riverview Middle, D.H. White Elem.</i>					
Legal Fees	-	-	-	5,074.20	-
Total Expenditures	101,106.12	240,270.67	243,596.75	249,165.60	255,237.75
Ending Balance, June 30	82,543.39	44,206.31	43,868.03	49,700.31	40,933.47



RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, California 94571-1651
(707) 374-1700 Fax (707) 374-2995
<http://riverdelta.org>

NOTICE OF PUBLIC HEARING

A public hearing will be held by the River Delta Unified School District to receive public testimony and input from members of the community on the River Delta Unified Teachers Association's Initial Openers for Contract Negotiations with River Delta Unified School District. The public hearing will enable the Board of Trustees to acknowledge RDUTA's initial reopeners and receive public input and testimony but **not to provide a forum for public debate**. The public hearing is scheduled as follows:

DATE:
December 12, 2017

TIME:
After 6:30 p.m.

LOCATION:
Rio Vista High School
Rio Vista, California

If you have any questions or need further information, please contact Jennifer Gaston, Executive Assistant to the Superintendent and the Board of Trustees at (707) 374-1711 at 445 Montezuma Street, Rio Vista, CA 94571.

NOTE: The Board of Trustees encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, contact the Superintendent's Office at (707) 374-1711 at least 48 hours before the scheduled meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132).]

PLEASE POST

Bates School
Clarksburg Middle

Isleton School
Riverview Middle

Walnut Grove School
D. H. White Elementary
River Delta High/Elementary School
Delta Elementary Charter School

Delta High School
Rio Vista High School
River Delta Community Day School

Wind River School
Mokelumne High School

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2011

Attachments: ___x___

From: Don Beno, Superintendent

Item Number: 10.1

SUBJECT Request to approve the minutes from the Board of
Trustee's meeting held on November 14, 2017

Action: _____
Consent Action: x____
Information Only: _____

Background:

Attached are the minutes from the Board of Trustee's meeting held on:
November 14, 2017.

Status:

The board is to review for approval.

Presenter

Jennifer Gaston, recorder

Other People Who Might Be Present Board

Cost &/or Funding Sources None

Recommendation:

That the Board approves the Minutes as submitted.

RIVER DELTA UNIFIED SCHOOL DISTRICT

MINUTES

REGULAR MEETING

November 14, 2017

1. **Call Open Session to Order** – Board President Fernandez called the Open Session of the meeting of the Board of Trustees to order at 5:32 p.m. on November 14, 2017, at Clarksburg Middle School, Clarksburg, California.

2. **Roll Call of Members:**

Alicia Fernandez, President
Don Olson, Vice President
Marilyn Riley, Clerk
Sarah Donnelly, Member
Chris Elliott, Member (Absent)
Katy Maghoney, Member
David Bettencourt, Member

Also present: Don Beno, Superintendent

3. **Review, Approve the Closed Session Agenda and Adjourn to Closed Session**

3.1 Board President Fernandez announced items on the Closed Session Agenda.

3.2 Public Comment on Closed Session Agenda Items. – *None to report*

3.3 Approve Closed Session Agenda and Adjourn to the **Closed Session**

4. Board President Fernandez asked for a motion to adjourn the meeting to Closed Session @ 5:36 pm

Member Bettencourt moved to approve, Member Maghoney seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

5. **Open Session was reconvened at 6:32 pm**

5.1 Roll was retaken, Member Elliott was absent and all members were present.

Also present: Don Beno, Superintendent; Elizabeth Keema-Aston, Chief Business Officer and Jennifer Gaston, Recorder.

5.2 The Pledge of Allegiance was led by Laura Uslan, principal of Delta High and Clarksburg Middle Schools

6. **Report of Action taken, if any, during the Closed Session** (Government Code Section 54957.1)

Board President Fernandez reported that the Board did not take any actions during closed session.

Board President Fernandez announced that there was a request from Superintendent Beno, to add an item to the Evening's Board agenda. Rationale is that the information was received after the Agenda had been distributed and the item has a submission deadline of December 1, 2017, which is prior to the regularly scheduled Board meeting of December 12, 2017.

In order to comply with the deadline and to avoid a special meeting call, the Superintendent requests this item be added as follows:

Request to apply for the renewal of Round Three of the California Career Technical Education Incentive Grant (CTEIG) through the California Department of Education for the 2017-2018 and 2018-2019 school years.

President Fernandez ask if there was a motion to add the requested item to the Agenda.

Member Bettencourt moved to approve, Member Donnelly seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

The request was added as action item number 18.

7. **Review and Approve the Open Session Agenda**

Board President Fernandez asked for a motion to approve the Open Session Agenda including the added action item.

Member Riley moved to approve, Member Olson seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

8. **Public Comment:** None to report.

9. **Reports, Presentations, Information**

9.1 Board Member(s) and Superintendent Report(s) and/or Presentation(s) –

9.1.1 Board Members' report(s): Member Fernandez reported that she and Mr. Beno attended the Delta Education Vineyard ground breaking ceremonies. Member Fernandez was excited to know that the students will be involved in the planting and growing process of grapevines. She commended James Christy, Craig Kirchoff and Charles Van Riper for helping this project come to fruition.

Member Fernandez also attended the Annual Clarksburg County Run in Clarksburg. Approximately 30 Isleton students, 14 Riverview Middle School students, Ms. Uslan and Mr. Delgado among others participated in the event and thanked all those for their support.

Member Fernandez announced that two students on the Cross Country team went to sections and Rio Vista High School's football team is seated number one in the playoffs, which will be held this coming Saturday.

9.1.2 Committee Report(s): Member Riley reported that she and Mr. Beno attended the 2 X 2 Committee Meeting with members of the City of Rio Vista. The meetings have been focused on obtaining a community center in Rio Vista. The committee has agreed to meet quarterly with the next meeting being held in January of 2018.

9.1.3 Superintendent Beno's report(s) – Mr. Beno thanked Laura and her staff for the work they have done with the viticulture program. He feels this is a fantastic opportunity for the students.

Mr. Beno informed the Board that the wall ball boards at Riverview Middle School are getting to the point that they are unable to be repaired and they may need to be taken down. This topic is semi-controversial since the boards have been at Riverview for more years than most can remember. Mr. Beno stated that it would be very difficult and costly to replace the boards because of building requirements and approvals needed by The Department of State Architect (DSA). Mr. Beno is working with the school site and maintenance to find a solution.

Mr. Beno informed the board that he attended the Saturday Community Work Day at Riverview Middle School to clean up and build additional garden boxes in the community garden. This project is a great collaboration between the school site and the community.

9.2 Business Services' Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Elizabeth Keema-Aston, Chief Business Officer and Craig Hamblin, Director of MOT

9.2.1 ADA/Enrollment Report – Elizabeth Keema-Aston reported that the current enrollment has increased by 20 students since information day on October 4, 2017. The ADA is currently at 96% percent of enrollment, which is higher than the typical 95%. Generally at P-2 reporting the ADA is approximately 94% of enrollment which calculates the ADA to be 1780.

9.2.2 Monthly Financial Report – Elizabeth Keema-Aston reported that the general fund expenses for restricted and unrestricted funds are on target as budgeted.

9.2.3 Maintenance, Operations & Transportation Update, Craig Hamblin, Director of MOT – Mr. Hamblin reported that in addition to his report submitted that the maintenance department has been preparing for the winter rainy season. Mr. Hamblin also mentioned that the football field restrooms at Rio Vista High School have been fixed and will be operational for the upcoming playoff games.

9.3 Education Services' Reports and/or Presentation(s) - Kathy Wright, Director of Educational Services and Special Education

9.3.1 Educational Services and Special Education Updates – Kathy Wright reported that in the next month a team of volunteer teachers will meet to explore the newly adopted History and Social Science framework and learn how the instruction should be delivered and the new way of approaching the instruction. With this knowledge, the team can travel to the county to preview the state board adopted curriculum. The teachers can chose curriculum and materials based on our student population and begin to pilot process in the classroom. The goal is to make an educated decision by the end of the year so a recommendation can be made prior to adoption and purchase.

The elementary curriculum committee will meet to discuss the Aeries grading system and how current assessments are loading into the grading system.

In December the Special Education Department will have a program indicator review done by the California Department of Education (CDE). A collaborative study group will be formed to analyze the data received from the review and determine what areas are in need of improvement. An improvement plan with strategies to be implemented in the area of need must be submitted to CDE by January.

The Educational Services Department and a few dedicated teachers are preparing for the first mini-day professional development for district teachers, which will be held on Wednesday, December 14th.

9.3.2 Plan a study session for the Self Reporting Local Indicators – During the study session Kathy Wright gave a presentation on the local indicators in the California Dashboard. The presentation included an overview of the State and Local Indicators; Dashboard Ratings; RDUSD Local Indicators Ratings; Priority Narratives and Public Release Date.

10. **Consent Calendar**

10.1 Approve Board Minutes

Regular Meeting of the Board, October 10, 2017

10.2 Receive and Approve Monthly Personnel Reports

As of November 14, 2017

10.3 District's Monthly Expenditure Report

October 2017

10.4 Request to approve the renewal of School Messenger for the 2017-18 school year at a cost not to exceed \$3,171.20 – Educational Services Funding – Kathy Wright

10.5 Request to approve an Independent Contract with Lee Williams to provide CPR and First Aid to district employees at a cost not to exceed \$5,400– Bonnie Kauzlarich

10.6 Request to approve the Rio Vista High School's soccer fundraising events "Candy Sells" and "Spirit Wear Sales" to purchase uniforms and equipment – Vicky Turk

- 10.7 Request to approve Delta High School's ASB fundraising event "Water Sales" to benefit the girl's varsity soccer team – Laura Uslan
- 10.8 Request to approve the overnight fieldtrip for Bates Elementary 6th grade students to attend the Sly Park Environmental Education Center from February 5-9, 2018 – Maria Elena Becerra
- 10.9 Request to approve the overnight fieldtrip for Bates Elementary 4th grade students to attend the Marshall Gold Discovery State Historic Park in March or April 2018, date will be determined on camp site availability – Maria Elena Becerra
- 10.10 Request to approve the agreement with 806 Technologies, Inc. for the 2017-2018 school year at a cost not to exceed \$5,050.00 – Educational Services Funds – Kathy Wright
- 10.11 Request to approve the agreement with Panorama Education for the 2017-2018 school year at a cost not to exceed \$6,295.30 – Educational Services Funds – Kathy Wright
- 10.12 Request to apply for the First 5 School Readiness Contract Renewal for fiscal years 2018-2021 – Carrie Norris
- 10.13 Request to approve the General Agreement for Nonpublic, Nonsectarian School/Agency (Point Quest) for the 2017-2018 school year at a cost not to exceed \$20,000 – Special Educational Funds – Kathy Wright
- 10.14 Request to approve the General Agreement for Nonpublic, Nonsectarian School/Agency (Sunbelt Staffing, LLC) to provide Speech-Language Pathology Assistance (SLPA) for the 2017-2018 school year at a cost not to exceed \$20,000 – Special Educational Funds – Kathy Wright
- 10.15 Donations to Receive and Acknowledge:

Isleton Elementary School – 6th Grade Sly Park Educational Fieldtrip

- Walmart #1789 - \$50 (gift card)
- The Dutra Group - \$235
- Walnut Grove Pizza Factory - \$100
- Oilwell Materials/Ace Hardware - \$100
- Bank of Stockton (Rio Vista) - \$50
- C.R.C. Employees - \$78
- Lira's Supermarket - \$235

Delta High School – FAFSA and Dream Application Night

- Chipotle (Elk Grove – 7440 Laguna Blvd.) – Food for volunteers

Rio Vista High School – Foreign exchange student's school expenses

- Trilogy at Rio Vista Bingo Club

Riverview Middle School – School Garden

Lira's Supermarket	\$600
McPherson Crane and Rigging	\$600
Rio Vista Rotary Club	\$300
Abel Chevrolet	\$300
James Wheeler	\$100
Janet Blegen	\$100
Carolyn Freese	\$100
Jay Forbes	\$100
Chris and Melinda Barkman	\$75
Chandra Drury	\$50
Scarlett and Greta Dole	\$30
Rachel White	\$25
Lisa Rae Coad	\$25
Paula and Don Coombs	\$25
Stanley and Karen Katzman	\$20
Kenneth and Betty Redford	\$20
Elvia Coronado	\$10
Robert and Jeanne Crawford	\$5
Various cash donations	\$187.72

Member Bettencourt moved to approve, Member Maghoney seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

Board President Fernandez acknowledged those who donated and thanked them for their support.

- 11. Request to set and approve the scheduling of the Annual Organizational Meeting of the Board of Trustees of the River Delta Unified School District for Tuesday, December 12, 2017 with the Open Session beginning at 6:30pm at the Rio Vista High School Theater – Don Beno

Member Bettencourt moved to approve, Member Riley seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

- 12. Request to approve the material revision to Delta Elementary Charter School's Charter – Elizabeth Keema Aston

Member Bettencourt moved to approve, Member Maghoney seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

- 13. Request a Public Hearing – To acknowledge River Delta Unified School District's negotiation proposals to the River Delta Unified Teacher's Association (RDU TA) for 2017-2018 – Don Beno

Open Public Hearing 7:15 pm

Public Comment: Mr. Beno explained the intension of the Public Hearing - No comments from the public or staff

Close Public Hearing 7:16 pm

Request to approve the River Delta Unified School District's negotiation proposals to the River Delta Unified Teacher's Association (RDUTA) for 2017-2018 – Don Beno

Member Riley moved to approve, Member Olson seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

14. Public Hearing – To acknowledge River Delta Unified School District's negotiation proposals to the California School Employees Association, Chapter 319 (CSEA) for 2017-2018 – Don Beno

Open Public Hearing 7:16 pm

Public Comment: Mr. Beno explained the intention of the Public Hearing - No comments from the public or staff

Close Public Hearing 7:17 pm

Request to approve the River Delta Unified School District's negotiation proposals to the California School Employees Association, Chapter 319 (CSEA) for 2017-2018 – Don Beno

Member Olson moved to approve, Member Bettencourt seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

15. Request to approve the job descriptions entitled "RDUSD State Preschool Assistant Bilingual (Spanish) Teacher & RDUSD State Preschool Assistant Teacher pending CSEA ratification – Don Beno

Member Olson moved to approve, Member Riley seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

16. Hold a Public Hearing Regarding a Proposed Election to Submit the Question of Amending Community Facilities District No. 1 to the Qualified Electors – Elizabeth Keema-Aston

Open Public Hearing 7:19 pm

Public Comment: Mrs. Keema- Aston explained the intention of the Public Hearing - No comments or concerns from the public.

Close Public Hearing 7:20 pm

Request to approve Resolution #738 calling an Election to Submit the Question of Amending Community Facilities District No. 1 (Special Tax) to the Qualified Electors – Elizabeth Keema-Aston

Member Bettencourt moved to approve, Member Donnelly seconded. Motion carried by roll call vote: 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

17. Request to approve the consulting agreement with Communication Strategies to provide technical support for the new district wide phone system, not to exceed \$13,065 on time funds – Elizabeth Keema-Aston

Member Olson moved to approve, Member Riley seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

18. Request to apply for the renewal of Round Three of the California Career Technical Education Incentive Grant (CTEIG) through the California Department of Education for the 2017-2018 and 2018-2019 school years – Kathy Wright

Member Olson moved to approve, Member Riley seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

19. Re-Adjourn to continue Closed Session was not necessary.

20. Re-Adjourning to continue Closed Session was not necessary – no actions to report. Adjournment: There being no further business before the Board, Board President Fernandez asked for a motion to adjourn.

Member Maghoney moved to approve, Member Riley seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Donnelly, Maghoney, Bettencourt): 0 (Nays): 1 (Absent: Elliott)

21. The meeting was adjourned at 7:28 p.m.

Submitted:

Approved:

Don Beno, Superintendent and
Secretary to the Board of Trustees

Marilyn Riley, Clerk, Board of Trustees

By: Jennifer Gaston, Recorder
End

BOARD OF TRUSTEES



RIVER DELTA UNIFIED SCHOOL DISTRICT

Meeting Date: December 12, 2017

Attachments: X

Item no. 10.2

From: Bonnie Kauzlarich, Dir. of Personnel

SUBJECT MONTHLY PERSONNEL TRANSACTION REPORT

Action: _____

Consent: X

Background

Status:

Presenter: Don Beno, Superintendent

Other People Who Might Be Present:

Cost &/or Funding Sources

Recommendation: That the Board approve the Monthly Personnel Transaction Report as submitted.

Time: _____

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: X

From: Elizabeth Keema-Aston, Chief Business Officer

Item No.: 10.3

Action Item:

Consent Action: X

Information Only:

SUBJECT: Approve Monthly Expenditure Summary

Background: The staff prepares a report of expenditures for the preceding month.

Presenter: Elizabeth Keema-Aston, Chief Business Officer

Other People Who Might Be Present:

Cost and/or Funding Sources:

Not Applicable

Recommendation:

That the Board approves the monthly expenditure summary report as submitted.

Cutoff amount: \$1.00

Select vendors with 1099 flags: of any setting.

Select payments with 1099 flags: of any setting.

Input file: Unknown Updated:

Report prepared: Fri, Dec 01, 2017, 11:05 AM

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014713 806 TECHNOLOGIES 5760 LEGACY DRIVE #B3-176 PLANO, TX 75024 (877) 331-6160 N	5,050.00	5915 ED SV PROF DEVLEOPMNT 5915 ED SV PROF DEVLEOPMNT	11/30/2017 11/30/2017	18377663 PO-180731 18377663 PO-180731	2,525.00 2,525.00	N N
000009 ABEL CHEVROLET-PONTIAC-BUICK 280 NO FRONT STREET P.O. BOX 696 RIO VISTA, CA 94571-0696 (707) 374-6317 N	20.09	#6231 TRANS PARTS	11/09/2017	18374675 PO-180194	20.09	N
014719 ACEVEDO, JENNIFER 7232 SWALE RIVER WAY SACRAMENTO, CA 95831 (0) - 0 N	65.25	CAFE REIMB IZABELLE	11/30/2017	18377686 TC-180130	65.25	N
013287 ACSA FOUNDATION FOR ED ADMIN 1575 BAYSHORE HIGHWAY BURLINGAME, CA 94010 (800) 608-2272 N	298.16	OCTOBER 2017 DUES	11/09/2017	18374691 PV-180224	298.16	N
012209 ALAMEDA CO OFFICE OF ED 313 WEST WINTON AVENUE HAYWARD, CA 94544 () - N	295.00	SP ED GILLILAND CONF	11/07/2017	18374147 PO-180679	295.00	N
002739 ALL WEST COACHLINES INC 7701 WILBUR WAY SACRAMENTO, CA 95828 (916) 423-4000 N	2,617.24	71414 ED SV CHICO TRIP DHS 65743 DHS SPORTS TRANS	11/16/2017 11/28/2017	18375898 PV-180251 18376770 PO-180553	1,308.62 1,308.62	N N
014572 ARREOLA, JOANA	13.09	ASP SUPPLIES	11/09/2017	18374702 TC-180102	13.09	N

7149 SNOWY BIRCH WAY
SACRAMENTO, CA 95823

(0) - 0 N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012312 BALLANCE MPT, MICHAEL R 12270 KIRKWOOD STREET HERALD, CA 95638	210.00	SP ED PHYS THERAPY	11/14/2017	18375308 PO-180346	210.00	7
(209) 663-8013		Y BALLANCE, MICH				
014367 BANK OF AMERICA PO BOX 15710 WILMINGTON, DE 19886-5710	4,579.29	DHW SEEING STARS KIT	11/14/2017	18375304 PO-180589	505.77	N
		ED SV DIAPER GENIE DHW	11/14/2017	18375304 PO-180596	48.88	N
		RVHS SUPPLIES	11/14/2017	18375304 PO-180598	160.01	N
		RVHS PROJECTOR LAMPS	11/14/2017	18375304 PO-180607	66.12	N
(0) - 0		RVHS SUPPLIES	11/14/2017	18375304 PO-180609	15.23	N
		RVHS SUPPLIES	11/14/2017	18375304 PO-180609	187.50	N
		RVHS SUPPLIES	11/14/2017	18375304 PO-180609	15.23	N
		RVHS SUPPLIES	11/14/2017	18375304 PO-180616	18.89	N
		ISLE TSHIRT	11/14/2017	18375304 PO-180618	25.83	N
		ISLE SUPPLIES	11/14/2017	18375304 PO-180619	102.36	N
		DHS SPORTS BUS	11/14/2017	18375304 PO-180624	1,498.80	N
		RVHS REPLACEMNT LAMP	11/14/2017	18375304 PO-180630	69.98	N
		RVHS REPLACEMNT LAMP	11/14/2017	18375304 PO-180630	5.69	N
		RVHS REPLACEMNT LAMP	11/14/2017	18375304 PO-180630	5.69	N
		SP ED STINE WORKSHOP	11/14/2017	18375304 PO-180634	654.00	N
		SP ED STINE AIRFARE	11/14/2017	18375304 PO-180635	267.46	N
		SP ED BOOKS	11/14/2017	18375304 PO-180641	162.86	N
		DHW READING BOOKS	11/14/2017	18375304 PO-180647	41.82	N
		DHW READING BOOKS	11/14/2017	18375304 PO-180647	45.45	N
		WG FIELD TRIP	11/14/2017	18375304 PO-180654	433.00	N
		NEXT ED SUPPLIES	11/14/2017	18375304 PO-180657	164.58	N
		NEXT ED SUPPLIES	11/14/2017	18375304 PO-180657	18.98	N
		ISLE DVD	11/14/2017	18375304 PO-180671	107.00	N
		ISLE DVD	11/14/2017	18375304 PO-180671	8.69	N
		ISLE DVD	11/14/2017	18375304 PO-180671	8.69	N
012586 BAY ALARM 60 BERRY DRIVE PACHECO, CA 94553	2,481.20	DO ALARM	11/09/2017	18374692 PV-180225	770.00	N
		DW ALARM	11/30/2017	18377672 PV-180263	1,711.20	N
(209) 465-1986		N BALCO HOLDINGS				
012147 BECERRA, LUCIA P.O. BOX 64 RYDE, CA 95680	173.13	ASP MILEAGE	11/07/2017	18374167 TC-180090	44.96	N
		ASP MILEAGE	11/07/2017	18374167 TC-180090	44.96	N
		ASP MILEAGE	11/07/2017	18374167 TC-180090	44.96	N

(0) - 0 N

ASP MILEAGE	11/09/2017	18374703	TC-180101	12.75	N
ASP MILEAGE	11/09/2017	18374703	TC-180101	12.75	N
ASP MILEAGE	11/09/2017	18374703	TC-180101	12.75	N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013642 BLACK POINT ENVIRONMENTAL INC 930 SHILOH RD BLDG 40F WINDSOR, CA 95492 (707) 837-7407 N	1,786.00	1891 PROJ #247 146 MAGNOLIA	11/28/2017	18376793 PV-180252	1,786.00	N
012286 BLICK ART MATERIALS P.O. BOX 1267 GALESBURG, IL 61402-1267 (800) 447-8192 N	577.59	8322595/8452715 RMS SPPLS	11/28/2017	18376758 PO-180545	577.59	N
014284 BOOST CONFERENCE 1286 UNIVERSITY AVE #739 SAN DIEGO, CA 92103 (619) 232-6678 N	2,400.00	1735629479 ASP BOOST CONF 1735629479 ASP BOOST CONF 1735629479 ASP BOOST CONF	11/07/2017 11/07/2017 11/07/2017	18374148 PO-180642 18374148 PO-180642 18374148 PO-180642	800.00 800.00 800.00	N N N
014614 BUCKMASTER 623 W. STADIUM LANE SACRAMENTO, CA 95834 (916) 923-0500 N	642.18	341757 DHS SERVICE CONTRACTS	11/14/2017	18375309 PO-180333	642.18	N
001094 BUREAU OF EDUCATION & RESEARCH ACCOUNTS RECEIVABLE P.O. BOX 96068 BELLEVUE, WA 98009-9668 (800) 735-3503 N	488.00	4760631 DHS WORKSHOP REGIST 4766433 WG WORKSHOP	11/09/2017 11/28/2017	18374665 PO-180627 18376759 PO-180673	239.00 249.00	N N
014663 BURKE WILLIAMS & SORENSEN LLP 444 SOUTH FLOWER ST #2400 LOS ANGELES, CA 90071-2953 (0) - 0 N	1,722.50	219509 ATTY FEES	11/16/2017	18375899 PV-180247	1,722.50	N
003681 CALIFORNIA AMERICAN WATER	669.24	ISLE WATER SERV	11/16/2017	18375900 PV-180248	272.22	N

P.O. BOX 7150
PASADENA, CA 91109-7150

ISLE WATER SERV
ISLE WATER SERV

11/16/2017 18375900 PV-180248
11/16/2017 18375900 PV-180248

135.89 N
261.13 N

(888) 237-1333

N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
002344 CALIFORNIA LABORATORY SERVICES 3249 FITZGERALD ROAD RANCHO CORDOVA, CA 95742	156.00	MAINT WATER TESTING	11/14/2017	18375310 PO-180127	156.00	N
() - N GLOBAL LABS IN						
013184 CALIFORNIA PUBLIC EMPLOYEE'S CASHIERING UNIT PO BOX 942703 SACRAMENTO, CA 94229-2703	3,662.07	NOVEMBER 2017 ADMIN COST EMPL NOVEMBER 2017 ADMIN COST EMPL NOVEMBER 2017 ADMIN COST EMPL NOVEMBER 2017 ADMIN COST RETIR NOVEMBER 2017 ADMIN COST RETIR	11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017	18374693 PV-180226 18374693 PV-180226 18374693 PV-180226 18374693 PV-180227 18374693 PV-180227	16.98 192.61 122.10 1,423.36 52.81	N N N N N
() - N		NOVEMBER 2017 ADMIN COST RETIR NOVEMBER 2017 ADMIN COST RETIR	11/09/2017 11/09/2017	18374693 PV-180227 18374693 PV-180227	1,804.80 49.41	N N
012268 CALIFORNIA WASTE RECOVERY SYSTEMS 175 ENTERPRISE CT STE #A GALT, CA 95632-9047	1,134.68	ISLE WASTE SERVICE	11/14/2017	18375330 PV-180237	1,134.68	N
(209) 369-6887 N						
010576 CAMACHO, REFUJIO 200 PRIMASING AVE P.O. BOX 553 COURTLAND, CA 95615	98.44	WG MILEAGE	11/09/2017	18374704 TC-180103	98.44	N
() - N						
013882 CAPITAL CLUTCH & BRAKE 3100 DULUTH STREET WEST SACRAMENTO, CA 95691	231.30	1481930 TRANS PARTS	11/14/2017	18375311 PO-180197	231.30	N
(916) 371-5970 N						
013247 CARVALHO, STEPHANIE 45 SIERRA AVE RIO VISTA, CA 94571	92.88	ASP MILEAGE	11/28/2017	18376805 TC-180116	92.88	N
(0) - 0 N						

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014547 CASEY, NICHOLAS 2318 Windy Springs LN BRENTWOOD, CA 94513	160.35	DHW SUPPLIES	11/28/2017	18376772 PO-180411	41.10	N
		DHW SUPPLIES	11/28/2017	18376806 TC-180117	46.49	N
		DHW/WIND RIVER MILEAGE	11/30/2017	18377679 TC-180124	39.59	N
		DHW/WIND RIVER MILEAGE	11/30/2017	18377685 TC-180124	33.17	N
(0) - 0 N						
002616 CDT INC 250 N GOLDEN CIRCLE DRIVE SUITE 210 SANTA ANA, CA 92705	233.00	44373 DOT DRUG TESTING	11/09/2017	18374694 PV-180228	233.00	N
(562) 986-4200 N						
012182 CENTER OF MOVEMENT 125 BRUNING AVE RIO VISTA, CA 94571	3,600.00	180405 ISLE YOGA	11/07/2017	18374149 PO-180405	3,600.00	N
(707) 374-5885 N						
003380 CENTRAL VALLEY WASTE SERVICE INC P.O. BOX 78251 PHOENIX, AZ 85062-8251	2,160.26	BATES WASTE	11/02/2017	18373629 PV-180208	1,123.09	N
		WG WASTE	11/02/2017	18373629 PV-180208	839.36	N
		MOKE WASTE	11/02/2017	18373629 PV-180208	74.17	N
		TRANS WASTE	11/02/2017	18373629 PV-180208	123.64	N
() - N						
014130 CHARTER BROS PO BOX 505 PLEASANTON, CA 94566	2,400.00	171113 ED SV BUS	11/09/2017	18374666 PO-180682	2,400.00	N
(925) 497-2376 N						
013908 CIT TECHNOLOGY FINANCING SERVICES INC PO BOX 1638 LIVINGSTON, NJ 07039	262.76	31027431 CMS XEROX LEASE	11/07/2017	18374152 PO-180626	262.76	N
() - N						

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000201 CITY OF ISLETON P.O. BOX 716 101 SECOND STREET ISLETON, CA 95641 (916) 777-7770	411.05	64114 ISLE SEWER	11/07/2017	18374153 PO-180112	411.05	N
000077 CITY OF RIO VISTA P.O. BOX 745 ONE MAIN STREET RIO VISTA, CA 94571 () -	3,396.71	DHW SEWER DO WATER RMS WATER RVHS SEWER DHW WATER RVHS WATER DO SEWER RMS SEWER	11/14/2017 11/14/2017 11/14/2017 11/14/2017 11/14/2017 11/14/2017 11/14/2017 11/14/2017	18375331 PV-180238 18375331 PV-180238 18375331 PV-180238 18375331 PV-180238 18375331 PV-180238 18375331 PV-180238 18375331 PV-180238 18375331 PV-180238	1.65 183.90 1,386.61 4.95 274.52 1,029.46 269.72 245.90	N N N N N N N N
014694 CLARK, KATE 3120 SHERIDAN WAY STOCKTON, CA 95219 (0) - 0	54.20	SP ED MILEAGE	11/09/2017	18374705 TC-180104	54.20	N
000810 CM SCHOOL SUPPLY 210 N. HARBOR BLVD. FULLERTON, CA 92632 () -	2,347.10	539672/536893 F5 ISLE PRSCL	11/28/2017	18376760 PO-180486	2,347.10	N
013062 CMEA CALIF ASSOCIATION OF MUSIC ED P.O. BOX 2380 PORTOLA, CA 96122 () -	85.00	BATES HONOR BAND	11/16/2017	18375896 PO-180715	85.00	N
014575 COMPANION CORPORATION 1831 FORT UNION BLVD SALT LAKE CITY, UT 84121	798.00	106718 RMS LIBRARY SOFTWARE 106719 RMS TXTBK TRACKER	11/14/2017 11/28/2017	18375305 PO-180669 18376761 PO-180670	499.00 299.00	N N

(800) 943-6439

N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
001630 CONSTRUCTIVE PLAYTHINGS 1227 E. 119TH STREET GRANDVIEW, MO 64030	940.48	5154961801 F5 ISLE PRESCL 5154961801 F5 ISLE PRESCL 5154961801 F5 ISLE PRESCL	11/09/2017 11/09/2017 11/09/2017	18374674 PO-180484 18374674 PO-180484 18374674 PO-180484	940.48 76.41 76.41-	N N N
(816) 761-5900						N
014215 CONTERRA ULTRA BROADBAND PO BOX 281357 ATLANTA, GA 30384-1357	4,032.00	19492 DW NETWORK 19492 DW NETWORK	11/07/2017 11/07/2017	18374161 PV-180217 18374161 PV-180217	12,831.98- 16,863.98	N N
(704) 936-1722						N
000162 COUNTY OF SACRAMENTO ENVIRONMENTAL MANAGMENT DEPT 10590 ARMSTRONG AVENUE MATHER, CA 95655-4153	3,804.00	AR0010671 HAZ WST/STM WTR PRMT BATES SMALL WATER PERMIT WG SMALL WATER PERMIT	11/07/2017 11/14/2017 11/14/2017	18374162 PV-180218 18375332 PV-180239 18375332 PV-180239	1,398.00 1,203.00 1,203.00	N N N
(916) 875-8484						N
014569 CPI 10850 W. PARK PLACE SUITE 600 MILWAUKEE, WI 53224	150.00	IUS10093814 CPI RECERT	11/28/2017	18376794 PV-180253	150.00	N
(888) 426-2184						N
014708 DANMER CUSTOM SHUTTERS 21001 NORDHOFF ST CHATSWORTH, CA 91311-5911	8,045.95	RVHS LIBRARY CURTAINS	11/09/2017	18374676 PO-180697	8,045.95	N
(818) 576-8200						N
014278 DATA MANAGEMENT INC. PO BOX 789 FARMINGTON, CT 06034	74.00	0398792 F5 SUPPLIES 0398792 F5 SUPPLIES 0398792 F5 SUPPLIES	11/28/2017 11/28/2017 11/28/2017	18376762 PO-180687 18376762 PO-180687 18376762 PO-180687	6.01 6.01- 74.00	N N N
(800) 243-1969						N
013876 DATAPATH	55,489.70	136213 RVHS CHROMEBOOK	11/02/2017	18373614 PO-180617	286.55	N

PO BOX 396009
SAN FRANCISCO, CA 94139

(888) 693-2827

N

136301	DW TECH SERVICES	11/07/2017	18374154	PO-180190	107.71	N
136301	DW TECH SERVICES	11/07/2017	18374154	PO-180190	107.71	N
136301	DW TECH SERVICES	11/07/2017	18374154	PO-180190	8,078.44	N
136301	DW TECH SERVICES	11/07/2017	18374154	PO-180190	107.71	N
136301	DW TECH SERVICES	11/07/2017	18374154	PO-180190	2,154.25	N
136301	DW TECH SERVICES	11/07/2017	18374160	PO-180190	215.43	N
136334	DHW CHROMEBOOKS	11/07/2017	18374150	PO-180516	1,894.99	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099

013876 DATAPATH (Continued...)		135903 WG WORKSTATION	11/28/2017	18376763 PO-180473	886.76	N
		136071 ED SV CHROMEBOOKS/CART	11/28/2017	18376763 PO-180590	191.96	N
		136071 ED SV CHROMEBOOKS/CART	11/28/2017	18376763 PO-180590	25.49	N
		136071 ED SV CHROMEBOOKS/CART	11/28/2017	18376763 PO-180590	3,142.88	N
		136071 ED SV CHROMEBOOKS/CART	11/28/2017	18376763 PO-180590	23,664.73	N
		136071 ED SV CHROMEBOOKS/CART	11/28/2017	18376763 PO-180590	25.49	N
		136071 ED SV CHROMEBOOKS/CART	11/28/2017	18376763 PO-180590	191.96	N
		136241/136362 CTEIG CHRMBKS	11/28/2017	18376763 PO-180632	1,500.00	N
		136241/136362 CTEIG CHRMBKS	11/28/2017	18376763 PO-180632	1,500.00	N
		136241/136362 CTEIG CHRMBKS	11/28/2017	18376763 PO-180632	7,818.51	N
		136356 DHW LAPTOPS	11/28/2017	18376763 PO-180674	4,024.03	N

013722 DE LAGE LANDEN PUBLIC FINANCE	1,521.18	56653551 F5 PRINTER LEASE	11/02/2017	18373621 PO-180039	80.81	N
1111 OLD EAGLE SCHOOL ROAD		56653520 WG PRINTER LEASE	11/02/2017	18373621 PO-180042	167.01	N
WAYNE, PA 19087		56910607 DO SAVIN LEASE	11/28/2017	18376773 PO-180111	637.48	N
(800) 736-0220 N		56938460 BUS OFF SAVIN LEASE	11/28/2017	18376773 PO-180639	249.20	N
		57057181 ED SV COPIER LEASE	11/30/2017	18377669 PO-180315	270.68	N
		57057181 SP ED COPIER LEASE	11/30/2017	18377669 PO-180315	116.00	N

014709 DEGIER, KAREN	44.95	ASP CPR/FOOD HANDLERS	11/09/2017	18374706 TC-180105	44.95	N
PO BOX 839						
WALNUT GROVE, CA 95690						
(916) 897-3135 N						

012807 DELTA ELEMENTARY CHARTER	159,118.00	NOVEMBER 2017 TAX IN LIEU	11/02/2017	18373630 PV-180209	159,118.00	N
SCHOOL						
36230 N SCHOOL ST						
CLARKSBURG, CA 95612						
(916) 995-1335 N						

010242 DEMCO INC	243.20	6236519 RMS LIBRARY SUPPLIES	11/09/2017	18374667 PO-180606	243.20	N
4810 FOREST RUN ROAD						
PO BOX 7488						
MADISON, WI 53707-7488						
(800) 356-1200 N						

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014067 DISCOVERY OFFICE SYSTEMS 1269 CORPORATE CENTER PARKWAY SANTA ROSA, CA 95407 (707) 570-1000 N	539.46	55E1406669 ISLE PRINTER SERV 55E1408202 WG PRINTER SERV 55E1386639 ISLE COPIER CONTRCT 55E1390145 BATES MAINT AGRMNT 55E1409728 BATES MAINT AGMNT	11/02/2017 11/02/2017 11/09/2017 11/09/2017 11/28/2017	18373622 PO-180005 18373622 PO-180043 18374677 PO-180005 18374677 PO-180363 18376774 PO-180363	217.11 30.19 152.16 31.37 108.63	N N N N N
012452 DOLK, HEATHER 311 CHARDONNAY WAY RIO VISTA, CA 94571 (707) 374-4836 N	65.00	ISLE SUPPLIES	11/09/2017	18374678 PO-180612	65.00	N
000116 DS WATERS OF AMERICA INCS 5660 NEW NORTHSIDE DRIVE SUITE 500 ATLANTA, GA 30328 () - N DS WATERS OF A	199.59	5005834 DO WATER	11/14/2017	18375329 PV-180236	199.59	N
010469 E.F. KLUDT & SONS INC P.O. BOX 166 LODI, CA 95241-0166 () - N	512.50	67995 TRANS OIL	11/28/2017	18376775 PO-180203	512.50	N
013194 EAGLE SOFTWARE 1065 N PACIFICENTER DRIVE SUITE 400 ANAHEIM, CA 92806 () - N AERIES SOFTWARE	750.00	TR1663 ED SV AERIES TRAINING	11/28/2017	18376764 PO-180628	750.00	N
010015 EDUCATIONAL DATA SYSTEMS INC 15850 CONCORD CIRCLE SUITE A MORGAN HILL, CA 95076 (408) 776-7646 N	85.83	111723697 ED SV SUPPLIES	11/30/2017	18377673 PV-180264	85.83	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
001498 EMPLOYMENT DEVELOPMENT DEPT P.O. BOX 2482 SACRAMENTO, CA 95812-2482 (916) 653-5380 N	346.95	L2145934624 SEF LOCAL EXP CHRG	11/28/2017	18376795 PV-180254	346.95	N
013903 FREEPORT POWER EQUIPMENT 6235 BELLEAU WOOD LANE SITE 2 SACRAMENTO, CA 95822-5928 (916) 422-9238 Y FREEPORT GARDE	73.50	24240 MAINT REPAIRS	11/14/2017	18375312 PO-180130	73.50	7
002897 FRIEDEL, MANDI 500 S. 2ND STREET RIO VISTA, CA 94571 () - N	105.70	DHW SUPPLIES DHW CONF REIMB	11/09/2017 11/30/2017	18374707 TC-180106 18377680 TC-180125	45.99 59.71	N N
011339 FRONTIER COMMUNICATIONS CORPORATION THREE HIGH RIDGE PARK STAMFORD, CT 06905 () - N	4,926.16	NOV BIIG CIRCUIT	11/02/2017	18373631 PV-180210	4,926.16	N
013921 FUN & FUNCTION LLC PO BOX 11 MERION STATION, PA 190066 (800) 231-6329 Y	79.09	261198 SP ED SUPPLIES 261198 SP ED SUPPLIES 261198 SP ED SUPPLIES	11/09/2017 11/09/2017 11/09/2017	18374668 PO-180620 18374668 PO-180620 18374668 PO-180620	79.09 6.43 6.43-	7 N N
014234 GIRARD EDWARDS STEVENS & TUCKER LLP., ATTORNEYS AT LAW 8801 FOLSOM BLVD STE 285 SACRAMENTO, CA 95826 (916) 706-1255 Y	290.00	865 LEGAL FEES	11/09/2017	18374695 PV-180229	290.00	Y

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014483 GOSS, HEATHER PO BOX 420 DUNNIGAN, CA 95937 (0) - 0 N	159.22	F5 MILEAGE	11/09/2017	18374708 TC-180107	159.22	N
011309 GOVCONNECTION 706 MILFORD ROAD MERRIMACK, NH 03054 (800) 800-0019 N	1,334.01	55212954/552487005 RVHS SRF PR	11/02/2017	18373615 PO-180584	1,334.01	N
003111 GOVERNMENT FINANCIAL STRATEGIES INC. 1228 N STREET, SUITE 13 SACRAMENTO, CA 95814-5609 (916) 444-5100 N	2,137.50	1322537 GIBBS RANCH DEVELOPENT	11/07/2017	18374163 PV-180219	2,137.50	N
014623 GRANADOS-ORDAZ, YAZMIN PO BOX 947 WALNUT GROVE, CA 95690 (0) - 0 N	8.03	CMS HEALTH MILEAGE	11/09/2017	18374709 TC-180108	8.03	N
014573 GREAT AMERICA FINANCIAL SVCS PO BOX 660831 DALLAS, TX 75266-0831 (877) 311-4422 N	685.33	21500450 CMS SERVICE CONTRACT 21627786 DHS COPIER LEASES	11/02/2017 11/28/2017	18373623 PO-180334 18376776 PO-180332	309.95 375.38	N N
003865 GRIFFIN, JULIE 2707 AMERADA ROAD RIO VISTA, CA 94571 () - N	33.49	RVHS CONF REIMB	11/30/2017	18377681 TC-180126	33.49	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014449 GROWING HEALTHY CHILDREN THERAPY SERVICES, INC 3498 GREEN VALLEY RD RESCUE, CA 95672 (530) 391-8670	870.00	RDUSD 1710 SP ED ASST TECH SRV	11/14/2017	18375313 PO-180316	870.00	N
						N JON CHU
012288 HALL, JENNIFER PO BOX 1024 ISLETON, CA 95641 () -	104.14	ISLE MILEAGE	11/28/2017	18376807 TC-180118	104.14	N
						N
014500 HAND IN HAND THERAPEUTICS 214 ELMWOOD AVE MODESTO, CA 95354 (209) 604-8533	3,725.00	SP ED OCC THERAPY 10/26 SP ED OCC THERAPY W/E 11/2 SP ED OCC THERAPY W/E 11/9	11/07/2017 11/09/2017 11/28/2017	18374155 PO-180306 18374679 PO-180306 18376777 PO-180306	1,425.00 1,100.00 1,200.00	N N N
						N
014710 HARDWICK, JESSICA PO BOX 793 ISLETON, CA 95641 (916) 398-0608	25.53	ASP SUPPLIES	11/09/2017	18374710 TC-180109	25.53	N
						N
000472 HENRY GO MD INC P.O. BOX 338 COURTLAND, CA 95615 () -	85.00	#10623 DMV EXAM	11/14/2017	18375333 PV-180240	85.00	6
						Y
013968 HIBMA, DONNA 655 RUBIER WAY RIO VISTA, CA 94571 () -	8.77	CAFE MILEAGE	11/28/2017	18376812 TC-180123	8.77	N
						N
013395 HIROMOTO, LINDSAY	37.79	MAINT CMS SUPPLIES	11/07/2017	18374168 TC-180091	37.79	N

37690 JEFFERSON BLVD
CLARKSBURG, CA 95612

(916) 995-0576

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014681 HOANG, TRAM 10090 ROJELIO CT ELK GROVE, CA 95757	7.60	BATES CONF REIMB	11/28/2017	18376808 TC-180119	7.60	N
(0) - 0						N
003538 HOME DEPOT CREDIT SERVICES DEPT 32-2500439736 P.O. BOX 9055 DES MOINES, IA 50368-9055	641.19	MAINT SUPPLIES DHS AG SUPPLIES DHS AG SUPPLIES	11/14/2017 11/14/2017 11/14/2017	18375314 PO-180132 18375314 PO-180319 18375314 PO-180319	416.43 112.38 112.38	N N N
() -						N
013807 HUBERT COMPANY LLC 9555 DRY FORK ROAD HARRISON, OH 45030	395.22	564549/547659 CAFE SUPPLIES	11/30/2017	18377671 PO-180278	395.22	N
(800) 543-7374		N K + K AMERICA				
014496 IDENT-A-KID SERVICES 1780 102ND AVE NORTH STE 100 ST. PETERSBURG, FL 33716	196.00	100418 DHW SUPPLIES 100418 DHW SUPPLIES 100418 DHW SUPPLIES	11/30/2017 11/30/2017 11/30/2017	18377664 PO-180728 18377664 PO-180728 18377664 PO-180728	15.92 196.00 15.92	N N N
(800) 890-1000						N
011917 INDOFF 11816 LACKLAND AVENUE ST. LOUIS, MO 63146-4206	1,213.79	2987185 RVHS OFFICE CHAIR 3029023 RVHS INK 3029593 BATES SUPPLIES 3029593 BATES SUPPLIES 3029593 BATES SUPPLIES 3024134 RVHS CREDIT 3022962 RVHS SUPPLIES 3028201 RVHS SUPPLIES 3028200 ISLE SUPPLIES 3032499 ISLE SUPPLIES	11/02/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/28/2017 11/28/2017	18373616 PO-180240 18374680 PO-180079 18374680 PO-180496 18374680 PO-180496 18374680 PO-180496 18374680 PO-180565 18374680 PO-180565 18374680 PO-180565 18376778 PO-180684 18376778 PO-180688	604.42 64.66 200.42 .71 .71 141.77 188.99 184.19 54.99 57.89	N N N N N N N N N N
(707) 374-4037						N
000107 INLAND BUSINESS SYSTEMS 1500 NO. MARKET SACRAMENTO, CA 95834-1912	488.95	IN32782 RVHS MAINT AGRMNT IN50883 RVHS MAINT AGRMNT	11/02/2017 11/14/2017	18373624 PO-180310 18375315 PO-180310	209.30 279.65	N N

(916) 928-0770

N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012870 INTEGRATED FIRE SYSTEMS 269 TECHNOLOGY WAY SUITE 5 ROCKLIN, CA 95765 (530) 637-5322	210.00	27929 DHS MAINT MONITORING	11/14/2017	18375316 PO-180134	210.00	N
014682 JONES, ZAIDA 10267 CROYDON WAY RANCHO CORDOVA, CA 95670 (0) - 0	72.71	SP ED MILEAGE	11/09/2017	18374711 TC-180110	72.71	N
012005 KIRK KENNER DBA DELTA REFRIDG 5 HILL CT. RIO VISTA, CA 94571 (707) 374-6213	3,533.45	4902/4901 MAINT HVAC REPAIRS 4907/4909 MAINT HVAC REPAIRS	11/09/2017 11/28/2017	18374681 PO-180652 18376779 PO-180652	1,419.92 2,113.53	7 7
011311 LA RUE COMMUNICATIONS 521 E. MINER AVE STOCKTON, CA 95202 (209) 463-1900	330.00	2049 TRANS REPEATER SERV	11/14/2017	18375317 PO-180207	330.00	7
000203 LAKESHORE LEARNING MATERIALS 2695 E DOMINGUEZ STREET CARSON, CA 90895 (800) 424-4772	1,061.34	1466330817 F5 SUPPLIES	11/28/2017	18376765 PO-180426	1,061.34	N
011595 LAND PARK ACADEMY 6400 FREEPORT BLVD SACRAMENTO, CA 95822 (916) 427-2273	6,682.68	1049400 SP ED NPS DUES 1049399 SP ED NPS DUES	11/28/2017 11/28/2017	18376771 PO-180533 18376771 PO-180535	2,928.78 3,753.90	N N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012767 LEARNING PLUS ASSOCIATES 10604 TRADEMARK PARKWAY NORTH SUITE 302 RANCHO CUCAMONGA, CA 91730 (909) 484-6002 N	801.27	10471 ISLE FORMS	11/30/2017	18377665 PO-180692	801.27	N
000548 LIRAS SUPERMARKET 609 HWY 12 RIO VISTA, CA 94571 (707) 374-5399 N	639.42	#135 ED SV SUPPLIES #55 RVHS CULINARY SUPPLIES #55 RVHS SUPPLIES	11/09/2017 11/28/2017 11/28/2017	18374696 PV-180230 18376780 PO-180068 18376766 PO-180071	107.60 219.89 311.93	N N N
013206 LOWE'S 8369 POWER INN ROAD ELK GROVE, CA 95624-3464 (866) 232-7443 N	207.86	RVHS WOODSHOP SUPPLIES MAINT SUPPLIES	11/28/2017 11/28/2017	18376781 PO-180070 18376781 PO-180138	141.73 66.13	N N
000711 LYMAN PARTS DEPOT 14301 RAILROAD AVE WALNUT GROVE, CA 95690- (916) 776-1744 N THE LYMAN GROU	20.60	13112 MAINT SUPPLIES	11/14/2017	18375318 PO-180139	20.60	N
014144 MARTINEZ, SANDRA PO BOX 298 ISLETON, CA 95641 () - N	188.87	F5 MILEAGE	11/09/2017	18374712 TC-180111	188.87	N
014107 MCCARTY, MELADEE 12970 SELF-ESTEEM LANE GALT, CA 95632 (209) 601-2940 N	880.00	SP ED PROF SERVICES	11/14/2017	18375319 PO-180307	880.00	N
012837 MOBILE MODULAR	509.00	1457026 RMS MOCULAR LEASE	11/02/2017	18373637 PV-180216	509.00	N

5700 LAS POSITAS ROAD
LIVERMORE, CA 94551

(925) 606-9000

N MCGRATH RENTCO

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014686 MOVING MINDS 2525 LEMOND ST SW OWATONNA, MN 55060 (0) - 0 N	417.08	9376168 DHW SUPPLIES	11/28/2017	18376767 PO-180577	417.08	N
014720 MR ROOTER PO BOX 166 FAIRFIELD, CA 94533 (707) 864-1773 N	985.00	61109 MAINT SEWER REPAIR	11/30/2017	18377674 PV-180265	985.00	N
013520 MR ROOTER PLUMBING 8701 KEIFER BLVD SACRAMENTO, CA 95826 (916) 379-0616 N BROTHERS PLUMB	973.70	119238 MAINT ISLE SEWER SERV	11/14/2017	18375334 PV-180241	973.70	N
000151 NASCO MODESTO P.O. BOX 3837 4825 STODDARD ROAD MODESTO, CA 95352-3837 (209) 545-1600 N	2,928.93	639555 DHS/CMS ART SUPPLIES 639555 DHS/CMS ART SUPPLIES 639555 DHS/CMS ART SUPPLIES	11/14/2017 11/14/2017 11/14/2017	18375306 PO-180480 18375306 PO-180480 18375306 PO-180480	1,000.00 1,000.00 928.93	N N N
014170 NAVARRO, ELVIA 24674 N. GRAHAM RD ACAMPO, CA 95220 () - N	29.96	BUS OFF CONF MILEAGE	11/07/2017	18374169 TC-180092	29.96	N
013877 NORRIS, CARRIE 4833 STEPPE COURT ELK GROVE, CA 95757 () - N	1,047.11	WG AVID LUNCHES WG PE EQUIP WG SUPPLIES WG AVID SUPPLIES F5 SUPPLIES F5 PARENT CLASS SUPPLIES WG TB TEST REIMB WG SUPPLIES	11/02/2017 11/02/2017 11/02/2017 11/02/2017 11/02/2017 11/02/2017 11/02/2017 11/07/2017	18373625 PO-180046 18373625 PO-180049 18373625 PO-180051 18373625 PO-180054 18373617 PO-180061 18373617 PO-180064 18373625 PO-180522 18374170 TC-180093	215.55 196.00 102.12 93.02 55.96 134.38 45.00 30.98	N N N N N N N N

F5 SUPPLIES

11/09/2017 18374670 PO-180050

174.10 N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013794 NORTH DELTA WATER AGENCY 910 K STREET SUITE 310 SACRAMENTO, CA 95814 (916) 446-0197	283.80	2087/2066 MAINT BENEFIT ASSMNT	11/30/2017	18377675 PV-180266	283.80	N
014359 NORTH STATE TIRE CO 1610 KATHLEEN AVE SACRAMENTO, CA 95815 (916) 922-1075	1,743.88	K85193/K85473 TRANS TIRES	11/09/2017	18374682 PO-180209	1,743.88	N
014698 NPR INC 1455 RAI HEAD BLVD NAPLES, FL 34110 (800) 453-7461	118.58	11031 SP ED BOOKS 11031 SP ED BOOKS 11031 SP ED BOOKS	11/30/2017 11/30/2017 11/30/2017	18377666 PO-180640 18377666 PO-180640 18377666 PO-180640	118.58 9.63 9.63	N N N
014016 O'REILLY AUTO PARTS 233 S PATTERSON SPRINGFIELD, MO 65802 () -	611.42	TRANS SUPPLIES	11/14/2017	18375320 PO-180211	611.42	N
000193 OILWELL MATERIALS & HARDWARE CO INC 506 STATE HIGHWAY 12 RIO VISTA, CA 94571 () -	748.91	#1608 RVHS AG SUPPLIES #1608 RVHS AG SUPPLIES 245236/245373 RVHS SUPPLIES #1645 DHW SUPPLIES #1608 RVHS AG SUPPLIES #1608 RVHS AG SUPPLIES #676 MAINT SUPPLIES	11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/28/2017 11/28/2017 11/28/2017	18374683 PO-180065 18374683 PO-180065 18374683 PO-180072 18374683 PO-180581 18376782 PO-180065 18376782 PO-180065 18376782 PO-180141	11.20 11.10 48.60 38.97 15.25 15.25 608.54	N N N N N N N
014472 ORCER SERVICES 1731 OXFORD WAY STOCKTON, CA 95204 (209) 271-6103	5,200.00	0034 WIND RIVER ESL COMP CLSS	11/30/2017	18377670 PO-180677	5,200.00	Y

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003335 OWENS, SHIRLEY P.O. BOX 172 ISLETON, CA 95641	20.00	TRANS REIMB	11/09/2017	18374713 TC-180112	20.00	N
() -						N
014465 PARKER & COVERT LAW OFFICE 17862 EAST SEVENTEENTH ST#204 EAST BUILDING TUSTIN, CA 92780	6,533.50	67478 ATTY FEES 67478 ATTY FEES 67478 ATTY FEES 67478 ATTY FEES	11/16/2017 11/16/2017 11/16/2017 11/16/2017	18375901 PV-180249 18375901 PV-180249 18375901 PV-180249 18375901 PV-180249	105.00 6,063.00 258.00 107.50	Y Y Y Y
(714) 573-0900		Y PARKER & COVE				
013692 PATIN, ANGELA 633 MADERE WAY RIO VISTA, CA 94571	155.15	ISLE NURSE MILEAGE	11/07/2017	18374171 TC-180094	155.15	N
(0) - 0						N
014392 PAULS, HOLLY PO BOX 511 WALNUT GROVE, CA 95690	182.44	WG CONF REIMB WG MILEAGE	11/09/2017 11/30/2017	18374714 TC-180113 18377682 TC-180127	42.80 139.64	N N
(916) 776-1215						N
013895 PEARSON CLINICAL ASSESSMENT ORDERING PO BOX 599700 SAN ANTONIO, TX 78259	175.64	11372042 SP ED FORMS	11/09/2017	18374669 PO-180621	175.64	N
(800) 627-7271						N
014310 PEREZ, GABINO 7904 HARTWICK WAY SACRAMENTO, CA 95828	58.25	WG ELAC SUPPLIES	11/07/2017	18374156 PO-180047	58.25	N
(0) - 0						N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003270 PG&E 685 EMBARCADERO DRIVE SACRAMENTO, CA 95605	30,344.39	RADIO RIO ELECT	11/02/2017	18373632 PV-180211	22.05	N
		DHW ELECT	11/14/2017	18375335 PV-180242	22.98	N
		RVHS ELECT	11/28/2017	18376797 PV-180255	8,950.67	N
		GARAGE ELECT	11/28/2017	18376797 PV-180255	307.81	N
() - N PACIFIC GAS AN		SHOP ELECT	11/28/2017	18376797 PV-180255	51.89	N
		DO ELECT	11/28/2017	18376797 PV-180255	57.54	N
		LIFT PUMP ELECT	11/28/2017	18376797 PV-180255	29.20	N
		N. NETH ELECT	11/28/2017	18376797 PV-180255	39.96	N
		LTS ELECT	11/28/2017	18376797 PV-180255	31.32	N
		DO ELECT	11/28/2017	18376797 PV-180255	791.24	N
		LTS ELECT	11/28/2017	18376797 PV-180255	19.98	N
		CMS ELECT	11/28/2017	18376797 PV-180255	1,255.30	N
		RMS ELECT	11/28/2017	18376797 PV-180255	2,985.50	N
		DHW ELECT	11/28/2017	18376797 PV-180255	4,845.79	N
		DHW ELECT	11/28/2017	18376797 PV-180255	164.28	N
		GARAGE ELECT	11/28/2017	18376797 PV-180255	65.98	N
		ISLE ELECT	11/28/2017	18376797 PV-180255	3,043.67	N
		DHS ELECT	11/28/2017	18376797 PV-180255	4,254.84	N
		DHS ELECT	11/28/2017	18376797 PV-180255	170.69	N
		LTS ELECT	11/28/2017	18376797 PV-180255	11.33	N
		DHS ELECT	11/28/2017	18376797 PV-180255	2,804.20	N
		RVHS ELECT	11/28/2017	18376797 PV-180255	418.17	N
013554 POINT QUEST 6600 44TH STREET SACRAMENTO, CA 95823	23,715.75	160514 SP ED INST ASST	11/14/2017	18375321 PO-180414	793.75	N
		160507 SP ED INST ASST	11/14/2017	18375321 PO-180414	11,297.60	N
		30311 SP ED NPS DUES	11/14/2017	18375321 PO-180415	628.04	N
(916) 422-0571 N		30311 SP ED NPS DUES	11/14/2017	18375321 PO-180416	3,634.42	N
		30311 SP ED NPS DUES	11/14/2017	18375321 PO-180417	3,655.94	N
		30356 SP ED NPS DUES	11/14/2017	18375321 PO-180418	67.00	N
		30346 SP ED NPS DUES	11/14/2017	18375321 PO-180418	3,474.00	N
		30364 SP ED NPS DUES	11/14/2017	18375321 PO-180418	165.00	N
012857 PRISTINE REHAB CARE 706 N. DIAMOND BAR BLVD STE #B DIAMOND BAR, CA 91765	15,896.88	5003-5006 SP ED OCC THERAPY	11/09/2017	18374684 PO-180300	1,344.01	7
		2053/5028/5029 SP ED SP THRPY	11/28/2017	18376783 PO-180300	14,552.87	7
(317) 371-3866 Y						
001271 PRO-ED 8700 SHOAL CREEK BLVD AUSTIN, TX 78757	50.60	2674901 SP ED SUPPLIES	11/09/2017	18374671 PO-180604	4.11	N
		2674901 SP ED SUPPLIES	11/09/2017	18374671 PO-180604	50.60	N
		2674901 SP ED SUPPLIES	11/09/2017	18374671 PO-180604	4.11	N

(800) 897-3202

N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
001048 QUILL CORPORATION 100 SCHELTER ROAD LINCOLNSHIRE, IL 60094-0600 (800) 789-8965 N	1,014.55	1888990 BATES SUPPLIES 2142634 BATES SUPPLIES 1888990 BATES REFUND 1806928 BATES SUPPLIES MOKE SUPPLIES	11/14/2017 11/14/2017 11/14/2017 11/14/2017 11/28/2017	18375322 PO-180428 18375322 PO-180428 18375322 PO-180428 18375336 PV-180243 18376784 PO-180428	155.10 252.07 155.10 698.09 64.39	N N N N N
013892 R & R GLASS CO 4418 OLIVE DRIVE FAIRFIELD, CA 94533 (707) 429-3618 Y	695.59	843957 TRANS REPAIRS	11/14/2017	18375323 PO-180216	695.59	Y
014410 RAMBO, SONIA 9697 NATURE TRAIL WAY ELK GROVE, CA 95757 (0) - 0 N	119.82	RMS SUPPLIES RMS SUPPLIES	11/28/2017 11/28/2017	18376785 PO-180008 18376809 TC-180120	74.16 45.66	N N
000088 RAMOS OIL COMPANY INC DEPT # 34335 PO BOX 39000 SAN FRANCISCO, CA 94139-0001 (916) 371-2570 N	6,103.28	985748 TRANS FUEL 985817/985852/985927 FUEL	11/09/2017 11/28/2017	18374685 PO-180202 18376786 PO-180202	1,269.12 4,834.16	N N
010134 READ NATURALLY INC 1284 CORPORATE CENTER DR. #600 SAINT PAUL, MN 55121 (800) 788-4085 N	920.00	220466 DHW LICENSED SEATS	11/30/2017	18377667 PO-180707	920.00	N
000412 RICKETTS, CHRISTINA 44 S. 6TH STREET RIO VISTA, CA 94571 (0) - 0 N	30.00	ED SV CONF REIMB	11/07/2017	18374172 TC-180095	30.00	N

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000313 RIO VISTA CARE 125 SACRAMENTO STREET P.O. BOX 576 RIO VISTA, CA 94571	5,000.00	DW COUNSELING SERVICES DW SCHOOL COUNS SERVICES	11/28/2017 11/28/2017	18376787 18376787	PO-180394 PO-180394	2,500.00 2,500.00	N N
() -							N
010239 RIO VISTA SANITATION P.O. BOX 607 RIO VISTA, CA 94571-0607	2,844.90	DO WASTE SERVICE DHW WASTE SERV RVHS WASTE SERV	11/09/2017 11/28/2017 11/28/2017	18374697 18376796 18376796	PV-180231 PV-180256 PV-180256	117.00 1,030.75 1,697.15	N N N
(0) - 0							N
000589 RISO PRODUCTS OF SACRAMENTO 3304 MONIER CIRCLE SUITE 110 RANCHO CORDOVA, CA 95742 (916) 638-7476	2,735.92	176056 RVHS RISO SUPPLIES 176056 RVHS RISO SUPPLIES 176056 RVHS RISO SUPPLIES 176056 RVHS RISO SUPPLIES 176483 CMS RISO SUPPLIES 176483 DHS RISO SUPPLIES	11/02/2017 11/02/2017 11/02/2017 11/02/2017 11/09/2017 11/09/2017	18373618 18373618 18373618 18373618 18374672 18374672	PO-180623 PO-180623 PO-180623 PO-180623 PO-180658 PO-180658	304.45 250.00 437.33 250.00 747.07 747.07	N N N N N N
() -							N RPSI ENTERPRIS
011875 RIVER DELTA USD 445 MONTEZUMA ST RIO VISTA, CA 94571	208.44	SD REISSUE PICENO HLTH BENEFITS	11/16/2017	18375902	PV-180250	208.44	N
(0) - 0							N
000729 RIVER NEWS HERALD 21 S FRONT STREET RIO VISTA, CA 94571	279.50	67563 HR ADVERTISING	11/14/2017	18375324	PO-180387	279.50	N
() -							N GIBSON PUBLICA
010670 RIVERVIEW-INTERNATIONAL TRUCKS 2445 EVERGREEN AVE P.O. BOX 716 WEST SACRAMENTO, CA 95691	2,128.74	61671 TRANS PARTS	11/09/2017	18374686	PO-180214	2,128.74	7
() -							Y

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014143 RODRIGUEZ, CLAUDIA PO BOX 62 COURTLAND, CA 95615 () - N	119.90	SP ED PARENT TRANS	11/28/2017	18376810 TC-180121	119.90	N
014206 RODRIGUEZ, JENNIFER 110 JANEWOOD CT FOLSOM, CA 95630 (916) 833-7401 N	54.11	CMS SUPPLIES	11/09/2017	18374687 PO-180562	54.11	N
013667 ROSE-WRIGHT, DENISE PO BOX 69 RIO VISTA, CA 94571 (0) - 0 N	62.06	SP ED MILEAGE	11/09/2017	18374715 TC-180114	62.06	N
012796 ROSSI, MARCY 128 N SECOND STREET RIO VISTA, CA 94571 () - N	51.40	ED SV MILEAGE	11/07/2017	18374173 TC-180096	51.40	N
014640 RUIZ, ALEJANDRO PO BOX 184 WALNUT GROVE, CA 95690 (0) - 0 N	51.25	DO MILEAGE	11/07/2017	18374174 TC-180097	51.25	N
010955 RUIZ, LETICIA 412 GARDINER WAY RIO VISTA, CA 94571 () - N	31.57	STALE DT #17339668	11/14/2017	18375337 PV-180244	31.57	N
014433 RYLAND CONSULTING 8334 PARUS WAY	4,132.50	1911 FIXED ASSET RPRT IN EXCEL	11/07/2017	18374164 PV-180220	4,132.50	N

GRANITE BAY, CA 95746

(916) 652-7165

N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000119 S & W TIRE SERVICE INC P.O. BOX 377 14400 THORNTON ROAD WALNUT GROVE, CA 95690 (916) 776-1717	102.32	MAINT SUPPLIES	11/02/2017	18373626 PO-180157	102.32	N
000095 S M U D P.O. BOX 15555 SACRAMENTO, CA 95852 () -	6,362.86	BATES ELECT WG ELECT WG ELECT WG ELECT BATES ELECT WG ELECT TRANS ELECT TRANS ELECT	11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017 11/09/2017	18374698 PV-180232 18374698 PV-180232 18374698 PV-180232 18374698 PV-180232 18374698 PV-180232 18374698 PV-180232 18374698 PV-180232 18374698 PV-180232	430.80 562.32 2,233.10 20.00 2,908.79 27.09 13.54 167.22	N N N N N N N N
012362 SACRAMENTO COUNTY TAX COLLECTOR'S OFFICE P.O. BOX 508 SACRAMENTO, CA 95812-0508 () -	7,574.34	ISLE PROPERTY TAX ISLE PROPERTY TAX MOKE PROPERTY TAX WG PROPERTY TAX ISLE PROPERTY TAX BATES PROPERTY TAX ISLE PROPERTY TAX ISLE PROPERTY TAX WG PROPERTY TAX ISLE PROPERTY TAX	11/30/2017 11/30/2017 11/30/2017 11/30/2017 11/30/2017 11/30/2017 11/30/2017 11/30/2017 11/30/2017 11/30/2017	18377676 PV-180267 18377676 PV-180267 18377676 PV-180267 18377676 PV-180267 18377676 PV-180267 18377676 PV-180267 18377676 PV-180267 18377676 PV-180267 18377676 PV-180267 18377676 PV-180267	2,844.52 50.00 132.28 2,604.12 50.00 135.06 911.78 512.78 283.80 50.00	N N N N N N N N N N
000090 SACRAMENTO COUNTY UTILITIES 9700 GOETHE ROAD SUITE C SACRAMENTO, CA 95827 () -	329.51	BATES SEWER WG SEWER	11/02/2017 11/02/2017	18373633 PV-180212 18373633 PV-180212	155.26 174.25	N N
014418 SACRAMENTO THEATRE CO 1419 H. STREET SACRAMENTO, CA 95814 (916) 446-7501	900.00	DHS STUDENT TRIP MACBETH	11/30/2017	18377668 PO-180739	900.00	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014680 SALCEDO, YULIANA 16791 GLASSCOCK RD LODI, CA 95242	1,313.03	SP ED PARENT TRANS	11/07/2017	18374175 TC-180098	1,313.03	N
(0) - 0						N
012885 SALOMON, TRISHA 50 YOSEMITE DRIVE RIO VISTA, CA 94571	30.98	SP ED SUPPLIES	11/07/2017	18374176 TC-180099	30.98	N
() -						N
011160 SCHOOL HEALTH CORPORATION 865 MUIRFIELD DRIVE HANOVER PARK, IL 601103	217.92	3320261 NURSE SUPPLIES 3320261 NURSE SUPPLIES 3320261 NURSE SUPPLIES	11/28/2017 11/28/2017 11/28/2017	18376798 PV-180258 18376798 PV-180258 18376798 PV-180258	217.92 .76 .76-	N N N
(800) 323-1305						N
003318 SCHOOL SPECIALTY INC W6316 DESIGN DRIVE GREENVILLE, WI 54942	866.26	208119505178 BATES SUPPLIES 208119539862 RMS SUPPLIES 208119539862 RMS SUPPLIES	11/14/2017 11/14/2017 11/14/2017	18375325 PO-180367 18375307 PO-180667 18375307 PO-180667	132.01 293.70 440.55	N N N
() -						N
000316 SCHOOLS INSURANCE AUTHORITY P.O. BOX 276710 SACRAMENTO, CA 95827-6710	5,060.00	WCADJ2018-023 DIST ANNUAL CONT	11/30/2017	18377677 PV-180268	5,060.00	N
() -						N
013193 SCOE P.O. BOX 269003 10474 MATHER BLVD SACRAMENTO, CA 95826	2,030.00	ED SV CAASP INSTITUTE 180780 F5 WORKSHOP 180328 DO COURIER 180328 DO COURIER CAASP WORKSHOP	11/07/2017 11/09/2017 11/28/2017 11/28/2017 11/28/2017	18374151 PO-180681 18374673 PO-180449 18376788 PO-180388 18376788 PO-180388 18376799 PV-180257	400.00 180.00 800.00 600.00 50.00	N N N N N
() -						N
014450 SCOTT TECHNOLOGY GROUP	296.88	242848 BATES MAINT AGRMNT	11/02/2017	18373628 PO-180430	184.90	N

1143 N. MARKET BLVD STE #7
SACRAMENTO, CA 95834

242912 WG PRINTER CHARGES

11/07/2017 18374159 PO-180041

111.98 N

(916) 913-6191

N WIZIX TECHNOLO

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014444 SEQUOIA FLORAL 3245 SANTA ROSA AVENUE SANTA ROSA, CA 95407	368.20	RVHS AG SUPPLIES RVHS AG SUPPLIES	11/28/2017 11/28/2017	18376768 PO-180432 18376768 PO-180432	184.10 184.10	N N
(707) 525-0780						N
013480 SHELDON GAS COMPANY 1 HARBOR CENTER # 310 SUISUN CITY, CA 94585	453.09	92975 WG PROPANE 92975 WG PROPANE 92975 WG PROPANE	11/28/2017 11/28/2017 11/28/2017	18376800 PV-180259 18376800 PV-180259 18376800 PV-180259	453.09 1.58 1.58	N N N
(707) 425-2951						N
000055 SIA DELTA DENTAL P.O. BOX 276710 SACRAMENTO, CA 95827-6710	7,387.00	OCTOBER 2017 PREMIUMS OCTOBER 2017 PREMIUMS OCTOBER 2017 PREMIUMS OCTOBER 2017 PREMIUMS NOVEMBER 2017 PREMIUMS NOVEMBER 2017 PREMIUMS NOVEMBER 2017 PREMIUMS NOVEMBER 2017 PREMIUMS	11/07/2017 11/07/2017 11/07/2017 11/07/2017 11/07/2017 11/07/2017 11/07/2017 11/07/2017	18374165 PV-180221 18374165 PV-180221 18374165 PV-180221 18374165 PV-180221 18374165 PV-180222 18374165 PV-180222 18374165 PV-180222 18374165 PV-180222	21.67 2,346.12 1,149.62 176.09 21.67 2,346.12 1,149.62 176.09	N N N N N N N N
(0) - 0						N
000056 SIA VISION SERVICE P.O. BOX 276710 SACRAMENTO, CA 95827-6710	519.12	NOVEMBER 2017 PREMIUMS NOVEMBER 2017 PREMIUMS	11/07/2017 11/07/2017	18374166 PV-180223 18374166 PV-180223	288.40 230.72	N N
(0) - 0						N
012013 SIERRA CHEMICAL COMPANY 788 NORTHPORT DRIVE WEST SACRAMENTO, CA 95691	397.87	113693 MAINT PARTS 113693 MAINT PARTS 113693 MAINT PARTS	11/09/2017 11/09/2017 11/09/2017	18374688 PO-180148 18374688 PO-180148 18374688 PO-180148	.46 .46 397.87	N N N
(916) 371-5943						N
014454 SINGH, PRITIKA 212 WEST HWY 220 RYDE, CA 95680	772.54	SP ED PARENT TRANS	11/07/2017	18374177 TC-180100	772.54	N
(916) 491-0657						N

3358479437	CMS SUPPLIES	11/14/2017	18375326	PO-180328	.35	N
3359733644	BUS OFF SUPPLIES	11/28/2017	18376789	PO-180189	70.56	N
3359576756	BUS OFF SUPPLIES	11/28/2017	18376789	PO-180189	76.76	N
3358981509	BUS OFF SUPPLIES	11/28/2017	18376789	PO-180189	92.18	N
3358850525	BUS OFF SUPPLIES	11/28/2017	18376789	PO-180189	43.63	N
3359449789	SP ED SUPPLIES	11/28/2017	18376789	PO-180304	38.33	N
3359576757	SP ED SUPPLIES	11/28/2017	18376789	PO-180304	27.89	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014069 STAPLES ADVANTA (Continued...)		3359449790 SP ED SUPPLIES	11/28/2017	18376789 PO-180304	40.24	N
003646 STATE OF CALIFORNIA 1300 I STREET SUITE 810 SACRAMENTO, CA 95814	81.00	265197 FINGERPRINTING	11/14/2017	18375338 PV-180245	81.00	N
() -						N
000923 STEVE SMITH ELECTRIC STEPHEN A SMITH P.O. BOX 386 RIO VISTA, CA 94571	207.00	6050 MAINT REPAIRS	11/14/2017	18375327 PO-180653	207.00	7
(707) 249-1848						Y
000096 STEWART INDUSTRIAL SUPPLY INC 608 HWY 12 RIO VISTA, CA 94571	1,383.02	23100 TRANS SUPPLIES	11/14/2017	18375328 PO-180220	1,383.02	N
(707) 374-5567						N
014075 STROM, JENNIFER PO BOX 733 ISLETON, CA 95641	63.13	RMS CONF REIMB	11/30/2017	18377683 TC-180128	63.13	N
(0) - 0						N
013947 SUPPLY WORKS PO BOX 742056 LOS ANGELES, CA 90074-2056	376.77	417633658 DHW SUPPLIES 418838280 WG SUPPLIES 419030077 RVHS SUPPLIES	11/28/2017 11/28/2017 11/28/2017	18376790 PO-180156 18376790 PO-180156 18376790 PO-180156	36.65 46.37 293.75	N N N
(877) 577-1114						N
014430 TAQUERIA MEXICO 133 MAIN ST RIO VISTA, CA 94571	128.33	RVHS SUPPLIES	11/28/2017	18376791 PO-180067	128.33	N
(707) 374-2680						N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014578 THE POINT RESTAURANT 120 MARINA DRIVE RIO VISTA, CA 94571 (707) 374-5400 N	350.00	DHW LUNCHEON	11/16/2017	18375897 PO-180714	350.00	N
014691 THE WRIGHT STUFF, INC. 111 HARRIS STREET CRYSTAL SPRINGS, MS 39059 (601) 892-3115 N	27.90	180586 SP ED SUPPLIES 180586 SP ED SUPPLIES 180586 SP ED SUPPLIES	11/28/2017 11/28/2017 11/28/2017	18376769 PO-180586 18376769 PO-180586 18376769 PO-180586	27.90 2.27 2.27	N N N
014707 TORRE, VERONICA PO BOX 531 WILLARD, MO 65781 (909) 927-9314 N	55.00	CAFE REIMB ADAM	11/02/2017	18373636 PV-180215	55.00	N
012694 U.S. BANK 221 SOUTH FIGUEROA ST, STE 210 LM-CA-F2TC LOS ANGELES, CA 90012 (0) - 0 N	10,404.30	OCTOBER 2017 PAYROLL GASB 45	11/02/2017	18373635 PV-180213	10,404.30	N
001896 UNITED PARCEL SERVICE INC 55 GLENLAKE PARKWAY NE ATLANTA, GA 30328 () - N	261.14	DO SHIPPING DO SHIPPING DO SHIPPING DO SHIPPING	11/02/2017 11/14/2017 11/28/2017 11/30/2017	18373634 PV-180214 18375339 PV-180246 18376802 PV-180261 18377678 PV-180269	61.50 85.65 71.19 42.80	N N N N
013419 US BANK NATIONAL ASSOCIATION 1310 MADRID ST SUITE 101 MARSHALL, MN 56258 (800) 328-5371 N	820.11	34298262 RVHS LEASE AGRMNT 343939195 DHW COPY LEASE	11/07/2017 11/28/2017	18374157 PO-180078 18376792 PO-180113	324.38 495.73	N N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000679 WARREN E GOMES EXCAVATING INC P.O. BOX 369 RIO VISTA, CA 94571 (707) 374-2881	2,430.00	1597 MAINT DHS CONCRETE REMOVE	11/02/2017	18373620 PO-180579	2,430.00	N
000104 WARREN'S MACHINE & WELDING 52270 CLARKSBURG ROAD P.O. BOX 398 CLARKSBURG, CA 95612 (916) 744-1667	130.52	15925/15886 DHS AG SUPPLIES 15925/15886 DHS AG SUPPLIES 15925/15886 DHS AG SUPPLIES 15925/15886 DHS AG SUPPLIES 15925/15886 DHS AG SUPPLIES 15925/15886 DHS AG SUPPLIES	11/02/2017 11/02/2017 11/02/2017 11/02/2017 11/02/2017 11/02/2017	18373627 PO-180321 18373627 PO-180321 18373627 PO-180321 18373627 PO-180321 18373627 PO-180321 18373627 PO-180321	65.26 5.30 5.30 65.26 5.30 5.30	7 N N 7 N N
010906 WASTE MANAGEMENT OF WOODLAND P.O. BOX 78251 PHOENIX, AZ 85062-8251 () -	1,015.45	RVHS AG WASTE SERV RVHS AG WASTE SERV DHS WASTE SERVICE DHS WASTE SERVICE	11/07/2017 11/07/2017 11/09/2017 11/09/2017	18374158 PO-180312 18374158 PO-180312 18374699 PV-180233 18374699 PV-180233	111.66 111.66 776.68 15.45	N N N N
012247 WELLS FARGO BANK WF 8113 P.O. BOX 1450 MINNEAPOLIS, MN 55485-8113 (0) - 0	750.00	1497572 ADMIN CHARGES	11/28/2017	18376804 PV-180262	750.00	N
012528 WILLIAMS SCOTSMAN INC 4911 ALLISON PARKWAY VACAVILLE, CA 95688 (707) 451-3000	5,093.53	DHW PORTABLE LEASE RMS PORTABLE LEASE RMS PORTABLE LEASE RVHS PORTABLE LEASE	11/09/2017 11/09/2017 11/09/2017 11/09/2017	18374701 PV-180235 18374701 PV-180235 18374701 PV-180235 18374701 PV-180235	1,383.16 1,236.79 1,236.79 1,236.79	N N N N
003308 WRIGHT, KATHERINE 400 SOUTH FRONT STREET RIO VISTA, CA 94571 () -	777.89	ED SV MILEAGE	11/30/2017	18377684 TC-180129	777.89	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
001439 YOLO SOLANO AIR QUALITY MANAGEMENT DISTRICT 1947 GALILCO CT. STE 103 DAVIS, CA 95616 (530) 757-3650 N	437.00	33635 TRANS RENEWAL FEES	11/09/2017	18374700 PV-180234	437.00	N
District total:	494,744.80					
Report total:	494,744.80					

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: _____

From: Vicky Turk, Principal RVHS

Item Number: 10.4

SUBJECT: Approval for out-of-state travel for RVHS American
Field Service students domestic exchange visit to
Lenor, North Carolina

Action: _____
Consent Action: X
Information Only: _____

Background:

Mrs. Surla and RVHS students are seeking board approval for out of state travel to Lenor, North Carolina March 23-27, 2018. Students will attend school and lodge with families in the area.

Status:

Out of State travel for RDUSD students requires board approval.

Presenter: Vicky Turk

Other People Who Might Be Present: Donnie Surla

Cost &/or Funding Sources: No cost to the District

Recommendation: The Board approve out of state travel to Lenor, North Carolina for RVHS American Exchange Students domestic exchange March 23-27, 2018.

Time: _____ 2mins.____

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: ___x___

From: Don Beno, Superintendent

Item Number: 10.5

SUBJECT Request to acknowledge the Sunshined
River Delta Unified Teacher's Negotiation
proposals to the River Delta Unified School
District for 2017-2018

Action: _____

Consent Action: X

Information Only: _____

Background

Under the California Educational Employment Relations Act (EERA) the Teachers' Association must participate in "Good Faith" bargaining with the District. The law states that the Union must present its proposals to the public before the bargaining process can begin.

See attached proposal

Status

Board to take action to acknowledge the union's proposals

Presenter

Charles Van Riper

Other People Who Might Be Present:

RDUTA members

Cost &/or Funding Sources None

Recommendation:

That the Board acknowledges the "Sunshined" *River Delta Unified Teachers' Association* Negotiation proposals to the River Delta Unified School District for 2017-2018.

Time: 2 Minutes

River Delta Unified Teachers Association

52810 Netherlands Ave. • P.O. Box 100 • Clarksburg, CA 95612
916-744-1714 Ext 2237

President
Paul Delgado

Vice President
Alyson Stiles

Secretary
Linda McDonald

Treasurer
Janet Spangler

November 29th, 2017

Dear President Alicia Fernandez:

The River Delta Unified School District Teachers' Association wishes to "Sunshine" specific areas of the current contract with the River Delta Unified School District. The current contract will not end until June 30, 2019, per Article XIX, therefore we are proposing to sunshine Article VII (Hours) as well as Appendix B (Extra-Curricular Pay). We look forward to a positive and productive negotiation with the District as well as receiving a copy of the Districts Articles of interest as well.

Sincerely,

Charles Van Riper

Charles Van Riper
Chair- RDUTA Negotiations Chair

Cc; Paul Delgado- RDUTA President

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: X

From: Nicholas Casey, Principal of D.H White Elementary School

Item Number: 10.6

SUBJECT

Request to declare as surplus non-operable technology equipment from inventory and deem its value to be \$0.

Action:

Consent Action: X

Information Only:

Background:

The attached list of technology can no longer be used or updated to run any of our programs, nor can they access the internet.

Status:

D.H. White Elementary requests the permission of the RDUSD Board Of Education to surplus the attached list of old technology.

Presenter: Nicholas Casey, Principal

Other People Who Might Be Present:

Cost &/or Funding Sources

There is \$0 cost to the school or the district. All equipment will be sent to E-Waste if approved.

Recommendation:

That the Board declares the list of non-operational technology equipment as surplus with zero value.

Time: 5 mins.

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: _____

From: Kathy Wright, Director of Educational Services

Item Number: 10.7

SUBJECT

Request the approval to apply for the 21st Century Community Learning Center (CCLC) Grant for D.H. White Elementary School for the 2018-2019 school

Action: _____
Consent Action: X
Information Only: _____

Background:

21st century Community Learning Center grant will bring back funding for the before and after school program at DH White. The application includes a budget request for transportation. This funding cycle lasts for 5 years and the application is very interested to learn how the district and community intends to sustain the program past the funding period.

This is not a matching funds grant.

Status:

This application is due to the CDE by 5pm on Deadline: Friday, January 26, 2018

Presenter: Kathy Wright, Director of Educational Services

Other People Who Might Be Present:

Lucia Becerra, After School Program Coordinator

Cost &/or Funding Sources

Funding is made available through a competitive grant application process by the US Department of Education and is administered by the California Department of Education.

Recommendation:

The RDUSD Board of Education approves the grant application for the 21st Century Community Learning Center (CCLC) for DH White Elementary.

Time: _____ 2 mins. _____

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: _____

From: Vicky Turk, Principal RVHS

Item Number: 10.8

SUBJECT: Approval for National Alliance for Mental Illness
Club Fundraisers

Action: _____
Consent Action: X
Information Only: _____

Background:

NAMI (National Alliance for Mental Illness) Club would like to host a concession stand during a fundraiser to raise money to support their organization.

Status:

Fundraising requires board approval.

Presenter: Vicky Turk

Other People Who Might Be Present:

Cost &/or Funding Sources: No cost to the District

Recommendation: The Board approve NAMI fundraiser.

Time: _____ 2 mins. _____

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651

BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: _____

Item Number: 10.9

From: Shanan Spears – Delta HS Agriculture Department /FFA Advisor

SUBJECT

Action: _____

Mrs. Spears, Mr. Van Riper, our student teacher Ms. Ruth, and five parents, along with approximately 30 students of the Delta FFA will be attending the annual State FFA Convention in Anaheim, CA, from April 22-25, 2018.

Consent Action: X

Information Only: _____

Background:

The Agriculture Department/FFA of Delta High school has traditionally attended the California State FFA Convention. Our students participate at the conference by being Courtesy Core members, organizing and running a Hall of Chapter display booth at a career fair and run/participate on many committees.

Status:

Presenter: Shanan Spears

Other People Who Might Be Present:

Cost &/or Funding Sources

It is \$450 for each student, adult, and teacher to attend. This covers conference registration, train transportation, and hotel costs. Adults are paid by Ag Boosters or Ag Incentive funding and students pay for themselves. There are fundraising opportunities and payment plans to assist students in covering the costs to attend.

Recommendation: That the Board approve the overnight travel request for the Delta High School FFA members to attend the California State FFA Conference in Anaheim from April 22nd to April 25, 2018.

Time: _____ 2 mins. _____

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: X

From: Kathy Wright, Educational Services Director

Item #: 10.10

SUBJECT

Request to approve the Professional Expert Agreement with Jeannie Finn for the 2017-2018 school year at a cost not to exceed \$2,500.

Action: _____
Consent Action: X
Information Only: _____

Background & Status:

Name of Vendor: Jeannie Finn

Description of Service(s): To provide deaf and hard of hearing (DHOH) services for district students.

Date(s) of Service(s): 2017-2018 school year

The contract for 2016-2017 deaf and hard of hearing services was \$5,000. The contract for 2017-2018 is not to exceed \$2,500.

Presenter:

Kathy Wright, Director of Educational Services

Cost &/or Funding Sources (be specific)

\$50.00 per hour. Not to exceed \$2,500 paid by Special Education. (6500)

Recommendation:

That the Board approve the Professional Expert Agreement with Jeannie Finn for the 2017-2018 school year at a cost not to exceed \$2,500.

Time: 2 mins.

River Delta Unified School District

445 Montezuma Street
Rio Vista, CA 94571

Professional Expert Agreement

Under Section 45103 of the *Education Code*, professional experts employed "on a temporary basis for a specific project" are exempt from classified service. Professional experts must have a special skill or knowledge of a particular subject matter, derived from specialized training or expertise, often involving intensive academic preparation, or representing mastery of that subject. This agreement is for services which do not meet the criteria for Independent Contract Services and will be paid through payroll. Reimbursement will be reported as taxable compensation on statements of earnings (W-2). Applicable payroll deductions when appropriate including STRS and PERS will be made at the time of earned payments. It is understood that this agreement provides for a temporary position having no employment rights or benefits.

River Delta Unified School District agrees to Contract with Jeannie Finn for the services performed from: December 12, 2017 to: June 30, 2018.

Services to be performed: To provide deaf and hard of hearing services for district students.

Amount to be paid:

Budget # 6500 \$ 2,500

Budget # _____ \$ _____

Payment will be made, with approval of certifying administrator, upon completion of services as follows:

\$50 per hour - contract not to exceed \$2,500.

Pay Rate: \$ 50.00 per hour (hour, day, week, month, flat rate, stipend)

Requested by: _____ / Director
Title Date

Supervisor Approval: _____ / _____
Title Date

Director of Personnel _____ Date _____

Assistant Superintendent, Business Services _____ Date _____

NOTE: This form must be accompanied by the following:

I-9 Copy of Social Security Card

W-4 Copy of Driver's License

DE 4

Identify services completed and submit to payroll:

Completed: _____ / _____
Certifying Administrator

_____/_____
_____/_____
_____/_____

All obligations have been fulfilled

Additional payment requests will be forwarded to Payroll

Professional Expert Completes:

Name _____

S.S. # _____

Address _____

Telephone # _____

_____/_____

Professional Expert Signature _____ Date _____

Do you have a valid CA teaching credential?

Yes No

Are you presently or have you been a member of

PERS Yes No

STRS Yes No

Are you presently an employee of RDUSD?

Yes No

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017 Attachments: X

From: Elizabeth Keema-Aston, Chief Business Officer Item Number: 10.11

SUBJECT Request to approve the Independent Audit contact with Crowe Horwath of the District's attendance software system. Action:
Consent Action: X
Information Only:

Background:

In previous years the district's cafeteria point of sale software was MealTime, which required a manual upload into Aeries, the district's attendance software. This year we purchased a new POS web-based software, Titan. which uploads directly into Aeries. With this new uploading process, CDE requires an independent audit of the attendance software system.

Status: To remain in compliance with CDE we have contracted with the district's current independent auditors, Crowe Horwath to conduct this audit. This particular attendance software audit is not part of our annual general audit and is additional services.

Presenter: Elizabeth Keema-Aston, Chief Business Officer

Other People Who Might Be Present: N/A

Cost &/or Funding Sources

\$3,500, General Fund – Unrestricted funds

Recommendation:

That the Board approves the contract with Crowe Horwath for the Attendance software audit.

Time: 2mins.



Crowe Horwath LLP
Independent Member Crowe Horwath International

400 Capitol Mall, Suite 1400
Sacramento, California 95814-4498
Tel 916.441.1000
Fax 916.441.1110
www.crowehorwath.com

November 20, 2017

Ms. Elizabeth Keema-Aston
Chief Business Officer
River Delta USD
445 Montezuma Street
Rio Vista, California 94571

Dear Ms. Keema-Aston:

This letter confirms the arrangements for Crowe Horwath LLP ("Crowe" or "us" or "we" or "our") to evaluate the Aeries Online attendance accounting system (the "System") used by River Delta Unified School District (the "District"), to determine whether the System meets the requirements of the California Department of Education as outlined in their letter dated August 3, 2009, for River Delta Unified School District ("Client" or "you" or "your") from information you provide. The attached Crowe Engagement Terms is an integral part of this letter, and its terms are incorporated herein.

This service will be performed in accordance with the Standards for Consulting Services established by the American Institute of Certified Public Accountants. The extent and sufficiency of the services and procedures to be performed will be determined with you and are solely the responsibility of the management of Client.

Because these services will not constitute an audit, review, or examination in accordance with standards established by the American Institute of Certified Public Accountants, we will not express an opinion on management's assertions. We have no obligation to perform any services beyond those listed below. If we were to perform additional services, other matters might come to our attention that would be reported to you. It is understood that we will prepare a report reflecting our findings of the consulting services outlined below for use by you. We make no representations as to the adequacy of these services for your purposes.

The following procedures are expected to be performed as part of this engagement:

1. Determine, by inspecting the District's documentation, that a current system with manual signatures has been approved by the CDE.
2. Verify, through inspection of the District's documentation, that the electronic system has a procedure to track and verify that initial attendance is entered on the calendar day of the school day for which the attendance is a record thereof.
3. Verify, through inspection of the District's documentation, that the electronic system includes a report that lists the dates of data entry and modifications, and the employee identification of the person or persons logging the attendance information into the system.
4. Determine, by observation of a teacher and administrator accessing the system, that the report described in #2 above can be accessed by teachers and administrators for their review.
5. Determine, by observation, that the electronic system relies on passwords, passwords are accessible only to the employee for whom the password is created and passwords are changed periodically.

If you decide that additional procedures are needed, we will discuss those with you. It is customary for Crowe to document such revisions, either by memo or by an addendum to this letter.

The consulting services do not contemplate obtaining the understanding of internal control or assessing control risk, tests of accounting records and responses to inquiries by obtaining corroborating evidential matter, and certain other procedures ordinarily performed during an audit or examination. Thus, this engagement does not provide assurance that we will become aware of significant matters that would be disclosed in an audit or examination.

Our services and work product are intended for the benefit and use of Client. This engagement will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party. The working papers for this engagement are the property of Crowe and constitute confidential information.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist, and we will not address legal or regulatory matters or abuses of management discretion, which are matters that should be discussed by you with your legal counsel. In connection with this service, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. You are also responsible for the accuracy and completeness of the information provided to Crowe for purposes of this engagement and for timely updating such information. Because of the importance of such information to our engagement, you agree to release Crowe and its personnel from any liability and costs relating to our services under this engagement attributable to the inaccuracy or incompleteness of information provided to us for purposes of this engagement.

If, for any reason, we are unable to complete the consulting services, we will not issue a report as a result of this engagement.

FEES

Fees for these services will be billed to you at the completion of fieldwork. Our invoices are due when presented. Our fee will be \$3,500, plus out-of-pocket expenses and certain internal technology charges, unless specifically arranged in advance for the services requested and agreed to between you and our firm. Certain internal technology charges will be billed per hour of professional time or at a flat fee. Internal technology charges reflect our estimate of the costs for technology and related support on this engagement.

MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Report.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. The agreements of the parties contained in this Agreement will survive the completion or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement must be construed, governed, and interpreted under the laws of the State of Illinois, without regard for choice of law principles.

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

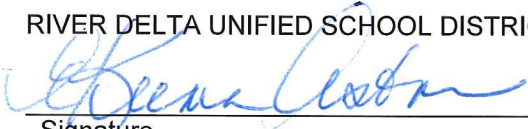
ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, River Delta Unified School District and Crowe have duly executed this engagement letter effective the date first written above.

Crowe Horwath LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

RIVER DELTA UNIFIED SCHOOL DISTRICT



Signature

Elizabeth Keema-Aston

Printed Name

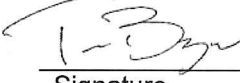
CRBO

Title

11/29/17

Date

CROWE HORWATH LLP



Signature

Tim Bryan

Printed Name

Partner

Title

November 20, 2017

Date

Crowe Engagement Terms

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

CLIENT'S ASSISTANCE – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

PROFESSIONAL STANDARDS – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

REPORTS – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

CONFIDENTIALITY – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

THIRD PARTY PROVIDER – Crowe may use a third-party provider in providing Services to Client, which may require Crowe to share Client confidential information with the provider. If Crowe uses a third-party provider, Crowe will enter into a confidentiality agreement with the provider to require the provider to protect the confidentiality of Client's confidential information, and Crowe will be responsible to Client for maintaining its confidentiality.

CLIENT-REQUIRED CLOUD USAGE – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third-party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm with any third-parties assisting with or hosting the Cloud Storage that either such third-party or Client (and not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third-parties.

DATA PROTECTION – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential as described above and comply with applicable US state and federal law and professional regulations in disclosing or using such information to carry out the Services. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client warrants that it has the authority to provide the Personal Data to Crowe in connection with the Services and that Client has processed the Personal Data provided to Crowe in accordance with applicable law. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, encrypting it when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of this Agreement.

INTELLECTUAL PROPERTY – Crowe may use ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses ("Materials") in performing the Services. Crowe retains all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the Services), and in any working papers compiled in providing the Services, but not in the Client information reflected in them. Upon payment for Services and subject to the other terms of this Agreement, Client will use Reports, as well as any Materials therein, only to the extent necessary and permitted under this Agreement.

AGGREGATED DATA – Client agrees Crowe may from time to time use and process Client's confidential information for data aggregation or industry benchmarking purposes. In using Client's confidential information in this way, Crowe will maintain the information as confidential unless Crowe removes data that specifically identifies Client and Client customers.

LEGAL AND REGULATORY CHANGE – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

PUBLICATION – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

CLIENT REFERENCE – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

NO PUNITIVE OR CONSEQUENTIAL DAMAGES – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

LIMIT OF LIABILITY – Except where it is judicially determined that Crowe performed its Services with gross negligence or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages.

This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

INDEMNIFICATION FOR THIRD-PARTY CLAIMS – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with gross negligence or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

NO TRANSFER OR ASSIGNMENT OF CLAIMS – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

TIME LIMIT ON CLAIMS – In no event will any action against Crowe, arising from or relating to this engagement letter or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) two (2) years after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

RESPONSE TO LEGAL PROCESS – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

MEDIATION – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

JURY TRIAL WAIVER – For all disputes relating to or arising between the parties, the parties agree to waive a trial by jury to facilitate judicial resolution and to save time and expense. Each party agrees it has had the opportunity to have its legal counsel review this waiver. This waiver is irrevocable, may not be modified either orally or in writing, and applies to any subsequent amendments, renewals, or modifications to this agreement. In the event of litigation, this agreement may be filed as written consent to a bench trial without a jury. However, and notwithstanding the foregoing, if any court rules or finds this jury trial waiver to be unenforceable and ineffective in waiving a jury, then any dispute relating to or arising from this engagement or the parties' relationship generally will be resolved by arbitration as set forth in the paragraph below regarding "arbitration."

ARBITRATION – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The parties will use the International Institute for Conflict Prevention & Resolution (the "CPR Institute") Global Rules for Accelerated Commercial Arbitration (the "Accelerated Rules") then in effect, or such other rules or procedures as the parties may agree in writing. In the event of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each

of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by the CPR Institute. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

NOTIFICATION OF NON-LICENSEE OWNERSHIP – Crowe (“the Firm”) and certain owners of the Firm are licensed by the California State Board of Accountancy. However, the Firm has owners not licensed by the California State Board of Accountancy who may provide Services under this agreement. If Client has any questions regarding licensure of the personnel performing Services under this engagement, please do not hesitate to contact Crowe.

NON-SOLICITATION – Client and Crowe acknowledge the importance of retaining key personnel. Accordingly, both parties agree that during the period of this agreement, and for one (1) year after its expiration or termination, neither party will solicit any personnel or subcontractors (if any) of the other party for employment without the written consent of the other party. If an individual becomes an employee of the other party, the other party agrees to pay a fee equal to the individual’s compensation for the prior full twelve-month period to the original employer.

AFFILIATES – Crowe Horwath LLP is an independent member of Crowe Horwath International, a Swiss verein. Each member firm of Crowe Horwath International is a separate and independent legal entity. Crowe Horwath LLP and its affiliates are not responsible or liable for any acts or omissions of Crowe Horwath International or any other member of Crowe Horwath International and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Horwath International or any other member of Crowe Horwath International. Crowe Horwath International does not render any professional services and does not have an ownership or partnership interest in Crowe Horwath LLP. Crowe Horwath International and its other member firms are not responsible or liable for any acts or omissions of Crowe Horwath LLP and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Horwath LLP.

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651

BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: _____

From: Maria Elena Becerra, Principal - Bates Elementary

Item Number: __10.12__

SUBJECT

PTA Fundraiser – La-Tee-Da! Fundraising event
The students will be selling candles and wax melts to
Their families and friends.

Action: _____
Consent Action: __X__
Information Only: _____

Background:

PTA is having students sell candles and wax melts for \$12 plus \$1.00 for sales tax and shipping. The PTA will be receiving between 30-40% profit of what is sold at the end. This will only be for a week period.

Status:

We have not done this fundraiser before and we hope this helps our students who are going to Sly Park.

Presenter:

Maria Elena Becerra, Principal – Bates Elementary

Other People Who Might Be Present:

PTA President, Jannell Elliot – Bates Elementary

Cost &/or Funding Sources

Each item sold is \$13 total and this funding source is to help fundraise for student trips and activities.

Recommendation:

That the Board approved the fund raising event for Bates PTA

Time: _____2 mins.____

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: _____

From: Don Beno, Superintendent

Item Number: 10.13

SUBJECT Donations

Action: _____
Consent Action: x _____
Information Only: _____

Background:

Donations to Receive and Acknowledge:

Mokelumne High School

Wendy Neves – Wireless Optical Mouse (\$75.02)

Bates Elementary School

Bank of Rio Vista - \$235

Excel Photographers - \$149.12

PG & E - \$560

Rio Vista High School – Athletic Fields

Crop Production Services

Presenter Don Beno

Other People Who Might Be Present Staff

Cost &/or Funding Sources

Recommendation:

That the Board acknowledge and approve the receipt of these donations.

Time: 2 mins. _____

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: x

From: Don Beno, Superintendent

Item Number: 11

SUBJECT Election of Board of Trustees Officers for calendar year
2018

Action: x
Consent Action:
Information Only:

Background:

Under the provisions of Ed Code Sections 35143 and 50171 the Board is to conduct reorganizational duties including the election of Officers for 2018.

The Board must elect the *President, Vice President and Clerk* positions as well as the *SCOE Board representative*. Upon the election of the new/returning officers, the Officers will be “seated” to conduct the balance of the meeting.

Status:

Current officers are:
President: Alicia Fernandez
Vice President: Don Olson
Clerk: Marilyn Riley
SCOE Rep.: Katy Maghoney

Presenter

Don Beno

Other People Who Might Be Present

Board of Trustees

Cost &/or Funding Sources

None

Recommendation:

That the Board selects a slate of officers and approve their election for service through the calendar year 2018.

5 Minutes

CERTIFICATE OF ELECTION
OF
BOARD PRESIDENT, CLERK, AND BOARD REPRESENTATIVE

INSTRUCTIONS: *Please complete and forward this certificate to the County Superintendent of Schools immediately following your annual organizational meeting, which must be held between December 1 and December 15, 2017.*

It is hereby certified that at the annual organizational meeting of the governing board of the _____ District, held _____, 2017, the following officers and representatives were elected:

PRESIDENT: _____

Address: _____

CLERK: _____

Address: _____

BOARD REPRESENTATIVE: _____

Address: _____

Submitted by: _____

Title: _____

Return to: **Carla Miller**
Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: x _____

From: Don Beno, Superintendent

Item Number: 12

SUBJECT Under the provisions of Ed Code Sections 35143 and 50171 the Board is to conduct reorganizational duties including the setting of meeting dates for 2018.

Action: x _____
Consent Action: _____
Information Only: _____

Background:

The Board is to complete their 'annual reorganization' duties (under the provisions of Ed Code 35143 and 50171) by setting and approving the schedule of Regular Board Meetings for Calendar Year 2018

Status:

Attached is a draft of the Regular Board Meeting schedule for 2018.

NOTE:*February's regularly scheduled meeting will be held on the third Tuesday (2/20) of the month due to layoff deadlines. June will hold two meetings one on the 2nd Tuesday (6/12) at 6:30pm and the other on the 4th Tuesday (6/26) at 5:30 p.m. due to LCAP and budget timelines.

Presenter

Don Beno

Other People Who Might Be Present

Board of Trustees

Cost &/or Funding Sources

None

Recommendation:

That the Board completes their reorganizational duties by the setting of meeting dates for 2018.

3 Minutes



RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
 Rio Vista, California 94571-1651
 (707) 374-1700 Fax (707) 374-2995
<http://riverdelta.org>

RIVER DELTA UNIFIED SCHOOL DISTRICT SCHEDULE OF REGULAR BOARD MEETINGS

2018

AGENDA BRIEFINGS AND BACK-UP DOCUMENTS DUE (Thursdays – 4p.m.)	BOARD MEETING DATES Generally the 2 nd Tuesday except for June	LOCATION OF MEETINGS VARIOUS SITES	OPEN SESSIONS WILL BEGIN 6:30 P.M. (unless noted or changed)
December 28	January 9	Rio Vista Theater	6:30 p.m.
February 1	*February 20	Isleton	6:30 p.m.
March 1	March 13	Walnut Grove	6:30 p.m.
March 29	April 10	Bates	6:30 p.m.
April 26	May 8	Clarksburg	6:30 p.m.
May 31	June 12	Walnut Grove	6:30 p.m.
June 14	June 26*	Rio Vista Theater	*5:30 p.m.
NO	MEETING	JULY	2017
July 26	August 14	Isleton	6:30 p.m.
August 30	September 11	Walnut Grove	6:30 p.m.
September 27	October 9	Bates	6:30 p.m.
November 1	November 13	Clarksburg MS	6:30 p.m.
November 30	December 11	Rio Vista Theater	6:30 p.m.

NOTE: *February's regularly scheduled meeting will be held on the third Tuesday of the month due to layoff deadlines, June will hold two meetings one on the 2nd Tuesday at 6:30pm and the other on the 4th Tuesday at 5:30 p.m. due to LCAP and budget timelines.

Board agenda briefings and backup documents are due to Mrs. Gaston in their electronic form by 4:00 p.m. on due date listed if they are to be included on the agenda for the upcoming regular scheduled Board Meeting. – Acceptable formats submitted by email: Board briefings must be submitted in Word and back up materials may be in a Microsoft Office program or pdf format, Faxed or hand delivered hard copies are not accepted.

Note: ► **Agenda items must be approved first by the site administrator.** You may have to attend a Cabinet meeting prior to the Board meeting for final approval for its inclusion (check with Mrs. Gaston).

Jennifer Gaston
 Executive Assistant to Superintendent Don Beno
 445 Montezuma Street, Rio Vista, CA 94571
 707-374-1711
jgaston@rdsd.org

Draft: December 12, 2017

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: X

From: Don Beno, Superintendent

Item Number: 14.

Action: X

SUBJECT

Request to approve the *first reading* of the updated or new Board Policies, Administrative Regulation or Exhibits due to new legislation or mandated language and citation revisions as of October 2017.

Consent Action:

Information Only:

Background:

Changes in legislation and amendments to laws lead to necessary and or mandated changes in District policies, regulations and or Exhibits.

Status:

Attached are Board Policies, Administrative Regulations and Exhibits which have been affected by changes in law effective prior to October 2017 which need to be approved for *first reading*.

These policies, etc., will be submitted for second reading for final approval and adoption at the January 9, 2018 Board meeting.

Presenter Don Beno

Other People Who Might Be Present Jennifer Gaston, Recorder

Cost &/or Funding Sources

Recommendation:

That the Board approve the *first reading* of these policies and regulations resulting from legislation effective prior to October 2017.

Time: 5 mins.

CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0400(a)

COMPREHENSIVE PLANS

The Governing Board believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, and provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.

The Superintendent or designee shall develop comprehensive plans for the implementation of the district's vision and goals, on specific policy topics and on other areas as required by law. As appropriate, comprehensive **Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district.** Such plans may describe, but not be limited to, anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 1112 - Media Relations)

~~(cf. 2140 - Evaluation of the Superintendent)~~

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3543 - Transportation Safety and Emergencies)

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

(cf. 6171 - Title I Programs)

~~(cf. 6190 - Evaluation of the Instructional Program)~~

(cf. 7110 - Facilities Master Plan)

Comprehensive plans may be subject to review and approval by the Board.

The process for developing comprehensive plans shall ~~invite~~ **include** broad participation of school and community representatives. Committees may, **and when required by law shall,** be appointed to assist in the development of **such** plans. **District comprehensive plans are subject to review and approval by the Board.** ~~Comprehensive plans shall be available to the public and shall be reviewed at regular intervals as specified within the plan.~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 6020 - Parent Involvement)

(cf. 9130 - Board Committees)

COMPREHENSIVE PLANS (continued)

Note: In certain situations, school-level plans are required. For example, each school that participates in specified state and/or federal categorical programs must establish a school site council for the purpose of developing and approving a single plan for student achievement pursuant to Education Code 64001; see BP/AR 0420 - School Plans/Site Councils. In districts with over 2,500 average daily attendance, each school must develop a school safety plan pursuant to Education Code 32281 and 32286; see BP/AR 0450 - Comprehensive Safety Plan. Other school-level plans may be required by law or Board policy or developed at the discretion of the school site.

In addition, school-level plans may be developed to meet the unique circumstances of individual school sites provided that they are consistent with law, district vision, Board policies, district administrative regulations, the district vision, the LCAP, and other districtwide plans. School plans may shall be subject to review and approval of the Superintendent or designee and/or the Board, except when law or Board policy requires Board approval of the plan.

(cf. 0420 - School Plans/Site Councils)

Comprehensive plans shall be available to the public, and shall be reviewed and updated at regular intervals as specified within the plan or required by law.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

35035 Powers and duties of the superintendent

35291 Rules (power of governing board)

39831.3 Transportation safety plan

52060-52077 Local control and accountability plan

56195-56195.10 Comprehensive local plans for special education

56205-56208 Requirements for special education plan

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

560 Civil defense and disaster preparedness plans

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

WEB SITES

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

CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: The following policy is **optional**. Education Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a local control and accountability plan (LCAP). Pursuant to Education Code 52060, the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of **supplemental and concentration grants under** the local control funding formula); and (8) student outcomes in the specified course of study. Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities. Examples include priorities for student wellness and other conditions of children, professional development, community involvement, and effective governance and leadership. See the accompanying administrative regulation for further information about the required content of the LCAP.

The LCAP is a key component of the state accountability system. Pursuant to Education Code 52064.5, the State Board of Education (SBE) has adopted evaluation rubrics (called the "California School Dashboard") which will assist districts in evaluating their progress toward the goals in their LCAP. Under the flexibility provided by the federal Every Student Succeeds Act (ESSA) (P.L. 114 95), California has begun to streamline local, state, and federal requirements into a single, coherent system for planning, accountability, and school improvement and support.

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A **community based**, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Note: A template for the LCAP and related requirements are contained in 5 CCR 15494-15497.5. According to California Department of Education (CDE) correspondence dated January 18, 2017, for the 2017-18 school year, districts scheduled for Federal Program Monitoring and/or applying for Title III funds must also complete an LCAP Addendum that was developed by the CDE to ensure alignment of local, state, and federal planning efforts. Districts may use an electronic template, accessible on the CDE's web site, to create their LCAP. Pursuant to Education Code 52064, the State Board of Education (SBE) has adopted a template that districts must use to complete the LCAP. An electronic version of the template is available on the California Department of Education's (CDE) web site.

The Board shall adopt a districtwide local control and accountability plan (LCAP), **following based on** the template **provided in 5 CCR 15497.5 adopted by the State Board of Education**, that addresses the state priorities in Education Code 52060 and any local

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060, **52064**; 5 CCR ~~15497.5~~ **15494-15497**)

(cf. 3100 - Budget)

Note: Education Code 52060 requires that the LCAP include annual goals to be achieved for all students and for each numerically significant student subgroup as defined in Education Code 52052. For schools with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the SBE. In addition, several state priorities address programs and services for "unduplicated students," as defined in Education Code 42238.01-42238.02.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" **and other or are part of any numerically significant student subgroup that is at risk of or is** underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, **and are counted only once as defined in Education Code 42238.01** for purposes of the local control funding formula. (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

Numerically significant student subgroups include 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, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

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

(cf. 6173 - Education for Homeless Children)

~~Note: Education Code 52062 requires the district to ensure that the specific actions included in the LCAP are consistent with strategies in the single plan for student achievement (SPSA) submitted by each school pursuant to Education Code 64001; see BP/AR 0420 - School Plans/Site Councils for SPSA requirements. In addition, the LCAP template in 5 CCR 15497.5 allows for the LCAP to be supplemented with information contained in other plans, including the Title I local educational agency plan required by 20 USC 6312 (see BP/AR 6171 - Title I Programs).~~

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

Note: Education Code 52060 requires consultation on plan development with all of the groups listed below. The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee.

5 CCR 15495 defines what it means to consult with students, including unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, students with disabilities, socioeconomically disadvantaged students, English learners, foster youth, and homeless students, when there are at least 30 students in the subgroup (or 15 foster youth or homeless students) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval of the SBE. State regulations do not provide examples of consultation with groups other than students, but consultations might include surveys, the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations.

The district may expand the following paragraph to reflect district practice.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)
 (cf. 4140/4240/4340 - Bargaining Units)
 (cf. 6020 - Parent Involvement)

Public Review and Input

Note: Pursuant to Education Code 52063 and 5 CCR 15495, the Board is required to establish a parent advisory committee that is composed of a majority of parents/guardians and includes at least one parent/guardian of an unduplicated student. In addition, if district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board is required to establish an English learner parent advisory committee which, pursuant to 5 CCR 15495 **as amended**, must include a majority of parents/guardians of English learners. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15495. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by the law.

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

Note: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Education Code 305, as amended by Proposition 58 (November 2016) and effective July 1, 2017, the LCAP parent and community engagement process must include solicitation of input as described in the following paragraph. Also see BP/AR 6174 - Education for English Language Learners for further information regarding the types of language acquisition programs that may be offered to students.

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

Note: Pursuant to Education Code 42127, the Board ~~cannot~~ **must not** adopt a district budget until the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that will be effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools will disapprove the district's budget.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**Submission of Plan to County Superintendent of Schools**

Note: Education Code 52070 requires the district to submit the LCAP to the County Superintendent. The County Superintendent may seek written clarification of the contents of the plan and may submit recommendations for amendments as provided below. He/she is required to approve the LCAP on or before October 8 if he/she determines that (1) the LCAP adheres to the template **in 5 CCR 15497.5 adopted by the SBE**; (2) the district budget includes expenditures sufficient to implement the specific actions in the LCAP; and (3) the LCAP adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students. In determining whether the district has fully demonstrated that it will use supplemental and concentration funds to increase or improve services for unduplicated students, 5 CCR 15497 requires the County Superintendent to review any descriptions of districtwide or schoolwide services provided.

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

Monitoring Progress

Note: The following **optional** paragraph may be revised to reflect the district's timeline for reviewing **evaluations of** the progress and effectiveness of strategies included in the LCAP. **Such reports** should be provided to the Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52060-52061. **The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes all of the state priorities for the LCAP described in Education Code 52060.**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance **based on evaluation rubrics adopted by the State Board of Education pursuant to Education Code 52064.5 reported on the California School Dashboard**. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**Technical Assistance/Intervention**

Note: Pursuant to Education Code 52071, the Board may, at its discretion and at the district's expense, request technical assistance as described in items #1-3 below. In addition, the County Superintendent is required to provide such technical assistance whenever he/she does not approve the district's LCAP and/or the district fails to improve student achievement across more than one state priority described in Education Code 52060, as determined using the **SBE evaluation rubric Dashboard**.

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities, and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

Note: Education Code 52072 provides that the SPI, with approval of the SBE, may intervene when a district meets both of the following criteria: (1) the district did not improve the outcomes for three or more student subgroups identified pursuant to Education Code 52052, or all of the student subgroups if the district has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance to the district and submits a finding that the district failed or is unable to implement the CCEE's recommendations or that the district's inadequate performance is so persistent or acute as to require intervention. For any district identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed in items #1-3 below.

If the **Superintendent of Public Instruction (SPI)** identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

*Legal Reference:*EDUCATION CODE

305-306 English language education

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

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 515494-~~15497.5~~ 15497 Local control and accountability plan and spending requirementsUNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

*Management Resources:*CSBA PUBLICATIONSPromising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev.

October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSCalifornia School Accounting ManualCalifornia School DashboardLCFF Frequently Asked QuestionsLocal Control and Accountability Plan and Annual Update (LCAP) TemplateEvery Student Succeeds Act – Update #6, January 18, 2017Family Engagement Framework: A Tool for California School Districts, 2014California Career Technical Education Model Curriculum Standards, 2013

Management Resources continued: (see next page)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Management Resources: (continued)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

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Policy Reference UPDATE Service

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CSBA Sample

Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0460(a)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: Education Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a three-year local control and accountability plan (LCAP). See the accompanying Board policy for information about plan development and monitoring.

Goals and Actions Addressing State and Local Priorities

Note: Education Code 52060 requires that the LCAP include annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), a numerically significant subgroup includes 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 or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the State Board of Education (SBE).

In addition, several state priorities address programs and services for "unduplicated students." For purposes of supplemental and concentration grants allocated through the local control funding formula (LCFF), "unduplicated students" are defined by Education Code 42238.02 as students eligible for free or reduced-price meals, English learners, and foster youth; see the accompanying Board policy.

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)
 (cf. 6174 - Education for English Learners)

- c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, **and students with disabilities**

(cf. 3553 - Free and Reduced Price Meals)
 (cf. 6020 - Parent Involvement)
 (cf. 6173.1 - Education for Foster Youth)

Note: Pursuant to Education Code 52060, the LCAP must address student achievement as measured by specified indicators, including the Academic Performance Index (API), as applicable. However, the API has been replaced by the California School Dashboard, which examines the performance of schools, districts, and defined student groups on measures of academic performance, high school graduation rate, English learner progress, college/career preparation, suspension rate, and chronic absenteeism. Thus, item #1d below does not include the API. Districts may use data from the Dashboard, along with the other specified indicators, to develop goals related to student achievement.

- d. Student achievement, as measured by all of the following as applicable:

(1) Statewide assessments of student achievement

~~(2)~~ **(2)** Academic Performance Index

~~(3)~~ **(2)** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692

~~(4)~~ **(3)** The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- ~~(5)~~ **(4)** The English learner reclassification rate
- ~~(6)~~ **(5)** The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- ~~(7)~~ **(6)** The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)
 (cf. 6141.5 - Advanced Placement)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6178 - Career Technical Education)

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

~~(cf. 6146.1 - High School Graduation Requirements)~~
 (cf. 5113.1 - Chronic Absence and Truancy)
 (cf. 5147 - Dropout Prevention)
(cf. 6146.1 - High School Graduation Requirements)

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)
 (cf. 5144 - Discipline)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration **grant** funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)
 (cf. 6159 - Individualized Education Program)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

Note: In addition to goals aligned with the state priorities described in item #1 above, Education Code 52060 provides that the LCAP may include goals for local priorities established by the Board; see the accompanying Board policy. **Optional** item #2 below may be revised to reflect local priorities.

2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

Note: Pursuant to Education Code 52060, in developing goals and actions for the LCAP, the Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052 authorizes the SPI, with approval of the SBE and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

Note: The following section is for use by districts that receive LCFF supplemental and/or concentration **grant** funds. Such districts are required to increase or improve services for unduplicated students in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

students; see BP 3100 - Budget. 5 CCR 15494-15496, as amended by Register 2015, No. 2, specify the method for determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year.

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

Note: Whenever a district chooses to expend supplemental or concentration funds on a districtwide or schoolwide basis, it is required pursuant to 5 CCR 15496, as amended by Register 2015, No. 2, to include the following components in its LCAP:

When the district expends supplemental and/or concentration **grant** funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. (5 CCR 15496)

Annual Updates

On or before July 1 of each year, the LCAP shall be updated using the template in 5 CCR 15497.5 adopted by the SBE and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment

Note: Pursuant to Education Code 52061, the annual update to the LCAP must include expenditures for specific actions included in the LCAP and expenditures serving unduplicated students. Education Code 52061 requires that the expenditures specified in items #3-4 below be classified in accordance with the California School Accounting Manual.

3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Availability of the Plan

Note: Education Code 52065 requires the district to post its LCAP and annual update or revisions to the LCAP on the district web site. In addition, the County Superintendent of Schools is required to post all district LCAPs, or links to those plans, on the county office of education web site and to transmit all such plans to the SPI, who will then post links to all plans on the California Department of Education web site.

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

(cf. 1113 - District and School Web Sites)

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CSBA Sample Board Policy

Community Relations

BP 1113(a)

DISTRICT AND SCHOOL WEB SITES

Note: The following **optional** policy is for use by districts that maintain their own web site(s) and may be revised to reflect district practice. District strategies for effective use of web sites may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication with the Public.

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

(cf. 0000 - Vision)

(cf. 0440 - District Technology Plan)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

Design Standards

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

Note: Pursuant to Title II of the Americans with Disabilities Act (42 USC 12131-12134), the district must ensure that individuals with disabilities are not discriminated against or excluded from participation in public services, programs, or activities. A U.S. Department of Justice (USDOJ) technical assistance publication, Accessibility of State and Local Government Websites to People with Disabilities, affirms that this statute applies to district sponsored web sites. Pursuant to Title II of the Americans with Disabilities Act (42 USC 12131-12134) and Section 504 of the Rehabilitation Act of 1973 (29 USC 705, 794; 34 CFR 104.1-104.39), districts have an obligation to provide an equal opportunity to individuals with disabilities to participate in and receive the benefits of the educational program, and must provide accommodations or modifications when necessary to ensure equal treatment. Such obligations have been interpreted by the U.S. Department of Education's Office for Civil Rights (OCR) to include the requirement that district web sites be accessible to individuals with disabilities. See the OCR's June 2010 and May 2011 Dear Colleague Letters. Thus, the districts should ~~should~~ **must** consider the needs of individuals with disabilities and identify features that would enable such persons to access all the **information on district and school web sites.** site's information. For example, hearing impaired individuals may not be able to access information in Internet videos or other multimedia presentations that do not have captions, and visually impaired individuals who use screen readers or other assistive technology may not be able to "read" images or photographs without corresponding text. Examples of technical standards for web site accessibility are available from the World Wide Web Consortium, the California Department of Education's standards for state web sites, and other sources.

DISTRICT AND SCHOOL WEB SITES (continued)

The ~~USDOJ's~~ **A U.S. Department of Justice** technical assistance publication, **Accessibility of State and Local Government Websites to People with Disabilities**, states that an agency with an ~~inaccessible web site~~ **a web site that is otherwise inaccessible to individuals with disabilities** may ~~also~~ meet its legal obligations by providing an alternative accessible way for ~~individuals with disabilities~~ **them** to use the programs or services (e.g., a staffed telephone information line), but points out that these alternatives are unlikely to provide an equal degree of access in terms of hours of operation or range of options and programs available. **See the accompanying administrative regulation for accessibility guidelines.**

The district's design standards shall address the accessibility of district-sponsored **and school** web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

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

Guidelines for Web Site Content

The Superintendent or designee shall develop content guidelines for district and school web sites and ~~shall~~ assign staff to review and approve content prior to posting.

Note: The district may determine whether or not to post advertising of a commercial nature on district and school web sites. The following optional paragraph provides that the district will apply the same policy it has established for advertising in school sponsored publications (see BP 1325 - Advertising and Promotion) and may be revised to reflect district practice. **The following optional paragraph ensures consistency of district policies regarding advertising and may be revised to reflect district practice.**

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

(cf. 1325 - Advertising and Promotion)

Privacy Rights

Note: Business and Professions Code 22580-22582 prohibit an operator of a web site from knowingly using, disclosing, compiling, or allowing a third party to use, disclose, or compile the personal information of a minor for the purpose of marketing or advertising specified types of products or services. Business and Professions Code 22584-22585 prohibit the operator of a web site that provides services to K-12 students from selling or disclosing specified student information or knowingly using that student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a student. Business and Professions Code 22586, as added by AB 2799 (Ch. 620, Statutes of 2016), provides a similar prohibition for the operator of a web site used, designed, and marketed primarily for preschool or prekindergarten purposes from knowingly engaging in specified activities, including targeted advertising, selling or disclosing a student's information, and using specified information to amass a profile about a student except in furtherance of preschool or prekindergarten purposes. See BP 5125 - Student Records for further information regarding protection of student information.

DISTRICT AND SCHOOL WEB SITES (continued)

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

(cf. 1340 - Access to District Records)
 (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
 (cf. 5022 - Student and Family Privacy Rights)
 (cf. 5125 - Student Records)

Note: The following **optional** paragraph may be revised to reflect district practice. The district should carefully consider whether to place personally identifiable information on district or school web sites since release of such information may put individuals, including students, at risk and also may violate Education Code 49073 which prohibits disclosure of student directory information to any private profit-making entity; see BP/AR/E 5125.1 - Release of Directory Information.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

(cf. 5125.1 - Release of Directory Information)

Note: The following options address the use of students' photographs on district or school web sites. Option 1 is for use by districts that, pursuant to Education Code 49061 and 34 CFR 99.3, **have included** photographs in the definition of directory information, as specified in AR 5125.1 - Release of Directory Information, and **thus allow parents/guardians the opportunity to request that their child's photograph not be released** **publish student photographs along with their names unless a parent/guardian requested in writing that no photographs of their child be released** without their prior written consent. Option 2 is for use by districts that do not wish to allow students' photographs to be published along with their names **without unless** specific consent **for such publication is received from the parent/guardian.**

Photographs of individual students may be published, together with their names, except when their The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with his/her name, may be published on district or school web sites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with BP/AR 5125.1 - Release of Directory Information.

Note: The remainder of this policy is for use by all districts.

DISTRICT AND SCHOOL WEB SITES (continued)

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites provided that students' names are not included.

Note: The following optional paragraph may be revised to reflect district practice. It is recommended that districts not post employees' home addresses, personal telephone numbers, or personal email addresses on district or school web sites, in order to maintain employee privacy and safety. If such information is posted, employees should be informed that using a personal account or device to receive communications regarding district business does not categorically exclude these records from disclosure upon request under the California Public Records Act (Government Code 6250-6270), pursuant to the California Supreme Court's decision in City of San Jose v. Superior Court. See BP 1340 - Access to District Records, AR 3580 - District Records, and BB 9012 - Board Member Electronic Communications.

Staff members' Employees' home addresses, or personal telephone numbers, and personal email addresses shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

(cf. 3515.3 - District Police/Security Department)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

22586 Preschool and prekindergarten privacy

Legal Reference continued: (see next page)

DISTRICT AND SCHOOL WEB SITES (continued)*Legal Reference: (continued)*GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and telephone numbers of officials

6254.24 Definition of public safety official

11135 Nondiscrimination; accessibility to state web sites

PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

UNITED STATES CODE, TITLE 17~~101-1101 Federal copyright law~~**101-122 Subject matter and scope of copyright****504 Penalties for copyright infringement**UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29**705 Definitions; Vocational Rehabilitation Act**

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

104.1-104.61 Nondiscrimination on the basis of disabilityCOURT DECISIONS**City of San Jose v. Superior Court, (2017) 2 Cal.5th 608**Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112*Management Resources:***U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS****Dear Colleague Letter, May 26, 2011****Joint Dear Colleague Letter: Electronic Book Readers, June 2010**U.S. DEPARTMENT OF JUSTICE PUBLICATIONSAccessibility of State and Local Government Websites to People with Disabilities, June 2003WORLD WIDE WEB CONSORTIUM PUBLICATIONSWeb Content Accessibility Guidelines, December 2008WEB SITESCSBA: <http://www.csba.org>

California Department of Education, Web Accessibility Standards:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>California School Public Relations Association: <http://www.calspra.org>**U.S. Department of Education, Office for Civil Rights: <https://www2.ed.gov/about/offices/list/ocr>**U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

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Policy Reference UPDATE ServiceCopyright 2017 by **California School Boards Association**, West Sacramento, California 95691

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CSBA Sample Administrative Regulation

Community Relations

AR 1113(a)

DISTRICT AND SCHOOL WEB SITES

Note: The following **optional** administrative regulation is for use by districts that maintain their own web site(s) and ~~may~~ **should** be revised to reflect district practice.

Design Standards

The Superintendent or designee shall develop design standards for district and school web sites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the web site. Such standards shall take into consideration the ease of use on a wide range of devices.

Note: Pursuant to Title II of the Americans with Disabilities Act (42 USC 12131-12134) and Section 504 of the Rehabilitation Act of 1973 (29 USC 705, 794; 34 CFR 104.1-104.39), districts have an obligation to provide an equal opportunity to individuals with disabilities to participate in and receive the benefits of the educational program. Such obligations have been interpreted by the U.S. Department of Education's Office for Civil Rights (OCR) to include the requirement that district web sites be accessible to individuals with disabilities. See the OCR's June 2010 and May 2011 Dear Colleague Letters.

While there are no explicit standards detailed in law or regulations addressing accessible features, the World Wide Web Consortium's Web Content Accessibility Guidelines 2.0 and Web Accessibility Initiative Accessible Rich Internet Applications Suite are widely used tools that may serve as guidelines for district and school web sites. Additionally, examples of technical standards for accessibility are available on the California Department of Education's web site.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school web sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

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

~~Guidelines for~~ Web Site Content

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

DISTRICT AND SCHOOL WEB SITES (continued)

For all Governing Board meetings occurring on and after January 1, 2019, Government Code 54954.2, as amended by AB 2257 (Ch. 265, Statutes of 2016), requires the district to post a "prominent, direct link" to the current Board meeting agenda on the primary homepage of the district's web site. However, districts that use an integrated agenda management platform (i.e., a web site dedicated to providing the entirety of the agenda information for the Board) are exempt from this requirement if a direct link to the platform is posted on the homepage and the current agenda is the first agenda available at the top of the platform. Government Code 54954.2 specifies that agendas posted either through a direct link or through use of an integrated agenda management platform must be (1) retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications; (2) platform independent and machine readable; and (3) available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

As applicable, district and school web sites shall provide current information regarding district/school programs, activities, and operations. Such information shall be appropriate for both internal and external audiences and may include the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

(cf. 0440 - District Technology Plan)
 (cf. 0510 - School Accountability Report Card)
 (cf. 1100 - Communication with the Public)
 (cf. 1112 - Media Relations)
 (cf. 6020 - Parent Involvement)
 (cf. 9322 - Agenda/Meeting Materials)

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Note: In determining who will be allowed **whether to limit or allow the ability of certain groups or individuals** to provide content for district or school web sites, districts should consult with legal counsel on matters pertaining to protected speech and equal access; ~~In the event of litigation on this issue, one approach a court might use would be to draw analogies with protections that currently exist for the print medium (see BP/AR 5145.2 - Freedom of Speech/Expression and) and regulations regarding equal access (see BP/AR 6145.5 - Student Organizations and Equal Access).~~

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Note: Federal copyright law (17 USC 107 106) grants a copyright owner the exclusive rights to reproduce, distribute, make derivative works of, publicly perform, or publicly display the copyrighted work or to authorize others to do so. However, pursuant to 17 USC 107, "fair use" (i.e., the

DISTRICT AND SCHOOL WEB SITES (continued)

reproduction of limited portions of copyrighted materials without the copyright owner's permission) is allowed for such purposes as criticism, comment, news reporting, teaching, scholarship, or research; and the courts have generally provided that teachers, students, and schools are allowed to make "fair use" of published materials for instructional purposes in situations which are not likely to deprive a publisher or an author of income; see BP/AR 6162.6 - Use of Copyrighted Materials. **Even if use of certain copyrighted materials in the district meets the criteria for a fair use exception,** Unless there is a clear statement that text, art, or photos **that are not clearly stated to be** in the "public domain" and available for free use, such material should not be replicated on a **district or school** web site without prior permission of the **copyright** owner of the copyright.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of materials on district and school web sites. If any copyrighted material is posted a notice shall be included crediting the original producer of the material and noting how and when permission to reprint the material was granted. **Any copyrighted material to be posted on a district or school web site shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school web site if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the web site shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.**

(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 6162.6 - Use of Copyrighted Materials)

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.

Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall **review district and school web sites to** ensure consistency **of the material** with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct **an** editorial reviews of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

DISTRICT AND SCHOOL WEB SITES (continued)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Security

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

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CSBA Sample Board Policy

Business and Noninstructional Operations

BP 3280(a)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

Note: The following **optional** policy and accompanying administrative regulation detail the procedures that govern the district's sale or lease of surplus real property.

When district properties are not being utilized for school purposes after specific time periods, Education Code 17219-17224 authorize the State Allocation Board (SAB) to charge an "unused site fee." The Office of Public School Construction has developed a guide, the Unused Site Program Handbook, to assist districts with non-use payments. **For further information regarding non-use payments, see the Office of Public School Construction's Unused Site Program Handbook.**

Education Code 17455 authorizes the sale, or lease of up to 99 years, of any district real property together with any personal property located thereon without taking a vote of the electors of the district. To do so, the property must not or will not be needed by the district and the district must follow the procedures under Education Code 17387-17391. **When a district is selling any property or leasing it with an option to purchase, Education Code 17464 lists the public entities that have priority to lease or purchase surplus district properties and the types of notice that the district must provide such entities before disposing of the property. Pursuant to Education Code 17457.5, as amended by AB 86 (Ch. 48, Statutes of 2013), an offer to sell the property must first be extended to a charter school that: (1) projects an in-district average daily attendance of at least 80 students for the following fiscal year, (2) submitted a written request to the district to be notified of surplus property offered for sale or lease by the district, and (3) intends to use the property exclusively to provide instruction or instructional support.**

Under certain circumstances, districts may also need to comply with Education Code 17485-17500 (the Naylor Act), which require the granting of priority to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Under certain conditions, the district may grant priority to licensed child care providers pursuant to Education Code 17458 or may sell surplus property for less than fair market value to public entities for recreational purposes pursuant to Education Code 17230.

When proposing the sale or lease of surplus property, the district must also comply with the California Environmental Quality Act, Public Resources Code 21000-21177.

The Governing Board believes that **the district should utilize its facilities and resources should be utilized in the most an** economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7160 - Charter School Facilities)

Note: Pursuant to Education Code **17388 17387-17391**, before surplus real property is sold or leased, the Governing Board must appoint an advisory committee to advise the Board on the disposition of such property. **Education Code 17388 and 17391 establish exceptions from this requirement for rentals not exceeding 30 days and for the lease or rental of a district facility to a private educational institution**

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

for the purpose of offering summer school. In addition, Education Code 17391, as amended by AB 1157 (Ch. 717, Statutes of 2017), provides that an advisory committee need not be appointed prior to the sale, lease, or rental of excess real property if it is to be used for teacher or other employee housing.

Education Code 17389 requires that the advisory committee be representative of specific groups within the community and be composed of not less than seven nor more than 11 members (commonly referred to as a "7-11 committee"). See the accompanying administrative regulation for further information on the composition and duties of this committee.

Prior to the sale or lease of any surplus real property, The Board shall appoint a district advisory committee **prior to the sale or lease of any surplus real property** to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. **Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee.** (Education Code ~~17388-17389~~ **17387-17391**)

(cf. 1220 - Citizen Advisory Committees)

Note: Pursuant to Government Code 65402, ~~before disposing of any real property, the district is required to submit a report to its local planning agency for comparison with the local planning agency's general plan. If the county or city has adopted a general plan which is applicable in the area where the district property is located, the district must notify the county or city planning agency of the location, purpose, and extent of the proposed disposition of district property so that the agency can determine and report on the extent to which the disposition conforms with the local planning agency's general plan.~~ The planning agency has 40 days during which it may raise objections. If objections are not raised within 40 days, the lack of response is deemed ~~acceptance of the district report.~~ **If objections are timely raised, the Board may either make adjustments to accommodate such objections or take further steps to override those objections. to be a finding that the district's proposed disposition of the property is in conformity with the local planning agency's adopted general plan.**

Upon determination ~~that district property is no longer needed, or may not be needed until some future time,~~ **If the local planning agency has adopted a general plan that affects or includes the area where the surplus property is located, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)**

Note: When proposing the sale or lease of surplus property, the district must also comply with Public Resources Code 21000-21177 (the California Environmental Quality Act) **(CEQA), when applicable. Pursuant to 14 CCR 15061, the sale or lease of property is exempt from detailed CEQA review if there is no possibility that the sale or lease will have a significant environmental effect. In such cases, the district must adopt a notice of exemption in accordance with 14 CCR 14062.**

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

Note: When a district is selling any **surplus** property or leasing it with an option to purchase, Education Code 17464 lists the public entities that **have must be given** priority to lease or purchase ~~surplus district properties~~ **the property** and the types of notice that the district must provide such entities before disposing of the property. Under certain circumstances, districts may also need to comply with **the Naylor Act** (Education Code 17485-17500 ~~(the Naylor Act)~~), which requires **that the granting of priority be given** to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Under certain conditions, the district may grant priority to licensed child care providers pursuant to Education Code 17458 or may sell surplus property for less than fair market value to public entities for recreational purposes pursuant to Education Code 17230. Pursuant to Education Code 17457.5, as amended by AB 86 (Ch. 48, Statutes of 2013), an offer to sell the property must first be extended to a charter school that: (1) projects an in-district average daily attendance of at least 80 students for the following fiscal year, (2) submitted a written request to the district to be notified of surplus property offered for sale or lease by the district, and (3) intends to use the property exclusively to provide instruction or instructional support. **The requirement to first offer surplus property to a charter school with a projected in-district average daily attendance of at least 80 students expired July 1, 2016 pursuant to the terms of Education Code 17457.5.**

Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of **When selling or leasing** district real property, the Board shall ~~offer to sell or lease district owned real property in accordance with~~ **comply with the** priorities and procedures specified in applicable law. (Education Code 17230, ~~17387-17391, 17457.5, 17464, 17485-17500~~ **17499**; Government Code 54222, ~~65402~~)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

Note: Pursuant to Education Code 17462.3, ~~as amended by AB 308 (Ch. 496, Statutes of 2013)~~, the SAB may require a district selling real property purchased, ~~constructed~~ **improved**, or modernized with funds received from a state school facilities funding program to return those funds if: (1) the state funds were received and the property purchased or improved within the previous 10 years; (2) the proceeds from the sale are not used for capital outlay; and (3) the property is not sold to a charter school, another school district, a county office of education, or an agency that will use the property exclusively for the delivery of child care and development services.

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a **state** school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)**Resolution of Intention to Sell or Lease**

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

Use of Proceeds

Note: Pursuant to Education Code 17462, the proceeds derived from the sale or lease of surplus property or lease with an option to purchase must generally be used for capital outlay or maintenance, except as provided below. However, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements. Thus, districts may not apply to the state for new construction or modernization funding during that time period unless certain conditions specified in Education Code 17462 are satisfied. In addition, Education Code 17462 requires that the proceeds be used for one-time expenditures and prohibits the use for ongoing expenditures such as salaries and general operating expenses. 2 CCR 1700 defines "ongoing expenditures" as costs paid by a district's general or special fund in support of salaries. However, 2 CCR 1700 creates an exception and authorizes the use of such proceeds, if approved by the SAB, for one-time funding to reduce a district's unfunded liability for other postemployment benefits (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). For information about prefunding OPEBs and reporting the district's liability for OPEBs, see BP 3100 - Budget and AR 3460 - Financial Reports and Accountability.

The law does not place limitations on the use of proceeds for a lease of surplus property that does not include an option to purchase.

The Superintendent or designee shall ensure that the proceeds from the sale, or lease with an option to purchase, of district surplus district property are used in accordance with law for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

Note: Pursuant to Education Code 17462, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements. Thus, districts may not apply to the state for new construction or modernization funding during that time period unless certain conditions specified in Education Code 17462 are satisfied.

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

~~Note: As amended by AB 86 (Ch. 48, Statutes of 2013), Education Code 17463.7 has extended, until January 1, 2016, the authority to use the proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one time general fund purpose. Districts that choose to exercise this authority will be ineligible for hardship funding from the SAB for five years after the proceeds are deposited.~~

~~Prior to exercising this authority, Education Code 17463.7 requires the Board to adopt a plan for expending the resources and to make specific certifications to the SAB, as specified below. Education Code 17463.7 contains additional requirements applicable to the sale of property purchased with proceeds from a local general obligation bond or revenue from developer fees.~~

~~Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one time general fund purpose(s). Before the district exercises this authority: (Education Code 17463.7)~~

~~1. The Board shall submit documents to the SAB certifying that:~~

- ~~a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.~~
- ~~b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.~~

~~*(cf. 7214 - General Obligation Bonds)*~~

- ~~e. The real property is not suitable to meet projected school construction needs for the next 10 years.~~

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

2. ~~The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.~~

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

~~17457.5 Offer to charter school~~

17462.3 State Allocation Board program to reclaim funds

~~17463.7 Proceeds for general fund purposes~~

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

50001-50002 Definitions

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources: (see next page)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, ~~May 2008~~ December 2015

WEB SITES

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>

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CSBA Sample Board Policy

Business and Noninstructional Operations

BP 3513.4(a)

DRUG AND ALCOHOL FREE SCHOOLS

Note: The following policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property. For policy addressing the prevention and intervention of alcohol and drug use among students, see BP 5131.6 - Alcohol and Other Drugs. For policy prohibiting employees from possessing, using, or being under the influence of a controlled substance in the workplace, see BP 4020 - Drug and Alcohol Free Workplace.

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

(cf. 1325 - Advertising and Promotion)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
(cf. 6142.8 - Comprehensive Health Education)

The following substances are prohibited on all district property:

- 1. Any substance which may not lawfully be possessed, used, or sold in California**

Note: Although Health and Safety Code 11362.1, as amended by Proposition 64 (2016), authorizes persons age 21 years and older to possess and use specified amounts of cannabis, Health and Safety Code 11362.3 prohibits possession or use of cannabis by persons under age 21 and prohibits all persons from possessing, smoking, or ingesting cannabis or cannabis products on the grounds of a school, day care center, or youth center while children are present.

- 2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)**

Note: Pursuant to Business and Professions Code 25608, it is a misdemeanor to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. Such exceptions include, but are not limited to, alcohol served during a special event, pursuant to a license or permit obtained under the Alcohol Beverage Control Act, at district-owned facilities at a time when students are not present. Districts that do not allow any of the specified exceptions should revise item #3 accordingly. See AR 1330 - Use of School Facilities.

- 3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608**

DRUG AND ALCOHOL FREE SCHOOLS (continued)

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

Note: Pursuant to various state laws, prescribed medication may be administered at school with written statements from the student's parent/guardian and authorized health care provider; see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions. However, Health and Safety Code 11362.79 prohibits a person who has been authorized for medical use of cannabis from smoking cannabis on the grounds of or within 1,000 feet of a school, recreation center, or youth center or on a school bus, and Health and Safety Code 11362.3 prohibits cannabis on district property while children are present as noted in item #2 above. In addition, federal law (21 USC 812, 844) continues to prohibit the possession of cannabis, even by medical users.

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

(cf. 5141.21 - Administering Medications and Monitoring Health Conditions)

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

(cf. 5145.12 - Search and Seizure)

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

(cf. 4117.7/4217.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

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

DRUG AND ALCOHOL FREE SCHOOLS (continued)

(cf. 6145 - *Extracurricular and Cocurricular Activities*)

(cf. 6145.2 - *Athletic Competition*)

Legal Reference:

EDUCATION CODE

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

48901.5 Prohibition of electronic signaling devices

48902 Notification of law enforcement authorities; civil or criminal immunity

48909 Narcotics or other hallucinogenic drugs

48915 Expulsion; particular circumstances

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

8350-8357 Drug-free workplace

HEALTH AND SAFETY CODE

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11362.1 Possession and use of cannabis, persons age 21 and over

11362.3 Limitations on possession and use of cannabis

11362.79 Limitations on medical use of cannabis

104559 Tobacco use prohibition

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances

844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

COURT DECISIONS

Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)

CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3515.6(a)

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS

Note: ~~Education Code 45125.1 requires entities having contracts with districts, as specified below, to submit fingerprints to the Department of Justice (DOJ) for processing. As amended by AB 2102 (Ch. 840, Statutes of 1998), Education Code 45125.1 has been narrowed to require the fingerprinting of only those contract employees who are working at a school site.~~

~~Pursuant to Education Code 45125.1(i), this regulation also applies to charter schools.~~

Education Code 45125.1 and 45125.2 require certain employees of entities contracting to provide services to the district, as specified below, to obtain a criminal background check. Pursuant to Education Code 45125.1, as amended by AB 949 (Ch. 84, Statutes of 2017), the requirement for a criminal background check also applies to any individual operating as a sole proprietor who contracts with the district. In the case of a sole proprietor, Education Code 45125.1, as amended, provides that it is the responsibility of the district to prepare and submit the employee's fingerprints to the Department of Justice (DOJ) for processing.

~~Whenever the district contracts for school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, student transportation, and school site food related services, the Superintendent or designee shall ensure that the contracting entity certifies in writing that any employees who may come into contact with students have not~~ **When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1, unless the employee has received a certificate of rehabilitation and a pardon. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 45125.1)**

These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)

- 1. School and classroom janitorial services**
- 2. School site administrative services**
- 3. School site grounds and landscape maintenance services**
- 4. Student transportation services**

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

5. School site food-related services

6. Construction, reconstruction, rehabilitation, or repair of a school facility

Note: Pursuant to Education Code 45125.1, as amended by AB 2102 (Ch. 840, Statutes of 1998), a contractor may employ a person who has been convicted of a serious felony, as long as (1) the serious felony is not a violent felony and (2) the employee can prove to the sentencing court that he/she has been rehabilitated, for the purposes of school site employment, for at least one year.

- (cf. 3540 - Transportation)
- (cf. 3551 - Food Service Operations/Cafeteria Fund)
- (cf. 3600 - Consultants)
- (cf. 7140 - Architectural and Engineering Services)

Note: Education Code 45125.1, as amended by AB 2102 (Ch. 840, Statutes of 1998), allows districts to determine on a case by case basis that entities providing other school site services should also submit fingerprints, unless the district determines that the employees will have limited contact with students as defined below.

On a case-by-case basis, the Superintendent or designee may also require a contracting entity providing school site services, other than those listed above, to comply with these requirements. (Education Code 45125.1)

Note: As amended by AB 2102 (Ch. 840, Statutes of 1998), Education Code 45125.1 no longer requires the contracting entity to present to the Board a list of employees who may come into contact with students.

These requirements shall not apply. The Superintendent or designee may determine that criminal background checks will not be required if:

- 1.** if the Superintendent or designee determines that ~~the~~ The contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)
- 2.** ~~In addition, these requirements shall not apply if the Superintendent or designee determines that~~ ~~the~~ The employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including the following factors **such as:** **1.** ~~The~~ the length of time the contractors will be on school grounds, **2.** ~~Whether~~ whether students will be in proximity with the site where the contractors will be working, **and** **3.** ~~Whether~~ whether the contractors will be working by themselves or with others. (Education Code 45125.1)

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

Note: ~~If it is determined that the employee will have limited contact with students, the employee is not required to submit a fingerprint identification card to the DOJ.~~

Upon a determination that an employee **shall will** have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any students who may come in contact with this employee. (Education Code 45125.1)

Note: The following paragraph may be revised to reflect district practice.

These steps may include, but **are** not **be** limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification.

(cf. 3515.3 - District Police/Security Department)

3. The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety: (Education Code 45125.2)

Other Facility Contractors

Note: ~~Education Code 45125.2, as added by AB 2102 (Ch. 840, Statutes of 1998) requires districts contracting with an entity for construction, reconstruction, rehabilitation or repair of a school facility to ensure the safety of students by complying with the following requirements. If the district utilizes one of the three methods listed below, the contracting entity is not required to comply with the requirement to submit fingerprints pursuant to Education Code 45125.1.~~

~~When the district contracts for construction, reconstruction, rehabilitation or repair of a school facility where the employees of the entity will have contact, other than limited contact with students, the Superintendent or designee shall ensure the safety of students by utilizing one or more of the following methods: (Education Code 45125.2)~~

- ~~1.a.~~ The installation of a physical barrier at the worksite to limit contact with students;
- ~~2.b.~~ Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony;

~~The supervising employee may submit his/her fingerprints to the Department of Justice pursuant to Education Code 45125.1.~~

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

3-c. Surveillance of employees of the entity by school personnel;

~~These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing construction, reconstruction, rehabilitation, or repair services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)~~

Legal Reference:

EDUCATION CODE

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

Management Resources:

WEB SITES

Department of Justice: <https://oag.ca.gov/fingerprints>

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CSBA Sample Board Policy

All Personnel

BP 4140(a)

4240

BARGAINING UNITS

4340

Note: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

AB 501 (Ch. 674, Statutes of 2011) amended Pursuant to Government Code 3540.1, to expand the definition of "exclusive representative" to include representation of "all public school employees" other than management and confidential employees, as defined. Thus, employees such as noon-time aides who are neither certificated nor classified employees (e.g., noon time duty aides) now have the right to may be represented.

In addition, AB 501 amended Government Code 3540.1, to expand the definition of "public school employer" to include a joint powers agency (JPA) provided that the JPA is a separate entity with its own employees and meets one of the following criteria: (1) it provides educational services primarily performed by school districts, county boards of education, or county superintendents of schools; (2) a school district, county board of education, or county superintendent of schools is designated as a party to the joint powers agreement pursuant to Government Code 6503.5; or (3) the JPA is comprised solely of educational agencies.

Education Government Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district.

The Governing Board recognizes the right of district employees to form a bargaining units, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

BARGAINING UNITS (continued)

Note: Government Code 3550, as added by SB 285 (Ch. 567, Statutes of 2017), prohibits a district from deterring or discouraging employees from becoming or remaining members of an employee organization.

Neither the district nor the employee organization ~~The district~~ shall **not deter or discourage employees from becoming or remaining members of an employee organization**, impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, ~~3543.6~~ **3550**)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 4301 - Administrative Staff Organization)
(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Note: Pursuant to Government Code ~~3540.1~~ 3543.4, management and confidential employees, as defined in Government Code 3540.1, are excluded from the right to be represented in negotiations by an employee organization. The Public Employment Relations Board ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining, as detailed below.

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves

BARGAINING UNITS (continued)

individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. ~~but~~—**When represented by an employee organization**, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Access to Employee Orientations and Contact Information

Note: Pursuant to Government Code 3556, as added by AB 119 (Ch. 21, Statutes of 2017), districts are required to provide recognized employee organizations access to new employee orientations, as defined, and to give at least 10 days' notice in advance of any such orientation. However, shorter notice may be provided if an unforeseeable urgency critical to the district's operations prevents giving the required 10 days' notice.

Government Code 3556 and 3557, as added by AB 119, require that the structure, time, and manner of access to new employee orientations be determined by mutual agreement of the district and employee organization. If the parties fail to reach an agreement regarding the new employee orientation, the negotiations become subject to compulsory interest arbitration. Although districts are required to negotiate how access is provided to employees, they are not required to negotiate the manner in which onboarding is conducted.

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations

BARGAINING UNITS (continued)

and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

Note: ~~Government Code 6254.3 authorizes disclosure of an employee's home address and home telephone number to an employee organization unless the district receives a written request by the employee to not disclose the information. The appeals court in County of Los Angeles v. Service Employees International Union, Local 721 clarified that nonmembers or agency fee payers have a reasonable expectation of privacy and thus are entitled to notice and an opportunity to object before the disclosure of their personal information. This case has been appealed to the California Supreme Court.~~

Pursuant to Government Code 3558, as added by AB 119 (Ch. 21, Statutes of 2017), districts are required to provide recognized employee organizations with specified contact information for new employees in the bargaining unit, as provided below. The information required by Government Code 3558 must be provided in a manner consistent with Government Code 6254.3, which authorizes disclosure of an employee's home address, home telephone number(s), and personal cell phone number to an employee organization unless the district receives a written request by the employee to not disclose the information. Pursuant to Government Code 6254.3, as amended by AB 119, the personal email address of an employee is not disclosable unless used by the employee to conduct public business. The following paragraph should be revised if districts have an agreement with their employee organization(s) requiring more frequent or more detailed contact lists.

In County of Los Angeles v. Service Employees International Union, Local 721, the California Supreme Court held that (1) an employer has a duty to provide information relevant to collective bargaining to the applicable bargaining unit and failure to do so is a violation of the employer's obligation to bargain in good faith; (2) the disclosure of an employee's home address and phone number(s) by an employer to the union does not violate the employee's constitutional right of privacy; and (3) other avenues for implementing privacy safeguards are available, such as bargaining for a notice and opt-out procedure or drafting employment contracts that will notify employees that their home contact information is subject to disclosure to the union and that they may request nondisclosure.

The Superintendent or designee ~~may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement related functions and any employees who provide written request that the information not be disclosed for this purpose.~~ **shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information on all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)**

BARGAINING UNITS (continued)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employees who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

(cf. 1340 - Access to District Records)

Payment of Dues or Service Fee

Note: Pursuant to Government Code 3546, all employees in a classification represented by an employee organization are required to pay a fee to the employee organization to cover the costs of negotiations, contract administration, and other activities that are germane to its function as the exclusive bargaining representative (i.e., "agency fee" arrangements, which require employees to either join the union or pay a "fair share service fee"). However, the constitutionality of agency fee statutes such as Government Code 3546 is a legal issue currently before the U.S. Supreme Court in Janus v. American Federation of State, County, and Municipal Employees.

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference: (see next page)

BARGAINING UNITS (continued)*Legal Reference:*EDUCATION CODE45060-45061.5 *Deduction of fees from salary or wage payment, certificated employees*45100.5 *Senior management positions*45104.5 *Abolishment of senior classified management positions*45108.5 *Definitions of senior classified management employees*45108.7 *Waiver of provisions of 45108.5*45168 *Deduction of fees from salary or wage payment, classified employees*45220-45320 *Merit system, classified employees*GOVERNMENT CODE3540-3549.3 *Educational Employment Relations Act, especially:*3540.1 *Definitions*3543.4 *Management position; representation*3545 *Appropriateness of unit; basis*3550-3552 *Prohibition on public employers deterring or discouraging union membership*3555-3559 *Public employee communication, information and orientation*6205-6210 *Confidentiality of addresses for victims of domestic violence, sexual assault or stalking*6254.3 *Disclosure of employee contact information to employee organization*6503.5 *Joint powers agencies*53260-53264 *Employment contracts*CODE OF REGULATIONS, TITLE 833015-33490 *Recognition of exclusive representative; proceedings*33700-33710 *Severance of established unit*34020 *Petition to rescind organizational security arrangement*34055 *Reinstatement of organizational security arrangement*COURT DECISIONS*Janus v. American Federation of State, County and Municipal Employees, Council 31*, (7th Cir. 2017) 851 F.3d 746, cert granted Sept. 28, 2017, No. 16-1466*Friedrichs v. California Teachers Association, et al.*, (2016) 136 S.Ct. 1083*County of Los Angeles v. Service Employees International Union, Local 721*, (2011), 192 Cal.App.4th 1409 (2013) 56 Cal. 4th 905*Abood v. Detroit Board of Education*, (1977) 431 U.S. 209*Management Resources:*CSBA PUBLICATIONS*Collective Bargaining DVD-ROM**Before the Strike: Planning Ahead in Difficult Negotiations*, 1996WEB SITESCSBA: <http://www.csba.org>Association of California School Administrators: <http://www.acsa.org>California Federation of Teachers: <http://www.cft.org>California School Employees Association: <http://www.csea.com>California Teachers Association: <http://www.cta.org>Public Employment Relations Board: <http://www.perb.ca.gov>

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CSBA Sample Board Policy

Students

BP 5113.1(a)

CHRONIC ABSENCE AND TRUANCY

Note: The following **optional** policy addresses both chronic absence, which refers to students missing an excessive number of school days for any reason, whether excused or unexcused, and truancy, which refers to students missing school and/or being tardy without a valid excuse. Education Code 48260 defines a "valid excuse" for purposes of classifying students as truants; see the accompanying administrative regulation. Also see BP/AR 5113 - Absences and Excuses for information about methods of verification of student absences.

The Governing Board believes that **excessive** absenteeism, **whether caused by excused or unexcused absences whatever the cause**, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

(cf. 5113.11 - Attendance Supervision)

Note: The following paragraph may be revised to reflect district practice. Districts must monitor unexcused absences for the purpose of identifying students who are classified as truants pursuant to Education Code 48260-48273. In addition, Education Code 52060 requires districts to include the rates of school attendance, chronic absence, dropout, and graduation, as applicable, in their local control and accountability plan (LCAP); (see BP/AR 0460 - Local Control and Accountability Plan), **and chronic absence will be one of the state accountability indicators in the California School Dashboard beginning in the fall of 2018 (see BP 0500 - Accountability)**. Pursuant to 5 CCR 15497.5, as added by Register 2015, No. 2, the chronic absence rate reported in the LCAP is **Pursuant to the LCAP template adopted by the State Board of Education, "chronic absence" is the number of students who are absent on 10 percent or more of the school days in the academic year (July 1 through June 30) divided by the total enrollment during the academic year.**

Other tools to calculate chronic absence are available, such as the District Attendance Tracking Tool and School Attendance Tracking Tool from Attendance Works.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates **for all district students districtwide**, for each school, and **disaggregated** for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be **disaggregated and** used in the development of annual goals and specific actions for student attendance and engagement **and for inclusion to be included** in the district's local control and accountability plan and other applicable school and district plans.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

CHRONIC ABSENCE AND TRUANCY (continued)*(cf. 0500 - Accountability)*

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)**(cf. 5126 - Awards for Achievement)**(cf. 5131 - Conduct)**(cf. 5131.2 - Bullying)**(cf. 5137 - Positive School Climate)**(cf. 5141.6 - School Health Services)**(cf. 5145.3 - Nondiscrimination/Harassment)*

Note: In developing strategies for addressing chronic absence and truancy, districts may consider reasons for absences given by individual students as well as survey data using tools such as the California Healthy Kids Survey and/or the California School Climate, Health, and Learning Survey System available from WestEd.

The Superintendent or designee shall **work consult** with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. He/she also The Superintendent or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that make alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

*(cf. 1020 - Youth Services)**(cf. 5030 - Student Wellness)**(cf. 5146 - Married/Pregnant/Parenting Students)**(cf. 5147 - Dropout Prevention)**(cf. 6158 - Independent Study)**(cf. 6164.2 - Guidance/Counseling Services)**(cf. 6164.5 - Student Success Teams)**(cf. 6173 - Education for Homeless Children)*

CHRONIC ABSENCE AND TRUANCY (continued)

(cf. 6173.1 - Education for Foster Youth)
 (cf. 6173.2 - Education of Children of Military Families)
 (cf. 6175 - Migrant Education Program)
 (cf. 6179 - Supplemental Instruction)
 (cf. 6181 - Alternative Schools/Programs of Choice)
 (cf. 6183 - Home and Hospital Instruction)
 (cf. 6184 - Continuation Education)
 (cf. 6185 - Community Day School)

Note: State law establishes a series of interventions that the district is required or authorized to impose depending on the number of trancies committed by a student; see the accompanying administrative regulation. Habitually truant students, as defined in Education Code 48262, may be referred to a school attendance review board (SARB) if established by the county **office of education**, or to a SARB established by the district Governing Board pursuant to Education Code 48321; **see BP/AR 5113.12 - District School Attendance Review Board**. Instead of the SARB process, students may be referred to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6. Education Code 48264.5 authorizes, but does not require, students who continue to be truant after receiving these interventions to be referred to a juvenile court. Parents/guardians of **students who are identified as truant**s may be subject to penalties pursuant to Education Code 48293, Penal Code 270.1, and/or Penal Code 272.

Students who are identified as truant**s** shall be subject to the interventions specified in law and administrative regulation.

(cf. 5113.12 - District School Attendance Review Board)

Note: Education Code 48900 expresses legislative intent that alternatives to suspension or expulsion be used with students who are truant, tardy, or otherwise absent from assigned school activities; see BP 5144 - Discipline and BP 5144.1 - Suspension and Expulsion/Due Process.

A student's truancy, tardiness, or other absence from school shall not be the basis for his/her **out of school** suspension or expulsion. Alternative **disciplinary** strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 - Discipline)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in **identification the determination** of how to best allocate available community resources.

[SECTION ON "SCHOOL ATTENDANCE REVIEW BOARD" DELETED]

CHRONIC ABSENCE AND TRUANCY (continued)

Legal Reference:

EDUCATION CODE

1740-1742 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

~~41601 Reports of average daily attendance~~

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

52052 Academic Performance Index; numerically significant student subgroups

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

~~15497.5 Local control and accountability plan template~~

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS

Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

Management Resources continued: (see next page)

CHRONIC ABSENCE AND TRUANCY (continued)

Management Resources: (continued)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: **A Road Map for Improved School Attendance and Behavior**, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.casowa.org>

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

California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>

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Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Students

AR 5113.1(a)

CHRONIC ABSENCE AND TRUANCY

Note: The following administrative regulation may be revised to reflect the district personnel responsible for duties related to attendance supervision and matters related to chronic absence and truancy. Pursuant to Education Code 48240-48246, the district may appoint an attendance supervisor, join a consortium of districts to employ an attendance supervisor, or contract with the County Superintendent of Schools to supervise the attendance of district students. See AR 5113.11 - Attendance Supervision.

Education Code 48273 mandates that the district adopt rules and regulations related to reports of district referrals to a school attendance review board (SARB). See the section on "Reports" below for language fulfilling this mandate.

Definitions

Note: The following definition of "chronic absentee" is provided in Education Code 60901 for purposes of reporting student attendance within the California Longitudinal Pupil Achievement Data System and in 5 CCR 15497.5, as added by Register 2015, No. 2, for reporting the chronic absence rate in the local control and accountability plan. This definition is also used in the template adopted by the State Board of Education to assist districts in completing the local control and accountability plan. Chronic absence includes absence for any reason (i.e., excused and/or unexcused absences).

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901; 5 CCR 15497.5)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

CHRONIC ABSENCE AND TRUANCY (continued)

Note: As provided above, definitions of the various categories of truancy are based on the number of absences from school without a valid excuse. ~~As amended by AB 2616 (Ch. 432, Statutes of 2012),~~ Education Code 48260 defines a "valid excuse," for purposes of classifying a student as a truant, as any of the reasons specified in Education Code 48205 (i.e., illness, quarantine, health services appointments, funeral service attendance, jury duty, illness or medical appointment of student's child, justifiable personal reasons, service on precinct board, time with family member called to active duty or on leave from active duty, and religious exercises), Education Code 48225.5 (i.e., entertainment or allied industries work permits and nonprofit organization performances), or other reasons at the discretion of school administrators. AR 5113 - Absences and Excuses reflects the reasons that students may be excused from school pursuant to Education Code 48205 and provides information about methods of verification of student absences.

For purposes of classifying a student as a truant, *valid excuse* includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5. A valid excuse ~~also~~ may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

(cf. 5113 - Absences and Excuses)

(cf. 5113.2 - Work Permits)

Attendance Supervisor(s)

Note: The following **optional** section may be revised to reflect district practice. Pursuant to Education Code 48240-48246, the district may appoint an attendance supervisor, join a consortium of districts to employ an attendance supervisor, or, with approval of the County Board of Education, contract with the County Superintendent of Schools to supervise the attendance of district students. The following section may be revised to specify which duties will be assumed by the attendance supervisor.

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)

Addressing Chronic Absence

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

For further information about strategies to address chronic absence, see CSBA's policy brief Improving Student Achievement by Addressing Chronic Absence and the California Department of Education's (CDE) School Attendance Improvement Handbook. Also see AR 5113 - Absences and Excuses for language requiring students with frequent absences due to illness to provide written verification from a health care practitioner.

CHRONIC ABSENCE AND TRUANCY (continued)

When a student is identified as a chronic absentee, the ~~attendance supervisor~~ **Superintendent or designee** shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 5113.11 - Attendance Supervision)
(cf. 6020 - Parent Involvement)

The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work-Based Learning)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)

Whenever chronic absenteeism is linked to a health issue or nonschool condition, the ~~attendance supervisor~~ **Superintendent or designee** may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

(cf. 1020 - Youth Services)
(cf. 5141.6 - School Health Services)

Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during

CHRONIC ABSENCE AND TRUANCY (continued)

school hours of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

(cf. 3515.3 - District Police/Security Department)

The ~~attendance supervisor~~ **Superintendent or designee** shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of truantries he/she has committed:

1. Initial truancy
 - a. The student shall be reported to the ~~attendance supervisor~~ **Superintendent or designee**. (Education Code 48260)

Note: When a student is classified as truant, Education Code 48260.5 requires notification of his/her parents/guardians by the most cost-effective method possible, which may include email or a telephone call. The CDE's web site and School Attendance Improvement Handbook provide sample letters.

- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
 - (1) The student is truant.
 - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
 - (3) Alternative educational programs are available in the district.
 - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
 - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator **or designee**, or attendance supervisor or **his/her** designee **under pursuant to**

CHRONIC ABSENCE AND TRUANCY (continued)

Education Code 48264 if found away from home and absent from school without a valid excuse.

- (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
- (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

Note: AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to add the following strategy for addressing initial truancy.

- d. The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)

Note: The following **optional** item is for use by districts in which there is no county ~~school attendance review board (SARB)~~ and the county's district attorney or probation officer has elected to participate in a truancy mediation program pursuant to Education Code 48260.6.

- e. The ~~attendance supervisor~~ **Superintendent or designee** may notify the district attorney and/or probation officer of the student's name and the name and address of his/her parents/guardians. (Education Code 48260.6)

2. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the ~~attendance supervisor~~ **Superintendent or designee** as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)

CHRONIC ABSENCE AND TRUANCY (continued)

Note: Education Code 48262 provides that a student cannot be classified as a habitual truant (item #3 below) until the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after the attendance supervisor has been notified of either the first or second truancy. Education Code 48262 defines "conscientious effort," for purposes of this section, as attempting to communicate with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. Thus, the following paragraph requires such communication in the event of the second truancy.

- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)

Note: As amended by AB 2616 (Ch. 432, Statutes of 2012), Education Code 48264.5 eliminated a written warning by a peace officer as a response to initial truancy and instead provides that the peace officer's warning may be a response to the second truancy, as provided below.

- e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

Note: The following **optional** item is for use by districts in which there is no county SARB and the county's district attorney or probation officer has elected to participate in a truancy mediation program. Pursuant to Education Code 48260.6, if the district notifies the district attorney and/or probation officer that a student continues to be classified as a truant after proper notification to the parents/guardians as described in **item #1b** above, the district attorney or probation officer may request a meeting with the student and his/her parents/guardians to discuss the possible legal consequences of the student's truancy.

- f. The ~~attendance supervisor~~ **Superintendent or designee** may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

3. Third truancy (habitual truancy)

Note: Education Code 48263 and 48264.5 authorize the district to refer habitual truants to a SARB, a county truancy mediation program, or a comparable program for services. The district should revise the following items to reflect the option(s) available in the district.

According to the CDE's School Attendance Improvement Handbook, prior to referring a truant student to a SARB or county truancy mediation program, some districts initiate an intermediate step, such as a school-site attendance review team or student success team. Districts that have established such an intermediate step may revise the following item accordingly.

CHRONIC ABSENCE AND TRUANCY (continued)

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the ~~district's attendance supervisor~~ **Superintendent or designee**. (Education Code 48263, 48264.5)

(cf. 5113.12 - District School Attendance Review Board)

- b. Upon making a referral to the SARB or the probation department, the ~~attendance supervisor~~ **Superintendent or designee** shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)

Note: Pursuant to Education Code 48263, the SARB or probation officer may direct a student and/or the student's parents/guardians to make use of available community services and may require satisfactory evidence of participation. If the SARB or probation officer determines that available community resources cannot resolve the problem, or if the student and/or parents/guardians have failed to respond to the directives of the SARB or probation officer, the SARB may so notify the district attorney and/or probation officer, or the probation officer may notify the district attorney provided the district attorney or probation officer participates in a truancy mediation program. If the county has not established a SARB, the district may make this finding and notification.

The following paragraph is for use by districts in which the county has not established a SARB and the county's district attorney or probation officer has elected to participate in a truancy mediation program.

- d. If the ~~attendance supervisor~~ **Superintendent or designee** determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, the ~~attendance supervisor~~ **Superintendent or designee** may so notify the district attorney and/or the probation officer. (Education Code 48263)

4. Fourth truancy

CHRONIC ABSENCE AND TRUANCY (continued)

Note: AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to authorize, rather than require, a student to be referred to the jurisdiction of the juvenile court upon the fourth truancy report.

- a. Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)

Note: Pursuant to Education Code 48264.5 and Welfare and Institutions Code 601, a student coming within the jurisdiction of the juvenile court may be adjudged a ward of the court and required to perform community service, pay a fine, attend a court-approved truancy prevention program, and/or lose driving privileges. AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to lower the maximum amount of the fine that can be imposed from \$100 to \$50.

In *L.A. v. Superior Court of San Diego County*, a court of appeal held that juvenile court judges have the authority to imprison a truant as a last resort if the student commits an egregious violation of a court order, less restrictive alternatives have proved ineffective, and the student is confined separately from youths held for criminal violations.

- b. If a student has been adjudged by the county juvenile court to be a habitual truant, the ~~attendance supervisor~~ **Superintendent or designee** shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)

Note: Item #5 below is for use by districts that offer any of grades K-8. Penal Code 270.1 states that a parent/guardian of a "chronic truant" who is at least ~~age 6 years~~ **six years old** and is in any of grades K-8 is guilty of a misdemeanor punishable by a fine and/or imprisonment if he/she has failed to reasonably supervise and encourage the student's school attendance and has been offered language-accessible support services to address the student's truancy. Pursuant to Penal Code 270.1, a parent/guardian found guilty of a misdemeanor may participate in a program established by a superior court, if available, which includes periodic meetings with district representatives and service referrals.

5. **Chronic truancy (unexcused absence for 10 percent of school days (chronic truancy))**

- a. The ~~attendance supervisor~~ **Superintendent or designee** shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
- b. If a chronically truant student is at least age six years and is in any of grades K-8, the ~~attendance supervisor~~ **Superintendent or designee** shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

CHRONIC ABSENCE AND TRUANCY (continued)**Records**

Note: The following **optional** paragraph may be revised to reflect district practice. The CDE's School Attendance Review Board Handbook cautions that it is important to keep accurate and complete records of any violations of compulsory school attendance laws because such records may ultimately be introduced as evidence in a trial for truancy.

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

(cf. 5125 - Student Records)

Note: Education Code 48273 **mandates** that the district adopt rules and regulations for the purpose of gathering data and making a report to the County Superintendent of Schools regarding SARB referrals. The CDE's web site provides a model annual summary report form.

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

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CSBA Sample Administrative Regulation

Students

AR 5113.11(a)

ATTENDANCE SUPERVISION

Note: The following optional administrative regulation is for use by districts that appoint their own attendance supervisor and may be revised to reflect district practice. Pursuant to Education Code 48242 and 48243, the district may appoint an attendance supervisor or may jointly employ an attendance supervisor with one or more other districts. Alternatively, pursuant to Education Code 48244, the district may contract with the County Superintendent of Schools for the supervision of attendance of district students. AB 2815 (Ch. 829, Statutes of 2016) amended Education Code 48244 to delete the requirement that the County Board of Education approve the district's contract with the County Superintendent.

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240)

Note: Pursuant to Education Code 48245, the following paragraph is applicable to any district with an average daily attendance of 1,000 or more, according to the annual school report of the last preceding school year.

The Superintendent or designee shall ensure that any person appointed as an attendance supervisor has been certificated for the work by the County Board of Education. (Education Code 48241, 48245)

Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.2 - Work Permits)
(cf. 6184 - Continuation Education)

Note: Items #1-5 below may be revised to reflect district practice. Education Code 48240, as amended by AB 2815 (Ch. 829, Statutes of 2016), states the Legislature's intent that attendance supervisors fulfill the following duties.

The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following: (Education Code 48240)

- 1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance**

ATTENDANCE SUPERVISION (continued)

2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions

5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

(cf. 0500 - Accountability)

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student

2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics

(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.6 - Visual and Performing Arts)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance

(cf. 5126 - Awards for Achievement)

4. Referral of the student to a school nurse, school counselor, school psychologist,

ATTENDANCE SUPERVISION (continued)

school social worker, and other student support personnel for case management and counseling

(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)

5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services

(cf. 1020 - Youth Services)

6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and his/her parents/guardians or caregivers

(cf. 6164.5 - Student Success Teams)

7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

9. Referral of the student to a school attendance review board established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263

(cf. 5113.12 - District School Attendance Review Board)

10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

Note: The following optional paragraph may be revised to reflect district practice. Among the primary roles of the attendance supervisor are the accurate tracking of student attendance and monitoring of chronic absence in order to identify students at risk. Pursuant to Education Code 52060, districts are required to include rates of school attendance, chronic absence, dropout, and graduation, as applicable,

ATTENDANCE SUPERVISION (continued)

in their local control and accountability plan (see BP/AR 0460 - Local Control and Accountability Plan), and chronic absence is one of the state accountability indicators in the California School Dashboard (see BP 0500 - Accountability).

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent or more of the school days in the school year, and dropout.

(cf. 5147 - Dropout Prevention)

Legal Reference:**EDUCATION CODE**

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

52060-52077 Local control and accountability plan

60901 Chronic absence

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

Management Resources: (see next page)

ATTENDANCE SUPERVISION (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

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CSBA Sample Board Policy

Students

BP 5113.12(a)

DISTRICT SCHOOL ATTENDANCE REVIEW BOARD

Note: The following Board policy is for use by districts that have established their own school attendance review board (SARB), in addition to or instead of a county office of education SARB, as authorized pursuant to Education Code 48321. If a district desires to establish a local SARB but a county SARB exists, the district must contact the county SARB chairperson to request permission to form a local SARB. If no county SARB exists, the Governing Board may establish a local SARB which operates in the same manner and under the same authority as a county SARB. For further information about procedures for addressing truancy, including, but not limited to, circumstances that require referral to a SARB, see BP/AR 5113.1 - Chronic Absence and Truancy.

Pursuant to Education Code 48240-48244, the district may appoint a district employee to serve as an attendance supervisor, jointly employ an attendance supervisor with one or more other districts, or contract with the County Superintendent of Schools for the supervision of attendance of district students. The duties of the attendance supervisor, as specified in Education Code 48240, include duties related to compulsory full-time education and truancy. See AR 5113.11 - Attendance Supervision.

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)
(cf. 5147 - Dropout Prevention)

Note: The following optional paragraph is based on a goal stated in Education Code 48322.

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

(cf. 1020 - Youth Services)
(cf. 5030 - Student Wellness)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)

DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (continued)

- (cf. 5131.2 - Bullying)*
- (cf. 5137 - Positive School Climate)*
- (cf. 5141.6 - School Health Services)*
- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5146 - Married/Pregnant/Parenting Students)*
- (cf. 6158 - Independent Study)*
- (cf. 6164.2 - Guidance/Counseling Services)*
- (cf. 6164.5 - Student Success Teams)*
- (cf. 6173 - Education for Homeless Children)*
- (cf. 6173.1 - Education for Foster Youth)*
- (cf. 6173.2 - Education of Children of Military Families)*
- (cf. 6175 - Migrant Education Program)*
- (cf. 6179 - Supplemental Instruction)*
- (cf. 6181 - Alternative Schools/Programs of Choice)*
- (cf. 6183 - Home and Hospital Instruction)*
- (cf. 6184 - Continuation Education)*
- (cf. 6185 - Community Day School)*

The Board shall appoint members to the district's SARB, who may include a parent/guardian as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

Note: Pursuant to Education Code 48324, if a county SARB exists, the district's SARB must be governed by rules and regulations consistent with the rules and regulations established by the county SARB or by other legal requirements. In the absence of a county SARB, the local SARB has the authority to set rules and regulations consistent with law. The following paragraph may be revised to reflect district practice.

SARBs are also subject to the open meeting requirements of the Brown Act (Government Code 54950-54963), including notice requirements, except that meetings may be held in closed session when considering matters related to individual students; see the accompanying administrative regulation.

The district's SARB shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the SARB.

DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (continued)

Note: The California Department of Education's School Attendance Review Board Handbook includes a sample report form for meeting the following requirements of Education Code 48273. The report includes the composition of the SARB; the numbers and types of referrals (i.e., attendance and/or behavior); total number of students referred to the SARB and number of students by grade level, gender, and race/ethnicity; and the disposition of the referrals, including the number of cases referred to courts or other agencies. According to the handbook, the annual report should also be provided to member organizations of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the Governing Board, Superintendent or designee, and County Superintendent of Schools. (Education Code 48273)

Legal Reference:**EDUCATION CODE**1740 *Employment of personnel to supervise attendance (county superintendent)*1980-1986 *County community school*46010-46014 *Absences*48200-48208 *Children ages 6-18 (compulsory full-time attendance)*48240-48246 *Supervisors of attendance*48260-48273 *Truants*48290-48297 *Failure to comply; complaints against parents*48320-48325 *School attendance review boards*48340-48341 *Improvement of student attendance*48400-48403 *Compulsory continuation education*48660-48666 *Community day school*49067 *Unexcused absences as cause of failing grade***CODE OF CIVIL PROCEDURE**1985-1997 *Production of evidence; means of production***GOVERNMENT CODE**54950-54963 *The Ralph M. Brown Act***PENAL CODE**270.1 *Chronic truancy; parent/guardian misdemeanor*272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*830.1 *Peace officers***VEHICLE CODE**13202.7 *Driving privileges; minors; suspension or delay for habitual truancy***WELFARE AND INSTITUTIONS CODE**256-258 *Juvenile hearing officer*601-601.4 *Habitually truant minors*11253.5 *Compulsory school attendance***CODE OF REGULATIONS, TITLE 5**306 *Explanation of absence*420-421 *Record of verification of absence due to illness and other causes***COURT DECISIONS**L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

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CSBA Sample Administrative Regulation

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DISTRICT SCHOOL ATTENDANCE REVIEW BOARD

Note: The following administrative regulation is for use by districts that have established their own school attendance review board (SARB), in addition to or instead of a county SARB, as authorized pursuant to Education Code 48321. Requirements for the composition and basic duties of the SARB are contained in Education Code 48320-48325. In addition, the following administrative regulation reflects information and best practices in the California Department of Education's (CDE) School Attendance Review Board Handbook, available on CDE's web site. The district should revise the following regulation to reflect district practice and, if applicable, procedures established by the county SARB.

Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the school attendance review board (SARB) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the SARB to consider, the SARB chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the SARB process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.

The SARB shall meet with the student and his/her parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.

Note: The CDE's School Attendance Review Board Handbook clarifies that SARBs are subject to the open meeting requirements of the Brown Act (Government Code 54950-54963), including notice requirements, but that meetings may be held in closed session when considering matters related to individual students.

Any SARB meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.

(cf. 9321 - Closed Session Purposes and Agendas)

The SARB shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)

(cf. 5125 - Student Records)

DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (continued)

For the limited purpose of making a proper disposition of the referral of a student, the SARB may issue subpoenas pursuant to Code of Civil Procedure 1985-1997 or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The SARB shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)

Note: The CDE's School Attendance Review Board Handbook provides a sample School Site, Student and Parent Agreement that may be used to formalize the directives of the SARB.

The SARB shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, his/her parents/guardians, the SARB chairperson, and the Superintendent or designee.

When referred by the SARB, a student may be assigned to a community day school or a county community school. (Education Code 1981, 48662)

(cf. 6185 - Community Day School)

At any time it deems proper, the SARB may require the student or his/her parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)

Based on progress reports submitted by the school, the SARB may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and his/her parents/guardians.

Note: Pursuant to Education Code 48263, if the SARB determines that available community services cannot resolve the student's problem or if the student and/or the student's parents/guardians have failed to respond to the SARB's directives, the SARB may notify the district attorney and/or the probation officer, if the district attorney or the probation office has elected to participate in the truancy mediation program. If the district attorney or the probation office has not elected to participate in the truancy mediation program, the SARB may direct the County Superintendent of Schools to request a petition to the juvenile court, upon which the juvenile court will hear all evidence related to the petition and will bring about a proper disposition of the case. The following paragraph may be revised to reflect the appropriate authority to be notified.

DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (continued)

If the student's attendance or behavior problems cannot be resolved by the SARB, or if the student and/or the student's parents/guardians continually and willfully fail to respond to SARB directives or the services provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)

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Students

BP 5117(a)

INTERDISTRICT ATTENDANCE

Note: The Education Code provides a number of options under which **a district may enroll a student whose parent/guardian does not reside within district boundaries** ~~may attend school in a district other than the district where he/she resides.~~ Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46611, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). ~~Under the "school district of choice program,"~~ **Alternatively,** pursuant to Education Code 48300-~~48316~~ **48317**, the Governing Board may declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult legal counsel.

In addition, **pursuant to** Education Code 48204, **a district may** authorize a student ~~in a participating district to be deemed a "resident" in order to attend a school in the district where his/her~~ **whose** parent/guardian is employed **within district boundaries to attend a school in the district** (Allen bill transfer); see AR 5111.1 - District Residency. A student attending a school identified as low achieving on the state's Open Enrollment List may transfer to a school in any other district in the state, pursuant to Education Code 48350-48361; see BP/AR 5118 - Open Enrollment Act Transfers.

The Governing Board recognizes that parents/guardians of students who reside **within the geographic boundaries of** ~~in~~ one district may, for a variety of reasons, **choose desire** to enroll their children **in** a school in another district.

~~(cf. 0520.3 - Title I Program Improvement Districts)~~

(cf. 5111.1 - District Residency)

~~(cf. 5116.1 - Intradistrict Open Enrollment)~~

~~(cf. 5118 - Open Enrollment Act Transfers)~~

Interdistrict Attendance Permits

Note: The following section is for use by districts that have entered into an agreement with one or more other districts to accept transfers through interdistrict attendance permits pursuant to Education Code 46600-46611. Districts selecting this option should also select Option 1 in the accompanying administrative regulation.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

Note: Education Code 46600 requires that the interdistrict attendance agreement specify the terms and conditions under which individual permits may be granted or denied. In addition, pursuant to Education Code 46600, students who have been granted an interdistrict attendance permit must be allowed to continue

INTERDISTRICT ATTENDANCE (continued)

to attend the school without having to reapply unless the agreement between the two districts contains specific agreed-upon standards for reapplication; see the accompanying administrative regulation. Districts also may include in the agreement their agreed-upon standards for revocation of students' interdistrict attendance. Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Note: Pursuant to Education Code 46600, it is the responsibility of the attendance supervisor of the district of residence, subject to board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the board's designee in the district of proposed attendance.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

INTERDISTRICT ATTENDANCE (continued)

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 48317 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

CSBA PUBLICATIONS

Transfer Law Comparison, Fact Sheet, March 2011

WEB SITES

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

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

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CSBA Sample Administrative Regulation

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INTERDISTRICT ATTENDANCE

Interdistrict Attendance Permits

Note: The following option is for use by districts that have entered into an agreement with one or more other school districts to accept transfers through the "interdistrict attendance permit" or "reciprocal agreement" process pursuant to Education Code 46600-46611. (See Option 1 in the accompanying Board policy.) In 87 Ops.Cal.Atty.Gen. 132 (2004), the Attorney General opined that districts could not charge students a fee for processing applications for interdistrict attendance.

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

Note: AB 1156 (Ch. 732, Statutes of 2011) amended Education Code 46600 to require districts to give priority for interdistrict attendance permits to a student who is a victim of an act of bullying, as provided below. For this purpose, Education Code 48900(r) defines bullying to include, but not be limited to, bullying committed by means of an electronic act directed specifically toward the student; see AR 5144.1 - Suspension and Expulsion/Due Process.

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

(cf. 5131.2 - Bullying)

Note: **Optional** items #2-12 below should be revised and/or deleted to reflect district practice.

2. To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.

(cf. 5148 - Child Care and Development)

3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

INTERDISTRICT ATTENDANCE (continued)

(cf. 6159 - Individualized Education Program)

4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.
8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
9. When the student will be living out of the district for one year or less.
10. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

11. When there is valid interest in a particular educational program not offered in the district of residence.
12. To provide a change in school environment for reasons of personal and social adjustment.

Note: In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that a lack of school facilities is a justifiable reason for denial of the interdistrict attendance permit request. However, according to the Attorney General, once the student is admitted, the district may not later deny the student continued attendance at a district school because of overcrowding. Although Attorney General opinions are not binding on the courts, they are generally afforded deference in the court when there is no specific statutory or case law to the contrary. The following paragraph is based on this Attorney General opinion.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level,

INTERDISTRICT ATTENDANCE (continued)

or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

Note: Education Code 46601 requires that, within 30 days of a request for an interdistrict permit, parents/guardians whose permit application was denied must be informed about their right to appeal to the County Board of Education. This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence.

Pursuant to Education Code 46601, parents/guardians may submit their appeal within 30 calendar days of the failure or refusal to issue the permit. The County Board then has 30 calendar days, unless extended by an additional five school days for good cause, to make its determination as to whether the student should be allowed to attend the district of his/her choice. However, as amended by **AB 1851 (Ch. 104, Statutes of 2014), until July 1, 2018; SB 344 (Ch. 461, Statutes of 2017)**, Education Code 46601 allows a **larger class 1 county** (i.e., a county with a 1994-95 average daily attendance (ADA) of **180,000 500,000** or more **for all districts in the county**) **40 60 calendar** days to make its determination, **and a class 2 county (i.e., a county with a 1994-95 ADA of 180,000-499,999) 45 calendar days to make its determination.**

Pursuant to Education Code 46602, if the County Board determines that the student should be permitted to attend the district of his/her choice, the district shall admit the student without delay.

Within 30 **calendar** days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)

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

Note: Pursuant to Education Code 46600, once an interdistrict permit is granted and the student is enrolled in the new school, the district of enrollment (1) may not require the student to reapply; (2) must allow the student to continue to attend the school, unless the permit contains specific standards for reapplication; and (3) along with the district of residence, may not revoke the student's existing permit if he/she is entering

INTERDISTRICT ATTENDANCE (continued)

grade 11 or 12. Therefore, even if an interdistrict attendance agreement between the two districts has expired, the student may be allowed to continue attending the school to which he/she has transferred, unless the agreement contains specific language requiring reapplication.

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

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(11/10 7/12) 10/17

CSBA Sample Administrative Regulation

Students

AR 5125.2(a)

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

Note: Pursuant to Education Code 48904, parents/guardians of any minor who willfully cuts, defaces, or otherwise injures any real or personal property belonging to the district, or who does not return district property that was loaned to the student, are liable for paying damages to the district up to the amount specified in law and annually adjusted for inflation; see BP/AR 3515.4 - Recovery for Property Loss or Damage. Until the damages are paid, the district is authorized to withhold the grades, diploma, and/or transcripts of the student responsible for the damage.

Education Code 48904 mandates the Governing Board to establish regulations governing its procedures for seeking reparation when school property is willfully damaged or not returned, and for withholding a student's grades, diploma, and/or transcripts until reparation is made. In such cases, the district must afford the student his/her due process rights, and the district's procedures must parallel Education Code procedures for student expulsion. (Education Code 48904) The district may not withhold records for nonpayment of meal tickets or library overdue fines.

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 6161.2 - Damaged or Lost Instructional Materials)

When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due. Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)

(cf. 5145.6 - Parental Notifications)

This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.

(cf. 5131.5 - Vandalism and Graffiti)

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS (continued)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

Note: Education Code 48904 mandates that the district's procedures for withholding a student's grades, diploma, and/or transcripts conform to procedures established in the Education Code for student expulsion. For due process procedures related to student expulsion, see BP/AR 5144.1 - Suspension and Expulsion/Due Process.

If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts. The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code 48904)

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

If the student and parents/guardians are unable to pay for the damages or return the property, the principal Superintendent or designee shall provide a program of voluntary work for the student **to do in lieu of monetary damages. When this Upon completion of the** voluntary work **is completed**, the student's grades, diploma, **and/or** or transcripts shall be released. (Education Code 48904)

Note: A district cannot refuse to transfer student records to another district. Upon receiving notice that the district is withholding a student's grades, diploma or transcripts, however, any district to which the student transfers must also withhold them until it receives notice that the first district's decision has been rescinded.

The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents. When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)

When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared. Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by the district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS (continued)

The Superintendent or designee shall **also** notify the **student's** parents/guardians in writing that **this district's the** decision to withhold **the student's** grades, diploma, **and/or** transcripts will be enforced by the new district. (Education Code 48904.3)

~~The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents. (Education Code 48904.3)~~

~~(cf. 5125 Student Records)~~

Legal Reference:

EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49069 Absolute right to access

CSBA Sample Board Policy

Students

BP 5131.6(a)

ALCOHOL AND OTHER DRUGS

Note: The following policy and accompanying administrative regulation reflect the purpose and goals of the Safe and Drug Free Schools and Communities Act, 20 USC 7101-7184, as reauthorized by the No Child Left Behind Act. In addition, Health and Safety Code 11998.1 states the legislative intent that every school district have updated drug and alcohol abuse policies and procedures, including disciplinary procedures, to be given to all students, employees and parents/guardians.

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. **The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.**

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 5137 - Positive School Climate)

Note: The Every Student Succeeds Act (P.L. 114-95) amended 20 USC 7101-7122 to establish the Student Support and Academic Enrichment Grants program, which may be used for several specified purposes including activities to improve school conditions for student learning. For participating districts, 20 USC 7118 requires parent/guardian involvement in program activities and encourages partnerships with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity. 20 USC 7116 specifies stakeholder groups that must be consulted in the development of the grant application, including parents/guardians, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives (e.g., law enforcement, juvenile court, child welfare agency, public housing agency), Indian tribes or tribal organization, charter school leaders and staff, and others with relevant and demonstrated expertise in alcohol and drug prevention and intervention.

In addition, Education Code 51268 encourages districts to collaborate with county offices of education in the provision of education programs for alcohol and drug prevention and to coordinate program planning and implementation with health, social services, criminal justice, education, and other entities.

The following paragraph may be revised to reflect district practice.

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary

ALCOHOL AND OTHER DRUGS (continued)

institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

Note: Items #1-4 below reflect some of the types of programs that may be funded through the Student Support and Academic Enrichment Grants program pursuant to 20 USC 7118, as amended by P.L. 114-95, and may be revised to reflect district practice.

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

- 1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes**

(cf. 5131.62 - Tobacco)

- 2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral**

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- 3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals**

(cf. 5141.6 - School Health Services)

ALCOHOL AND OTHER DRUGS (continued)

4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

Note: Districts applying for funds under the Safe and Drug-Free Schools and Communities Act are required to develop a program to meet the "principles of effectiveness" as set forth in 20 USC 7105. The following paragraph is based on these principles and should be modified to reflect district practice.

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's programs in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

(cf. 5137 - Positive School Climate)

Note: Health and Safety Code 11998.1 recommends that each school site have a citizen advisory committee on alcohol and other drug use. The following paragraph is optional.

The Board encourages the establishment of site-level advisory groups to assist in promoting alcohol and drug-free schools.

(cf. 1220 - Citizen Advisory Committees)

Note: Education Code 51268 encourages collaborative programs between districts and county offices of education. In addition, county primary prevention programs authorized by Health and Safety Code 11965-11965.5 emphasize a partnership between schools and the community. The following paragraph should be revised to reflect district practice.

The district's drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county and county office of education staff in planning and implementing collaborative alcohol and drug prevention programs.

ALCOHOL AND OTHER DRUGS (continued)

~~(cf. 1020 - Youth Services)~~

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

~~The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's programs in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.~~

Instruction

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

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

~~(cf. 6142.8 - Comprehensive Health Education)~~

~~(cf. 6143 - Courses of Study)~~

Note: Pursuant to 20 USC 7114 and 7162, drug prevention programs supported by the federal Safe and Drug Free Schools and Communities Act must convey a clear and consistent message that the illegal use of alcohol and other drugs is wrong and harmful. In addition, Health and Safety Code 11999.2 and 11999.3 specify that a state agency may not allocate funds for a drug or alcohol related program without written assurance that all aspects of the program reinforce the "no unlawful use" message. No aspect of the program may include a message on "responsible use" of drugs or alcohol if such use is unlawful.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is **wrong and harmful prohibited**. Instruction shall not include **the concept of any message on** responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

~~(cf. 4131 - Staff Development)~~

Intervention, Referral, and Student Assistance Programs

Note: Pursuant to 20 USC ~~7115~~ **7118, as amended by P.L. 114-95**, programs which may be funded under the Safe and Drug Free Schools and Communities Act **Student Support and Academic Enrichment Grants program** include programs of counseling, mentoring, referral services, and other student assistance programs. The following section may be revised to reflect district practice.

In addition, Education Code 215 mandates that any district serving grades 7-12 adopt a suicide prevention policy which contains measures and strategies for addressing the needs of high-risk groups, including, but not limited to, youth with substance use disorders. See BP/AR 5141.52 - Suicide Prevention.

ALCOHOL AND OTHER DRUGS (continued)

The Superintendent or designee shall inform school staff, students, and parents/guardians **shall be informed** about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

(cf. 5141.52 - Suicide Prevention)

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate **Students shall not** possession, use, or **sale of** **sell** alcohol **and or** other drugs and related paraphernalia on school grounds or at school-sponsored activities.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 5131 - Conduct)

(cf. 5131.61 - Drug Testing)

(cf. 5131.63 - Steroids)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

(cf. 5145.12 - Search and Seizure)

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Note: Pursuant to Education Code 48900, a student's unlawful possession, use, sale, or furnishing of alcohol or a controlled substance is a ground for suspension or expulsion; see AR 5144.1 - Suspension and Expulsion/Due Process. Education Code 48915 requires immediate suspension and mandates expulsion for any student who sells **or provides alcohol or other** drugs at school or while under school jurisdiction. In addition, Education Code 48902 requires districts to notify law enforcement of any acts which may involve the possession or sale of narcotics or a controlled substance. **See AR 5144.1 - Suspension and Expulsion/Due Process language reflecting these requirements.** **However, when suspension and expulsion are not mandated, districts should consider whether it is appropriate to use an alternative discipline that maintains safety and order on campus and corrects student misbehavior without unnecessarily excluding students from school or discouraging them from seeking assistance for substance abuse.**

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition,

ALCOHOL AND OTHER DRUGS (continued)

~~such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics~~

Any student found selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

(cf. 5144 - Discipline)

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

Program Evaluation

Note: Pursuant to 20 USC 7116, as amended by P.L. 114-95, an application for Student Support and Academic Enrichment Grants must include a description of how the district will periodically evaluate program effectiveness based on identified program objectives and outcomes. The following paragraph may be revised to reflect district practice.

~~The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's programs in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.~~ **periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)**

(cf. 0500 - Accountability)

Legal Reference: (see next page)

ALCOHOL AND OTHER DRUGS (continued)

Legal Reference:

EDUCATION CODE

44049 *Known or suspected alcohol or drug abuse by student*
44645 *In-service training anabolic steroids*
48900 *Suspension or expulsion (grounds)*
48900.5 *Suspension, limitation on imposition; exception*
48901 *Smoking or use of tobacco prohibited*
48901.5 *Prohibition of electronic signaling devices*
48902 *Notification of law enforcement authorities; civil or criminal immunity*
48909 *Narcotics or other hallucinogenic drugs*
48915 *Expulsion; particular circumstances*
49602 *Confidentiality of pupil information*
51202 *Instruction in personal and public health and safety*
51203 *Instruction on alcohol, narcotics and restricted dangerous drugs*
51210 *Areas of study*
51220 *Areas of study, grades 7 to 12*
51260-51269 *Drug education*
60041 *Instructional materials*
60110-60115 *Instructional materials on alcohol and drug education*

BUSINESS AND PROFESSIONS CODE

25608 *Alcohol on school property; use in connection with instruction*

HEALTH AND SAFETY CODE

11032 *Narcotics, restricted dangerous drugs and marijuana*
11053-11058 *Standards and schedules*
11353.6 *Juvenile Drug Trafficking and Schoolyard Act*
11357 *Unauthorized possession of marijuana; possession in school or on school grounds*
11361.5 *Destruction of arrest or conviction records*
11372.7 *Drug program fund; uses*
11802 *Joint school-community alcohol abuse primary education and prevention program*
~~11965-11969 *The School Community Primary Prevention Program*~~
~~11998-11998.3 *Drug and Alcohol Abuse Master Plans*~~
11999-11999.3 *Alcohol and drug program funding; no unlawful use*
124175-124200 *Adolescent family life program*

PENAL CODE

13860-13864 *Suppression of drug abuse in schools*

VEHICLE CODE

13202.5 *Drug and alcohol related offenses by person under age of 21, but aged 13 or over;*

WELFARE AND INSTITUTIONS CODE

828 *Disclosure of information re minors*
828.1 *Disclosure of criminal records; protection of vulnerable staff & students*

UNITED STATES CODE, TITLE 20

5812 *National education goals*
~~7101-7184 *Safe and Drug Free Schools and Communities Act*~~
~~7101-7122 *Student Support and Academic Enrichment Grants*~~

ALCOHOL AND OTHER DRUGS (continued)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:
<http://www.cde.ca.gov/ls/he/at>

California Healthy Kids: <http://www.californiahealthykids.org>

~~*U.S. Department of Education, Office of Safe and Drug Free Schools:*~~
~~<http://www.ed.gov/about/offices/list/osdfs/index.html>~~

Office of Safe and Healthy Students: <https://www2.ed.gov/about/offices/list/oese/osh>

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CSBA Sample Board Policy

Instruction

BP 6020(a)

PARENT INVOLVEMENT (ENGAGEMENT)

Note: 20 USC 6318, **as amended by the Every Student Succeeds Act (P.L. 114-95), mandates** each district receiving federal Title I, Part A, funds to have a written parent/**guardian and family engagement involvement** policy developed jointly with and agreed upon by parents/guardians **and family members** of participating students. Education Code 11504 **mandates** districts to adopt a policy on parent/**guardian** involvement applicable to each school that does not receive Title I funds. The following policy and accompanying administrative regulation contain language satisfying both mandates and should be revised to reflect district practice.

In addition, Education Code 51101 mandates policy for all districts addressing the manner in which parents/guardians, school staff, and students may share responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students; see BP/AR 5020 - Parent Rights and Responsibilities for language fulfilling this mandate.

For best practices in implementing parent/guardian and family engagement programs, see the California Department of Education's Family Engagement Framework: A Tool for California School Districts.

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/**guardian** involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall **work with staff and consult with** parents/guardians **and family members in the development of** ~~to develop~~ meaningful opportunities **at all grade levels** for ~~parents/guardians~~ **them** to be involved in district and school activities **at all grade levels**; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)

~~(cf. 0520.2 - Title I Program Improvement Schools)~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

~~(cf. 5145.6 - Parental Notifications)~~

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's **parent/guardian and family engagement involvement** efforts, including, but not limited to, input from parents/guardians, **family members**, and school staff on the adequacy of **parent** involvement opportunities and **on** barriers that may inhibit **parent/guardian** participation.

(cf. 0500 - Accountability)

Title I Schools

Note: The following section is for use by districts that receive Title I funds. 20 USC 6318 **mandates** that such districts develop, jointly with parents/guardians **and family members** of participating students, a **parent involvement** policy which establishes expectations **and objectives** for **meaningful parent/guardian and family** involvement and describes how the district will address specified components. See the accompanying administrative regulation for the required components and optional strategies for addressing each component.

State law (Education Code 11503) **also mandates** ~~reinforces federal law by requiring annual objectives for the parent involvement program and~~ procedures to ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the Title I **parent/guardian and family engagement involvement** program.

~~Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)~~

(cf. 6171 - Title I Programs)

~~The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)~~

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

Note: Pursuant to 20 USC 6318, the Board must reserve at least one percent of the district's Title I funding to carry out parent involvement activities, including promotion of family literacy and parenting skills, provided that one percent of the allocation received by the district totals more than \$5,000. At least 95 percent of the reserved funds must be distributed to eligible schools. ~~The following paragraph is for use by districts that receive more than \$500,000 in Title I, Part A funding.~~ Pursuant to 20 USC 6318, the Governing Board must reserve at least one percent of the district's Title I funding to carry out **parent/guardian and family engagement** involvement activities, including promotion of family literacy and parenting skills, provided that one percent of the allocation received by the district totals more than \$5,000. **As amended by P.L. 114-95, 20 USC 6318 requires that a**At least ~~95~~ **90** percent of the reserved funds must be distributed to eligible schools, with priority given to "high-need schools" as defined in 20 USC 6631.

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement involvement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

(cf. 3100 - Budget)

Note: As amended by P.L. 114-95, 20 USC 6318 identifies allowable uses of the Title I funds reserved for parent/guardian and family engagement, as provided below. These uses are consistent with the activities that must be addressed in the district's parent/guardian and family engagement policy, as described in the accompanying administrative regulation.

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

- 1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members**

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

2. **Support for programs that reach parents/guardians and family members at home, in the community, and at school**
3. **Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members**
4. **Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement**
5. **Any other activities and strategies that the district determines are appropriate and consistent with this policy**

Note: In addition to the district level policy described above, 20 USC 6318 requires that each individual school receiving Title I funds have a written parent involvement policy with specified components; see the accompanying administrative regulation.

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/**guardian and family engagement involvement** policy in accordance with 20 USC 6318.

Non-Title I Schools

Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent/**guardian** involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502. See the accompanying administrative regulation for information about these goals and sample strategies for addressing each goal.

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*Legal Reference:***EDUCATION CODE**

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

Legal Reference continued: (see next page)

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 ~~Parental notice of teacher qualifications and student achievement~~ **State plan**

6312 Local educational agency plan

6314 Schoolwide programs

~~6316 School improvement~~

~~6318 Parent involvement and family engagement~~

6631 Teacher and school leader incentive program, purposes and definitions

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES

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

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

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

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

~~No Child Left Behind: <http://www.ed.gov/nclb>~~

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

(6/96 8/06) 10/17

CSBA Sample Administrative Regulation

Instruction

AR 6020(a)

PARENT INVOLVEMENT (ENGAGEMENT)

Note: The following administrative regulation contains parent/guardian and family engagement involvement strategies that meet legal requirements applicable to districts and schools receiving federal Title I funds and those that do not receive Title I funds. The district should use and adapt the section(s) applicable to its circumstances. If desired, the district may develop one set of strategies applicable to all schools, provided that all the provisions required by law for both types of schools are included.

District Strategies for Title I Schools

Note: The following section is for use by districts that receive Title I, Part A, funds. 20 USC 6318, as amended by the Every Student Succeeds Act (P.L. 114-95), mandates that such districts develop a policy that describes the means by which the district will address the components specified in items #1-6 below. Under each required component, below are optional strategies for addressing the component, which should be modified to reflect the specific strategies jointly developed by the district and the district should list specific strategies, developed jointly with parents/guardians and family members of participating students, that describe how it will address the component. In the state's Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district has identified such strategies.

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee district shall:

Note: Pursuant to 20 USC 6318, districts must involve parents/guardians and family members in the development of the Title I local educational agency (LEA) plan described in 20 USC 6312; also see BP 6171 - Title I Programs. In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan for further information about the development of the LCAP, including requirements for consultation with parents/guardians and other stakeholders and for the establishment of a parent advisory committee and English learner parent advisory committee.

1. Involve parents/guardians of participating students and family members in the joint development of the Title I local educational agency (LEA) plan pursuant to a district plan that meets the requirements of 20 USC 6312 and in the process of school review and improvement pursuant to 20 USC 6316 development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6171 - Title I Programs)

Note: Items #a-f below are optional and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

The Superintendent or designee may:

- a. **In accordance with Education Code 52063, establish a district-level parent advisory committee including parent/guardian representatives from each school site and, as applicable, an English learner parent advisory committee** to review and comment on the LEA plan in accordance with the review schedule established by the Governing Board
- b. Invite input on the LEA plan from other district committees and school site councils

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
 - d. Provide copies of working drafts of the LEA plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - e. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
 - f. Ensure that school-level policies on parent/guardian and family engagement involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist **and build the capacity of** Title I schools in planning and implementing effective parent/guardian and family engagement involvement activities to improve student academic achievement and school performance, **which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education** (20 USC 6318)

(cf. 1700 - Relations Between Private Industry and the Schools)

Note: Items #2a-d below are optional and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.
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~~The Superintendent or designee may:~~

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

- a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues
 - b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities
 - c. Provide ongoing district level workshops to assist school site staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops
 - d. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

Note: 20 USC 6318 mandates that the district's policy or regulation include items #2a-f below. The district may expand these items to describe methods the district will use to carry out each activity.

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)
 (cf. 6162.5 - Student Assessment)
 (cf. 6162.51 - State Academic Achievement Tests)
 (cf. 6162.52 - High School Exit Examination)

- b. Provide **parents/guardians with** materials and training, such as literacy training and using technology (**including education about the harms of copyright piracy**), as appropriate, to help **parents/guardians them** work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- c. With the assistance of parents/guardians, **educate teachers, student services specialized instructional support** personnel, principals **and other school**

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

leaders, and other staff, ~~with the assistance of parents/guardians~~, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: ~~The district may revise item #d below to specify programs offered by the district.~~

- d. To the extent feasible and appropriate, coordinate and integrate parent/**guardian** involvement programs and activities with **other federal, state, and local programs, including public preschool programs, Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs**, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in **more** fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/**guardian** involvement activities as parents/guardians may request

Note: Although not mandated to be included in the district's policy or regulation, item #2g reflects a legal requirement in 20 USC 6318(g) to inform parents/guardians about the existence of parent information and resource centers in the state that work with Title I schools, districts, and parents/guardians. See the management resources in the accompanying Board policy for resources that can help districts locate the centers closest to them.

- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

Note: Items #2a-~~pt~~ below are **optional** and should be revised to reflect **strategies jointly developed by district staff and parents/guardians of participating students district practice**. Items #a2-h are authorized, but not required, by 20 USC 6318.

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
 - b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
 - c. Pay reasonable and necessary expenses associated with parent/**guardian** involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
 - d. Train parents/guardians to enhance the involvement of other parents/guardians
 - e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, **in order to maximize parent/guardian involvement and participation**
 - f. Adopt and implement model approaches to improving parent/**guardian** involvement
 - g. Establish a districtwide parent advisory council to provide advice on all matters related to parent/**guardian** involvement in Title I programs
 - h. Develop appropriate roles for community-based organizations and businesses in parent/**guardian** involvement activities
 - i. Make referrals to community agencies and organizations that offer literacy training, parent/**guardian** education programs, and/or other services that help to improve the conditions of parents/guardians and families
- (cf. 1020 - Youth Services)*
- j. Provide a master calendar of district activities and district meetings
 - k. Provide information about opportunities for parent/**guardian and family engagement involvement** through the district newsletter, web site, or other written or electronic means

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

(cf. 1230 - School-Connected Organizations)

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians **and family members** as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

e.o. Provide ongoing district-level workshops to assist school site staff, **and** parents/guardians, **and family members** in planning and implementing improvement strategies, and seek **their** input ~~from parents/guardians~~ in developing the workshops

b.p. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/**guardian and family engagement involvement**, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of ~~parent involvement~~ **related activities**

e.q. Regularly evaluate the effectiveness of staff development activities related to parent/**guardian and family engagement involvement**

p.r. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

a.s. Assign ~~person(s) in the district office~~ **district personnel** to serve as a liaison to the schools regarding Title I parent/**guardian and family engagement involvement** issues

d.t. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

Note: The district may revise item #4 below to specify programs offered by the district.

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

- 4.3.** To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement involvement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

(cf. 5148.3 - Preschool/Early Childhood Education)

Note: Items #a d below are optional and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals

- 5.4.** Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement involvement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)

Note: 20 USC 6318 mandates that the district's policy or regulation include items #a b below. The district may expand these items to describe methods the district will use to carry out each activity.

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

The Superintendent or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent/guardian and family engagement involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
- c. Strategies to support successful school and family interactions

(cf. 0500 - Accountability)

Note: Although it is not mandated to be included in the district's policy or regulation, item #c below the following paragraph reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent/guardian involvement efforts.

- e. Assess the district's progress in meeting annual objectives for the parent involvement program; The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms; and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)

Note: Although not mandated to be included in the district's policy or regulation, item #c below reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent involvement efforts.

- e. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

Note: Items #a-c below are optional and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.

The Superintendent or designee may:

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
 - b. Gather and monitor data regarding the number of parents/guardians **and family members** participating in district activities and the types of activities in which they are engaged
 - c. Recommend to the Board measures to evaluate the impact of the district's parent/**guardian and family engagement involvement** efforts on student achievement
- b. 5.** Use the **evaluation results findings of the evaluation conducted pursuant to item #4 above** to design **evidence-based** strategies for more effective parent/**guardian and family** involvement and, if necessary, to **recommend changes in revise** the parent/**guardian and family engagement involvement** policy (20 USC 6318)
6. Involve parents/guardians in the activities of schools served by Title I, **which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy** (20 USC 6318)

Note: Items #a-c below are **optional** and should be revised to reflect strategies jointly developed by district staff and parents/guardians of participating students.

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians **and family members**
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians **and family members** with special needs
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

Note: Pursuant to 20 USC 6318, the district's parent/**guardian and family engagement involvement** policy must be incorporated into the district's Title I local educational agency LEA plan. See BP/AR-6171—Title I Programs for language regarding the plan's development. **In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan.**

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

The district's Board policy and administrative regulation containing parent/**guardian and family engagement involvement** strategies shall be incorporated into the **LEA plan district's local control and accountability plan in accordance with 20 USC 6312** and **shall be** distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

School-Level Policies for Title I Schools

Note: The following section is for use by districts that receive federal Title I, Part A funds. 20 USC 6318, **as amended by P.L. 114-95**, mandates that each individual school receiving Title I funds have a written parent/**guardian and family engagement involvement** policy, developed jointly with and agreed upon by parents/guardians **and family members** of participating students, that describes the means for carrying out the requirements of 20 USC 6318(c) through (f), reflected in items #1-8 below. The following section lists the required components but does not include specific strategies which should be added by each school. **Schools may also use a template available on the web site of the California Department of Education, Title I School-Level Parental Involvement Policy, to develop the school-level policy.**

At each school receiving Title I funds, a written policy on parent/**guardian and family engagement involvement** shall be developed jointly with ~~and agreed upon by the~~ parents/guardians **and family members** of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/**guardian** involvement

Note: As provided in item #3 below, 20 USC 6318 requires parent/guardian involvement in the development of the comprehensive plan required by 20 USC 6314 for schoolwide programs. Under state law (Education Code 64001), this plan must be incorporated into the single plan for student achievement covering all categorical programs in the state's consolidated application; see AR 6171 - Title I Programs and BP/AR 0420 - School Plans/Site Councils for further information about the development of this plan.

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/**guardian and family engagement involvement** policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and **the proficiency levels students are expected to meet the achievement levels of the state academic standards**

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

(cf. 5123 - Promotion/Acceleration/Retention)

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

Note: 20 USC 6318 requires Title I schools to develop a school-parent compact as provided in item #6 below. U.S. Department of Education non-regulatory guidance, Parental Involvement: Title I, Part A, provides a sample template that schools may use in the development of the school-parent compact.

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's **student** academic achievement standards

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

- b. Ways in which parents/guardians will be responsible for supporting their children's learning, **such as monitoring attendance, homework completion, and television viewing;** volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
- (cf. 1240 - Volunteer Assistance)
 (cf. 5020 - Parent Rights and Responsibilities)
 (cf. 5113 - Absences and Excuses)
 (cf. 6145 - Extracurricular/Cocurricular Activities)
 (cf. 6154 - Homework/Makeup Work)
- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
- (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - (2) Frequent reports to parents/guardians on their children's progress
 - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
 - (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand**
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the **required** activities described in ~~items #3a-h~~ **item #2** in the section "District Strategies for Title I Schools" above
8. To the extent practicable, provide ~~full~~ opportunities for the **informed** participation of parents/guardians **and family members (including parents/guardians and family members** with limited English proficiency, parents/guardians **and family members** with disabilities, and parents/guardians **and family members** of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

Each school's parent/**guardian and family engagement involvement** policy shall be made available to the local community. **Parents/guardians shall be notified of the policy and distributed to parents/guardians of participating students** in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Note: The following paragraph is **optional**. Education Code 64001 requires that the single plan for student achievement covering the categorical programs in the state's consolidated application, including Title I schoolwide programs, be annually reviewed by the school site council and submitted to the Board for approval; see BP/AR 0420 - School Plans/Site Councils.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/**guardian and family engagement involvement** policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

~~The principal or designee, jointly with parents/guardians of participating students, The school's policy shall be periodically updated the school's policy~~ to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent/**guardian** involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502 as reflected in items #1-5 below. Subitems under items #1-5 are **optional** strategies for carrying out the legal requirement and should be revised to reflect district practice.

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

Note: Items #a-c below are optional and should be revised to reflect district practice.

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

Note: Items #a b below are optional and should be revised to reflect district practice.

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment **for their children** at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

Note: Items #a g below are optional and should be revised to reflect district practice.

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

- c. Provide information about parent/**guardian and family engagement involvement** opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
 - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - e. Develop mechanisms to encourage parent/guardian input on district and school issues
 - f. Identify barriers to parent/guardian **and family** participation in school activities, including parents/guardians **and family members** who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

Note: Items #a b below are **optional** and should be revised to reflect district practice.

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
 - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate parent/**guardian and family engagement involvement** programs into school plans for academic accountability

Note: Items #a b below are **optional** and should be revised to reflect district practice.

The Superintendent or designee may:

PARENT INVOLVEMENT (ENGAGEMENT) (continued)

- a. Include parent/**guardian and family engagement** ~~involvement~~ strategies in school reform or school improvement initiatives
- b. Involve parents/guardians **and family members** in school planning processes

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CSBA Sample Administrative Regulation

Instruction

AR 6112(a)

SCHOOL DAY

Note: The following **optional** administrative regulation specifies minimum and maximum school days for each grade level as provided by law. The district may revise this regulation to reflect district practice.

Pursuant to Education Code 46114, the minimum school day in grades K-8 may be computed by determining the average number of minutes over 10 consecutive school days (i.e., the number of minutes of attendance in any 10 consecutive school days, divided by 10). Education Code 46142 authorizes the minimum school day in junior high and high schools to be computed by averaging the number of minutes over two consecutive school days. The district will be in compliance if the average is at least the minimum day required by law, even if the number of minutes in any one school day is less than the minimum required school day specified below. However, Education Code 46114 and 46142 provide that no single school day may be less than 60 minutes for kindergarten, 170 minutes for grades 1-3, or 180 minutes for grades 4-12.

Education Code 46201 and 46207 require districts that have reached their local control funding formula (LCFF) funding target, as well as districts that received longer day or longer year funding prior to the implementation of the LCFF, to offer at least the following instructional minutes per school year: 36,000 minutes for kindergarten, 50,400 for grades 1-3, 54,000 for grades 4-8, and 64,800 for grades 9-12. Pursuant to Education Code 46201 and 46207, if this requirement is not met for any grade level, a portion of the district's LCFF allocation will be withheld.

Kindergarten/Transitional Kindergarten

Note: The following section is for use by districts that maintain kindergarten and transitional kindergarten (TK) classes. Education Code 37202, as amended by AB 99 (Ch. 15, Statutes of 2017), permits districts to maintain kindergarten or TK classes for different lengths of time during the school day, either at the same or different school sites. Districts offering kindergarten or TK classes for different lengths of time are still required to meet the minimum and maximum length of school day described below.

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

Note: ~~The following section is for use by districts that maintain kindergarten classes.~~ Education Code 46117 establishes a minimum school day of three hours (180 minutes) for kindergarten students as provided below. However, pursuant to Education Code 46119, if a district has ~~less than a total of fewer than~~ 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher.

Except as otherwise **provided permitted** by law, the average school day established for kindergarten **and TK** students shall be at least three hours, including recesses but excluding noon intermissions, but no longer than four hours, excluding recesses. (Education Code 46111, 46114, 46115, 46117)

SCHOOL DAY (continued)

Note: The following paragraph is **optional**. Although Education Code 46111 provides that recess shall be excluded from determining the maximum school day, it is the interpretation of the California Department of Education (**CDE**) that recess time may be counted as instructional minutes, at the district's discretion, if teacher supervision occurs.

Recess may be counted as instructional minutes for purposes of determining the maximum school day if **it occurs under** teacher supervision ~~occurs~~.

Note: The following **optional** paragraph is for use by districts that have established an early primary program pursuant to Education Code 8970-8974 in order to provide an integrated, experiential, and developmentally appropriate educational program with specified components for students in prekindergarten through grade 3. Education Code 8973 provides that the kindergarten school day in such programs may exceed four hours under the conditions described below, although districts do not receive additional apportionment funds.

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

Note: Pursuant to Education Code 48003, districts are required to provide an annual report to the CDE regarding the type of kindergarten program offered by the district, including part day, full day, or both, by completing the School Information Form 2017 located on the CDE web site. The form also includes the type(s) of TK program offered.

The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

SCHOOL DAY (continued)**Grades 1-8**

Note: The following section is for use by districts that maintain any of grades 1-8 and should be modified to reflect the grade levels offered by the district.

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes. (Education Code 46112, 46142)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

Grades 9-12

Note: The following section is for use by districts that maintain any of grades 9-12 and may be modified to reflect the grade levels offered by the district.

The school day for students in grades 9-12 shall be at least 240 minutes. (Education Code 46141, 46142)

Note: The following list should be revised to reflect programs offered by the district.

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)
2. Opportunity school or classes (Education Code 46141, 46180)
3. Regional occupational center (Education Code 46141, 52325)

(cf. 6178.2 - Regional Occupational Center/Program)

SCHOOL DAY (continued)

4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

(cf. 6178.1 - Work-Based Learning)

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Note: SB 1316 (Ch. 67, 2012) amended Education Code 46141 and added Education Code 46146.5 to exempt early college high schools and middle college high schools from the 240 minute minimum school day requirement under the circumstances described in item #6 below.

6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)
7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

(cf. 6178 - Career Technical Education)

8. Adult education classes (Education Code 46190)

(cf. 6200 - Adult Education)

SCHOOL DAY (continued)**Alternative Block Schedule for Secondary Schools**

Note: The following **optional** section is for use by districts that choose to create a block schedule pursuant to Education Code 46160-46162; see the accompanying Board policy. In establishing a block schedule, the district should be aware of state law (Education Code 51222) that requires secondary students to attend physical education courses for at least 400 minutes each 10 school days; see AR 6142.7. Physical Education and Activity. Although the daily alternating block schedule, often referred to as the A/B block schedule, does fulfill the requirement for physical education minutes, other block schedules do not and thus require a waiver from the State Board of Education (SBE). See SBE Waiver Policy #99-03 for waiver criteria.

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

Note: The following optional paragraph is for use by districts that maintain an early college high school or middle college high school. Pursuant to Education Code 46160, as amended by AB 99 (Ch. 15, Statutes of 2017), such districts may schedule classes in these schools so that students who satisfy the provisions of Education Code 46146.5 in regard to part-time enrollment at community college, the California State University, or the University of California attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period.

An early college high school or middle college high school may be scheduled so that students attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period. (Education Code 46160)

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CSBA Sample Board Policy

Instruction

BP 6153(a)

SCHOOL-SPONSORED TRIPS

Note: The following **optional** policy should be revised to reflect district practice. For language regarding transportation for field trips, see AR 3541.1 - Transportation for School-Related Trips.

The following paragraph is consistent with the goals of field trips and excursions specified in Education Code 35330. Districts that wish to prohibit certain types of trips because of educational or safety concerns may modify the following paragraph accordingly (e.g., trips to amusement parks, boating).

The Governing Board recognizes that **school-sponsored field trips are an important component of a student's development and supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.**

(cf. 0460 - Local Control and Accountability Plan)

Note: The following paragraph is consistent with the goals of field trips and excursions specified in Education Code 35330. Districts that wish to prohibit certain types of trips (e.g., trips to amusement parks, boating) because of educational or safety concerns may modify the following paragraph accordingly.

School-sponsored Field trips **may shall** be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band **activities**, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. **(Education Code 35330)**

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Note: The following paragraph may be revised to reflect district practice.

Requests for **school-sponsored field** trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other **school-sponsored field** trips shall be approved in advance by the principal.

(cf. 3312.2 - Educational Travel Program Contracts)

SCHOOL-SPONSORED TRIPS (continued)

The principal shall establish a process for approving a staff member's request to conduct a **school-sponsored field** trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5142 - Safety)

(cf. 5143 - Insurance)

(cf. 5144 - Discipline)

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

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1700 - Relations Between Private Industry and the Schools)

Note: Education Code 35330, as amended by AB 341 (Ch. 40, Statutes of 2017), eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country. Pursuant to Education Code 35330, unlike field trips within the state, no transportation allowances will be made by the Superintendent of Public Instruction for out-of-state field trips.

The Board may approve the use of district funds ~~shall not be used to pay for~~ student expenses for **in-state, out-of-state, or out-of-country field trips or excursions when permitted by law.** ~~However,~~ **In addition,** expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

Legal Reference: (see next page)

SCHOOL-SPONSORED TRIPS (continued)

Legal Reference:

EDUCATION CODE

- 8760 Authorization of outdoor science and conservation programs
- 32040-32044 First aid equipment: field trips
- 35330 Excursions and field trips
- 35331 Provision for medical or hospital service for pupils (on field trips)
- 35332 Transportation by chartered airline
- 35350 Transportation of students
- 44808 Liability when pupils not on school property
- 48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

- ~~17540 Travel promoters~~
- 17550-17550.9 Sellers of travel
- 17552-17556.5 Educational travel organizations

Management Resources:

WEB SITES

- American Red Cross: <http://www.redcross.org>
- California Association of Directors of Activities: <http://www.cada1.org>
- U.S. Department of Homeland Security: <http://www.dhs.gov>

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CSBA Sample Board Policy

Instruction

BP 6170.1(a)

TRANSITIONAL KINDERGARTEN

Note: The following policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 48000 provides that children are eligible for kindergarten enrollment if they have their fifth birthday on or before September 1 in that school year; see AR 5111 - Admission. Pursuant to Education Code 48000, any child whose birthday is between September 2 and December 2 must be offered a transitional kindergarten (TK) program.

Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities) are also applicable to TK. The district will receive **funding based on** average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.

For guidance on implementing TK programs, see the [Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers](#), published by the California Department of Education (CDE).

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The **TK** program shall assist **TK children students** in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in **program the** development, implementation, and evaluation **of the district's TK program**.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

Note: Pursuant to Education Code 48200, each person between the ages of 6 and 18 years is subject to compulsory full time education, unless otherwise exempted by law. Thus, parents/guardians are not required to enroll children in TK or kindergarten but, if they do so, are subject to the age criteria specified below.

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Note: The CDE's "Transitional Kindergarten FAQs" clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK. For information about required immunizations and exemptions, see BP/AR 5141.31 - Immunizations.

TRANSITIONAL KINDERGARTEN (continued)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Note: The following paragraph is **optional**. If the district chooses to allow kindergarten-eligible children to enroll in the TK program, CDE recommends that the district establish criteria to determine selection requirements. The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying that he/she agrees to have the child continue in kindergarten the following year; see section "Continuation in Kindergarten" below.

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

Note: The following paragraph is **optional**. Pursuant to Education Code 48000, ~~as amended by AB 104 (Ch. 13, Statutes of 2015)~~, the district may, at its discretion, determine whether to allow admittance of children whose fifth birthday is after December 2. Such students may be admitted at any time during the school year, including at the beginning of the year. **Education Code 48000 provides that districts will not receive ADA apportionment for a child whose birthday is after December 2 until the child reaches his/her fifth birthday.**

~~The district may, at~~ any time during the school year, **the district may** admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest **and the child's parents/guardians approve**. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

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

TRANSITIONAL KINDERGARTEN (continued)

Note: ~~As amended by SB 858 (Ch. 32, Statutes of 2014),~~ Education Code 48000 states the Legislature's intent that the TK curriculum be aligned to the California Preschool Learning Foundations developed by the CDE. These standards address essential skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's web site.

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - *Preschool/Early Childhood Education*)

(cf. 6011 - *Academic Standards*)

(cf. 6174 - *Education for English Learners*)

Note: The following **optional** paragraph may be revised to reflect district practice. Education Code 37202, **as amended by AB 99 (Ch. 15, Statutes of 2017), permits districts to maintain TK and kindergarten classes for different lengths of time during the school day, either at the same or a different school site. Districts offering TK classes for different lengths of time are still required to meet the minimum and maximum length of school day provided in law.** ~~requires that all elementary schools in the district be maintained for an equal length of time during the school year. In its "Transitional Kindergarten FAQs," the CDE has interpreted this to mean that the district's annual instructional minutes offered to TK students should be the same as the number of instructional minutes offered to kindergarten students, as reflected in its annual audit.~~ Pursuant to Education Code 46111 and 46117, at the kindergarten **and TK** level the minimum school day is three hours (180 minutes), **including recess but excluding noon intermission**, and the maximum school day is four hours (240 minutes), **excluding recess**, unless the district has adopted an extended-day kindergarten pursuant to Education Code 8973. However, pursuant to Education Code 46119, if the district has fewer than 40 kindergarten students, **the Governing Board** ~~it~~ may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, **including recesses**, taught on the same day by the same teacher. Also see AR 6112 - School Day.

Pursuant to Education Code 48003, districts are required to provide an annual report to the CDE regarding the type of kindergarten program offered by the district, including part day, full day, or both. The School Information Form 2017, located on the CDE web site, requires a report on the type of TK program offered.

The Board shall ~~fix~~ **establish** the length(s) of the school day in the district's TK program, ~~which TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is~~ **shall be** at least three hours but no more than four hours. **The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)**

(cf. 6111 - *School Calendar*)

(cf. 6112 - *School Day*)

TRANSITIONAL KINDERGARTEN (continued)

Note: The following **optional** paragraph may be revised to reflect district practice. According to the CDE's "Transitional Kindergarten FAQs," it is the intent of the law to provide separate and unique experiences for TK and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether TK and kindergarten students may be enrolled in the same classrooms.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

Note: To be qualified to teach a TK class, the teacher must possess an appropriate multiple subjects or early childhood education credential issued by the Commission on Teacher Credentialing (CTC) authorizing instruction in TK. ~~As amended by SB 876 (Ch. 687, Statutes of 2014),~~ Education Code 48000 establishes additional requirements for credentialed teachers who are first assigned to a TK class after July 1, 2015, as provided below.

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Note: The following section is consistent with guidance in the CDE's "Transitional Kindergarten FAQs."

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

TRANSITIONAL KINDERGARTEN (continued)

Note: The following **optional** paragraph is for use by districts that allow kindergarten-eligible children to enroll in TK; see "Eligibility" section above. When such students are subsequently enrolled in kindergarten, the district is required to obtain a signed Kindergarten Continuance Form in order to receive kindergarten ADA for those children since they would otherwise be age-eligible for first grade. CDE recommends that approval for a student to continue in kindergarten not be sought until near the end of the year of TK, since permission obtained unreasonably far in advance could be found invalid.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

Note: Pursuant to Education Code 46300, the district may not include for ADA purposes the attendance of any student for more than two years in a combination of TK and kindergarten.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

Note: The following section may be revised to reflect district practice. One assessment resource for TK students is the CDE's Desired Results Developmental Profile, which is designed to assess the developmental progression of all children from early infancy to kindergarten entry.

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Legal Reference:

EDUCATION CODE

- 8973 *Extended-day kindergarten*
- 37202 *School calendar; equivalency of instructional minutes*
- 44258.9 *Assignment monitoring by county superintendent of schools*
- 46111 *Kindergarten, hours of attendance*
- 46114-46119 *Minimum school day, kindergarten*
- 46300 *Computation of ADA, inclusion of kindergarten and transitional kindergarten*
- 48000 *Age of admission, kindergarten and transitional kindergarten*
- 48002 *Evidence of minimum age required to enter kindergarten or first grade*
- 48003 *Kindergarten annual report***
- 48200 *Compulsory education, starting at age six*

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

CSBA Sample Administrative Regulation

Instruction

AR 6173.1(a)

EDUCATION FOR FOSTER YOUTH

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01. (Education Code 42238.01, 48853.5)

Note: In instances where the rights of the parent/guardian have been limited, the court may appoint an educational representative on a temporary or long-term basis to make educational decisions for the student.

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is **some other another** school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine **which school is the school of origin. This determination shall be made** in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and **it shall be based on** the best interests of the foster youth, **which school is the school of origin.** (Education Code 48853.5)

Note: Education Code 48850 expresses the legislative intent that the "best interests" of a foster youth include educational stability as well as placement in the least restrictive educational program, as provided below.

In addition, pursuant to 20 USC 6311, determination of a student's "best interest" requires consideration of all factors relating to the student's best interest, including the appropriateness of the current educational setting and the proximity to the school in which the student is enrolled at the time of placement.

Best interest means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, **the proximity to the school at the time of placement, appropriateness of the educational setting,** educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; **20 USC 6311**)

EDUCATION FOR FOSTER YOUTH (continued)

District Liaison

Note: Pursuant to Education Code 48853.5, districts are required to designate a staff person as the educational liaison for foster youth. This person may be the same individual designated as the liaison for homeless students as required by 42 USC 11432; see AR 6173 - Education for Homeless Children. In addition, Education Code 48853.5 requires that, for districts operating a foster youth services program, the liaison be affiliated with that program. The duties of the liaison are as specified below.

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

FEDERAL-STATE PROGRAMS; TESTING; YOUTH ADVOCACY; & AERIES/CalPADS
445 Montezuma Street
Rio Vista, CA 94571
(707) 374-1720
cricketts@rdusd.org

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

Note: Education Code 48645.5 requires districts to accept for credit full or partial coursework completed in a public school or nonpublic nonsectarian school or agency in addition to a juvenile court school; see the section below entitled "Transfer of Coursework and Credits."

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

EDUCATION FOR FOSTER YOUTH (continued)

Note: Pursuant to Education Code 48853.5, 48911, 48915.5, and 48918.1, the district liaison is required to invite or notify a foster youth's attorney and the appropriate official of the county child welfare agency in certain circumstances when expulsion-related proceedings are pending against the foster youth. For specific situations requiring such invitation or notice, see AR 5144.1 - Suspension and Expulsion/Due Process.

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination prior to a change in the foster youth's placement, when he/she is a student with a disability. (Education Code 48853.5, 48911, 48915.5, 48918.1)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Note: Items #4-8 below are **optional** and should be modified to reflect district practice.

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

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

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

5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

(cf. 5141.6 - School Health Services)

(cf. 5148.2 - Before/After School Programs)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: **Optional** item #7 establishes the responsibility of the district liaison to collaborate with other local agencies to coordinate services for foster youth.

EDUCATION FOR FOSTER YOUTH (continued)

Education Code 42920.5-42921, as amended by AB 854 (Ch. 781, Statutes of 2015), establish the Foster Youth Services Coordinating Program and provide funding for a county office of education or consortium of county offices of education to coordinate educational support for foster youth among the districts within their jurisdiction. As part of the program, such county offices must develop and implement a coordinating plan for purposes of establishing guiding principles and protocols to provide supports for foster care students. To the extent possible, such a plan must include, but **shall is** not **be** limited to, a description of how the program will establish ongoing collaboration among local educational agencies, county child welfare agencies, and county probation departments to determine the proper educational placement of foster youth. In addition, pursuant to Education Code 42921, if a district annually certifies in writing that it is unable, using any other state, federal, local, or private funds, to provide tutoring, mentoring, and counseling for foster youth, it may enter into a temporary agreement with the foster youth services coordinating program to provide those services, if the program has established such services.

7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)

(cf. 5113.1 - Chronic Absence and Truancy)

Note: The following **optional** item facilitates the annual update of the local control and accountability plan required pursuant to Education Code 52060; see BP/AR 0460 - Local Control and Accountability Plan.

8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

(cf. 0460 - Local Control and Accountability Plan)

Note: The following paragraph is **optional**. Because the district's liaison for foster youth often has additional duties pertaining to other programs, CSBA's policy brief Educating Foster Youth: Best Practices and Board Considerations recommends periodic evaluation of the liaison's caseload to determine whether he/she is able to adequately fulfill his/her duties with respect to foster youth.

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

EDUCATION FOR FOSTER YOUTH (continued)

(cf. 6159 - Individualized Education Program)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

Note: Pursuant to Education Code 48853, a district is required to educate foster youth in the least restrictive environment necessary for their educational achievement. However, a district may be discharged from this obligation when the parent/guardian or other person **with holding** the right to make educational decisions for the foster youth unilaterally decides to place the foster youth in another educational program and provides the district a written statement as specified in item #2 below.

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program and submits a written statement to the district indicating that determination and that he/she is aware of the following:
 - a. The student has a right to attend a regular public school in the least restrictive environment.
 - b. The alternate educational program is a special education program, if applicable.
 - c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.
 - d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

Note: Pursuant to Education Code 48853.5, a foster youth may continue his/her education in the school of origin under the circumstances stated below. Elementary and high school districts should delete any item **#3b or c** that is not applicable to the grade levels served by the district.

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
 - a. The student may continue in the school of origin for the duration of the court's jurisdiction.
 - b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.

EDUCATION FOR FOSTER YOUTH (continued)

- c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.
- d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

Note: Pursuant to Education Code 48853.5, a district is required to immediately enroll any foster youth transferring into the district even when the foster youth has outstanding fees or fines due to the last school attended or the district has not received the foster youth's academic and medical records, as listed in items #1-3 below. However, pursuant to Health and Safety Code 120341, if a district does not receive a foster youth's immunization records prior to enrolling him/her, the district must take steps, after the foster youth is enrolled, to obtain his/her immunization records or ensure that he/she is properly immunized. See BP/AR 5141.31 - Immunizations.

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

- 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*)

EDUCATION FOR FOSTER YOUTH (continued)

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

(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, immunization records or other documentation

(cf. 5111.1 - District Residency)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Note: Education Code 48853 and 48853.5 specify that, if a dispute arises regarding school placement, the district shall use an existing dispute resolution process available to any district student. The following paragraph should be modified to reflect district practice.

If the foster youth or a person **with holding** the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

Note: Pursuant to Education Code 48853.5, a district may, but is not required to, provide transportation to enable a foster youth to attend a school or school district of origin, except when it is otherwise required by federal law or pursuant to the individualized education program of a student with a disability. **In accordance with 20 USC 6312, as amended by the Every Student Succeeds Act (P.L. 114-95), districts are mandated to collaborate with the local child welfare agency to develop clear written procedures governing how transportation will be provided, arranged, and funded to enable foster youth to attend their school of origin, when it is in their best interest to do so. The local child welfare agency may reimburse the district for any additional costs of such transportation, or the district may agree to pay for or share the costs with the child welfare agency. The following section may be revised to reflect the procedures established in collaboration with the child welfare agency, or such procedures may be incorporated into a memorandum of understanding or other document. An example of when transportation might be required under federal law is when a foster youth is homeless, pursuant to the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435).**

EDUCATION FOR FOSTER YOUTH (continued)

Option 1 is for use by districts that do not provide transportation. Option 2 is for use by districts that choose to provide transportation to foster youth to and from their school of origin and may be revised to reflect district practice.

OPTION 1: ~~The district shall not be responsible for providing transportation to and from the school of origin.~~

OPTION 2: ~~Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.~~

The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable foster youth to remain in their school of origin, for the duration of their time in foster care, when it is in their best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20 USC 6312)

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school
2. A verified court appearance or related court-ordered activity

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

Transfer of Coursework and Credits

Note: The following section is for use by districts maintaining high schools. Education Code 51225.2 addresses the transferability of coursework and credits completed by foster youth, as provided below.

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

EDUCATION FOR FOSTER YOUTH (continued)

If the foster youth 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 foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth 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 foster youth who transfer from school to school, there is no uniform system for calculating and awarding partial credits. To ensure consistency in the treatment of foster youth, the California Child Welfare Council (CCWC), in its Partial Credit Model Policy and Practice Recommendations available on its web site, recommends the approach specified in the following **optional** paragraph, which may 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 foster youth 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)

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 from graduation from high school are suspended for the 2015-16, 2016-17, and 2017-18 school years.

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

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

EDUCATION FOR FOSTER YOUTH (continued)

Note: Education Code 51225.1 exempts any foster youth who transfers into the district or between district schools any time after completion of the student's second year of high school from locally established high school graduation requirements. The district is required to notify the 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, the student will be eligible for the exemption once he/she is notified, even if that notification is received after the student is no longer under the court's jurisdiction, if the student otherwise qualifies for the exemption.

However, when a foster youth 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 foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for him/her, and the foster youth's social worker of the availability of the exemption and whether the foster youth 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 a foster youth. (Education Code 51225.1, 60851)

To determine whether a foster youth is in his/her third or fourth year of high school, the district shall use either the number of credits the foster youth 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 foster youth 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 foster youth'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 foster youth 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 foster youth or any person acting on behalf of a foster youth. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she is still enrolled in school or if he/she transfers to another school or school district. (Education Code 51225.1)

EDUCATION FOR FOSTER YOUTH (continued)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within his/her fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for him/her of the foster youth's option 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 foster youth about transfer opportunities available through the California Community Colleges
3. Upon agreement with the foster youth or, if he/she is under 18 years of age, the person holding the right to make educational decisions for him/her, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

Note: Education Code 48850 provides that, when a foster youth's residence changes pursuant to a court order or decision of a child welfare worker, the student shall be immediately deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports. For additional information about eligibility requirements, see BP 6145 - Extracurricular and Cocurricular Activities.

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker 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: As amended by AB 379 (Ch. 772, Statutes of 2015), Education Code 48853, 49069.5, 51225.1, and 51225.2 require that the district's annual uniform complaint procedures notification include specified information regarding the educational rights of foster youth. See AR 1312.3 - Uniform Complaint Procedures for further information regarding this notification. Education Code 48853.5, as amended by AB 379, requires the California Department of Education (CDE), in consultation with the California Foster Youth Education Task Force, to develop a standardized notice of the educational rights of foster youth and to post that notice on its web site.

Information regarding the educational rights of foster youth 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 48853, 48853.5, 49069.5, 51225.1, 51225.2)

EDUCATION FOR FOSTER YOUTH (continued)

(cf. 5145.6 - Parental Notifications)

Note: ~~AB 379 (Ch. 772, Statutes of 2015) amended~~ Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2 to provide that complaints of noncompliance with specified requirements related to the education of foster youth 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 **alleging** that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 1312.3 - Uniform Complaint Procedures)

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(12/13 12/15) 10/17

CSBA Sample Board Policy

Instruction

BP 6173.2(a)

EDUCATION OF CHILDREN OF MILITARY FAMILIES

Note: Pursuant to Education Code 49700-49704, as added by AB 343 (Ch. 237, Statutes of 2009), the Interstate Compact on Educational Opportunity for Military Children is applicable to California school districts from January 1, 2010 through January 1, 2013, unless extended by the Legislature. Education Code 49700-49701 establish uniform means of assisting children of "active duty military families" transferred into or out of California by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians. Among other things, Education Code 49701 requires that districts be flexible in applying their local rules to such students in order to facilitate their enrollment, placement, advancement, eligibility for extracurricular activities, and on time graduation. The following optional policy is optional and may be revised to reflect district practice.

The Governing Board recognizes the challenges to the academic success of that children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. In accordance with law, the district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students.

(cf. 5125 - Student Records)
(cf. 6011 - Academic Standards)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6179 - Supplemental Instruction)

Note: Education Code 49700 encourages districts to facilitate the placement of children of military families so that they are not disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content, or assessment. Pursuant to Education Code 49700-49704, the Interstate Compact on Educational Opportunity for Military Children is applicable to California school districts. Education Code 49700-49701 establish uniform means of assisting children of military families, as defined in the accompanying administrative regulation, by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians. Among other things, Education Code 49701 requires that districts be flexible in applying certain local rules to such students in order to facilitate their enrollment, placement, advancement, eligibility for extracurricular activities, and on-time graduation.

In making decisions about children of military families, including decisions regarding their enrollment, placement, eligibility for extracurricular activities, or waiver of any graduation requirement, the Superintendent or designee shall be flexible to the extent permitted by law and district policy. The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

(cf. 5117 - Interdistrict Attendance)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.3 - Reciprocity of Academic Credit)

Note: The following optional paragraph reflects a recommendation in the California Department of Education's (CDE) Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children.

The Superintendent or designee shall provide information and/or training to administrators, other appropriate district staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5020 - Parent Rights and Responsibilities)

Note: The following optional paragraph may be revised to reflect district practice. Each branch of the military appoints school liaison officers or comparable positions to serve as the primary point of contact for school-related matters. Their duties include coordinating with local school systems and assisting military families with school issues.

The Superintendent or designee shall ~~work~~ **collaborate** with parents/guardians, ~~and shall collaborate with~~ **school liaison officers from military installations, and/or** local, state, and other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

Note: The following paragraph may be revised to reflect district practice. Pursuant to 20 USC 6311, as amended by the Every Student Succeeds Act (P.L. 114-95), states and districts are required to issue an annual report card which must include state achievement results for students who have parents/guardians who are members of the Armed Forces on active duty or full-time National Guard duty. The CDE has updated the California Longitudinal Pupil Achievement Data System to indicate such students. These students will be assigned a national identification number that will facilitate monitoring of their academic progress as they move across military bases and from state to state.

The Superintendent or designee shall **regularly annually** report to the Board **and the public** on the educational outcomes of children of military families, ~~enrolled in district schools,~~ **Such reports may include, including,** but **are** not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, ~~participation in extracurricular activities,~~ and graduation rates.

(cf. 0500 - Accountability)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)

Legal Reference:

EDUCATION CODE

35160.5 District policy rules and regulations; requirements; matters subject to regulation
35179 Interscholastic athletics; associations or consortia
35181 Students' responsibilities
35351 Assignment of students to particular schools
46600-46611 Interdistrict attendance agreements
48050-48054 Nonresidents
48200-48208 Persons included (compulsory education law)
48300-48316 Student attendance alternatives, school district of choice program
49700-49704 Education of children of military families
51225.3 Requirements for graduation
51240-51246 Exemptions from requirements
51250-51251 School-age military dependents
60850-60859 High school exit examination
66204 Certification of high school courses as meeting university admissions criteria

UNITED STATES CODE, TITLE 10

101 Definitions

1209 Transfer to inactive status list instead of separation
1211 Members on temporary disability retired list: return to active duty; promotion

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

6311 State plan

UNITED STATES CODE, TITLE 29

794 Section 504 of the federal Rehabilitation Act

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, April 2014

WEB SITES

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

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

California Department of Education, Educational Options Office: <http://www.cde.ca.gov/ls/pf/mc>

Military Interstate Children's Compact Commission: <http://www.mic3.net>

(11/09) 10/17

Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Instruction

AR 6173.2(a)

EDUCATION OF CHILDREN OF MILITARY FAMILIES

Note: The following administrative regulation is **optional**. Pursuant to Education Code 49701, as added by AB 343 (Ch. 237, Statutes of 2009), districts are required to be flexible in applying their local rules to children of military families in order to facilitate their enrollment, placement, advancement, eligibility for extracurricular activities, and on-time graduation.

In addition, Education Code 51251 authorizes the Governing Board to establish a course credit transfer policy and to provide early entry transfer, pretranscript evaluation, student support services, and other similar assistance to any school-aged child of a military service member who is on active duty, or within one year of his/her discharge, or when the child's transfer to a new school is a direct result of the military transfer or discharge of his/her parent/guardian.

Definitions

Children of military families are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

Enrollment

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

Note: Pursuant to Education Code 48204.3, as amended by SB 455 (Ch. 239, Statutes of 2017), a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation, as defined, within the state. See AR 5111.1 - District Residency.

A child of a military family shall be deemed to meet district residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

(cf. 5111.1 - District Residency)

When a child of a military family is transferring into the district, the Superintendent or designee may enroll the child based on the child's placement in the previous district, pending receipt of the child's records. Upon enrollment, the Superintendent or designee shall immediately request the student's records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

(cf. 5141- Health Care and Emergencies)

(cf. 5141.31- Immunizations)

Note: Pursuant to Education Code ~~48301~~ **48307**, as amended by AB 99 (Ch. 15, Statutes of 2017), as amended by AB 306 (Ch. 771, Statutes of 2015), a district must not deny a student whose parent/guardian is on active military duty from transferring out of the district to a "school district of choice." **any other district. In addition, Education Code 46600, as amended by AB 2659 (Ch. 186, Statutes of 2016), provides that districts must not prohibit the transfer of such a student out of the district to any other district that approves the transfer, regardless of whether or not an interdistrict transfer agreement exists or a permit is issued.** Also see BP 5117 - Interdistrict Attendance.

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district ~~to any district that has declared itself to be a "school district of choice"~~ pursuant to Education Code ~~48300~~ **48316**, if the ~~other~~ school district **of proposed enrollment** approves the application for transfer. (Education Code **46600, 48301 48307**)

(cf. 5117 - Interdistrict Attendance)

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

Placement and Attendance

Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 51251, the district may provide pretranscript evaluations, as described below, in order to address the needs of children of military families.

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the child's enrollment and/or assessment in his/her previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

(cf. 6141.5 - Advanced Placement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

Note: Pursuant to Education Code 49701, the district is required to provide a child of a military family who has been identified as a student with a disability eligible for services under the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act (29 USC 794) with services based on his/her current individualized education program or Section 504 plan, as appropriate. See BP/AR 6159 - Individualized Education Program and BP/AR 6164.6 - Identification and Education Under Section 504.

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services to the student based on his/her current individualized education program. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

(cf. 6159 - Individualized Education Program)

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

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

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

Transfer of Coursework and Credits

Note: The following section is for use by districts maintaining high schools. Education Code 51225.2, as amended by AB 365 (Ch. 739, Statutes of 2017), requires districts to issue credit for coursework satisfactorily completed at another school, as provided below.

When a child of a military family 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 nonpublic, nonsectarian school or agency, or a juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

(cf. 6146.3 - Reciprocity of Academic Credit)

(cf. 6159.2 - Nonpublic, Nonsectarian School or Agency Services for Special Education)

If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take only 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 student's parent/guardian, 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, the student 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 children of military families 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.

In no event shall the district prevent a child of a military family 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)

Absences

Note: The California Department of Education's (CDE) Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, available on its web site, contains a sample letter that may be provided to parents/guardians to report deployment-related absences.

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

When a student's parent/guardian is an active duty member and is called to duty **for**, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with his/her parent/guardian. (Education Code 49701)

(cf. 5113 - Absences and Excuses)

Graduation

The Superintendent or designee may also waive specific district course requirements for graduation if similar coursework has been satisfactorily completed by the student in his/her previous school. (Education Code 49701)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

The Superintendent or designee shall facilitate the on-time graduation of children of military families by providing supplemental instruction to incoming students as necessary to enable them to meet the district's graduation requirements. (Education Code 49701)

If after considering all alternatives, the Superintendent or designee believes that a student who has transferred into the district in grade 12 will not be able to satisfy the district's graduation requirements in time to graduate with his/her class, the Superintendent or designee shall work with the sending district to have the sending district issue the student its diploma, provided the student satisfies that sending district's graduation requirements. (Education Code 49701)

Note: The following paragraph is **optional**.

Upon request of a school district to which a former district student has transferred, the Superintendent or designee shall issue the district's diploma of graduation to the former student, provided the student has satisfactorily completed the district's graduation requirements, including the passage of the high school exit examination.

Graduation Requirements

Note: The following section is for use by districts maintaining high schools. Education Code 51225.1, as amended by AB 365 (Ch. 739, Statutes of 2017), exempts children of military families from district-established graduation requirements, under certain conditions, when they transfer after completing two years of high school. Also see BP 6146.1 - High School Graduation Requirements.

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

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

(cf. 6146.1 - High School Graduation Requirements)

However, when a child of a military family 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 student's transfer, the Superintendent or designee shall notify the student and his/her parent/guardian 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 no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)

To determine whether a child of a military family 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 child of a military family who is granted an exemption and his/her parent/guardian 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 child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or his/her parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

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

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

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

- 1. Inform the student and, if under 18 years of age, his/her parent/guardian 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 student about transfer opportunities available through the California Community Colleges**
- 3. Upon agreement with the student, or with the parent/guardian if the student is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements**

Notification and Complaints

Note: Education Code 51225.1 and 51225.2, as amended by AB 365 (Ch. 739, Statutes of 2017), provide that complaints of noncompliance with specified requirements related to the educational rights of children of military families 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.

Information regarding the educational rights of children of military families, 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)

Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, 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)

(11/09 3/16) 10/17

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017 Attachments: X

From: Elizabeth Keema-Aston, Chief Business Officer Item Number: 15

SUBJECT Request Approval of Resolution #739 Declaring the results of Special Election on the Question of Amending Community Facility District #1 held of Dec.4, 2017, certifying the canvass of election results and ordering the amendment. Action: X
Consent Action: _____
Information Only: _____

Background:

A Special Election was held on December 4, 2017 as to amend the Community Facility District #1 submitted to qualified electors:

BALLOT MEASURE: "Shall the River Delta Unified School District Community Facilities District No. 1 be authorized to amend the Rate, Method of Apportionment and Manner of Collection of Special Taxes for Community Facilities District No. 1 of River Delta Unified School District to extend the expiration date of CFD No. 1 from 2055-56, currently, to 2075-76."

Status: The Election results have been called with the Special Election passing. See Exhibit A for the statement of election results.

Presenter: Elizabeth Keema-Aston, Chief Business Officer

Other People Who Might Be Present:

Cost &/or Funding Sources

Not Applicable

Recommendation:

That the Board approve Resolution #739 declaring the results of Special Election to Amend Community Facility District #1.

Time: 5 mins.

RESOLUTION NO. 739

A RESOLUTION OF THE GOVERNING BOARD OF THE RIVER DELTA UNIFIED SCHOOL DISTRICT DECLARING THE RESULTS OF THE SPECIAL ELECTION ON THE QUESTION OF AMENDING COMMUNITY FACILITIES DISTRICT NO. 1 HELD ON DECEMBER 4, 2017, CERTIFYING THE CANVASS OF ELECTION RESULTS, AND ORDERING THE AMENDMENT

WHEREAS, in proceedings heretofore conducted by the Board of Trustees (the “Board”) of the River Delta Unified School District (the “District”), Solano County, California, pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”), this Board on November 14, adopted Resolution No. 738, which resolution called a special election to amend the term of the River Delta Unified School District Community Facilities District No. 1 (“CFD No. 1”); and

WHEREAS, pursuant to the terms of that resolution, a special election was held on December 4, 2017, and the Superintendent of the District has duly canvassed the returns of the election as required by the resolution and has filed with this Board a statement of all votes cast at the election showing the whole number of votes cast within the territory to be amended into CFD No. 1 and the whole number of votes cast for and against the measure and also filed, attached to the statement, his certificate as to the correctness of the statement (the “Statement of Election Results”), a copy of which is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the River Delta Unified School District as follows:

1. **Approval of Canvass.** The canvass by the Superintendent of the District, as shown by the Statement of Election Results, is hereby ratified, confirmed, approved, and entered upon the minutes of this meeting.

2. **Statement of the Measure.** At the election, the following measure was submitted to the qualified electors of the territory proposed to be amended to CFD No. 1:

BALLOT MEASURE: “Shall the River Delta Unified School District Community Facilities District No. 1 be authorized to amend the Rate, Method of Apportionment and Manner of Collection of Special Taxes for Community Facilities District No. 1 of River Delta Unified School District to extend the expiration date of CFD No. 1 from 2055-2056, currently, to 2075-2076.”

3. **Votes Cast.** The total number of votes cast in the boundaries of CFD No. 1 at the election and the number of votes cast for and against the measure were as follows:

<i>Qualified Landowner Votes Eligible to be Cast</i>	<i>Total Number of Votes Cast</i>	<i>Total Number of “YES” Votes</i>	<i>Total Number of “NO” Votes</i>
176	176	176	0

4. **Measure Passed.** The Board hereby declares that more than two-thirds of all the votes cast at the election were in favor of the measure and the measure passed.

5. **Validity of Procedures.** The Board hereby finds and determines that all prior proceedings and actions taken by this Board pursuant to the Act were and are valid and in conformity with the Act.

6. **Order of the Amendment.** The Board hereby determines and orders that the amendment to CFD No. 1 is added to and made a part of CFD No. 1 with full legal effect.

7. **Amendment to Notice of Special Tax Lien.** The Superintendent, or his or her designee, is hereby directed to record, or cause to be recorded, an amendment to the Notice of Special Tax Lien with the County Recorder of Solano County, in accordance with the provisions of Section 3117.5 of the California Streets and Highways Code within fifteen (15) days of the adoption of this resolution.

APPROVED, PASSED AND ADOPTED by the Governing Board of the River Delta Unified School District this 12th day of December, 2017, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

By: _____
President, Governing Board of the
River Delta Unified School District

ATTEST:

Secretary, Governing Board of the
River Delta Unified School District

EXHIBIT A

STATEMENT OF ELECTION RESULTS

I, Don Beno, Superintendent of the River Delta Unified School District (the “District”), hereby certify that:

1. On December 4, 2017, at the offices of the District, 445 Montezuma Street, Rio Vista, California, I canvassed the returns of the election called for November 14, 2017, in River Delta Unified School District Community Facilities District No. 1 on the following measure:

BALLOT MEASURE: “Shall the River Delta Unified School District Community Facilities District No. 1 be authorized to amend the Rate, Method of Apportionment and Manner of Collection of Special Taxes for Community Facilities District No. 1 of River Delta Unified School District to extend the expiration date of CFD No. 1 from 2055-2056, currently, to 2075-2076.”

2. The total number of qualified landowner votes eligible to be cast, the total number of votes actually cast at the election, and the total number of votes cast for and against the measure are set forth below. The totals as shown for and against the measure are full, true, and correct. More than two-thirds of all the votes cast at the election on the measure were in favor of the measure and the measure passed.

<i>Qualified Landowner Votes Eligible to be Cast</i>	<i>Total Number of Votes Cast</i>	<i>Total Number of “Yes” Votes</i>	<i>Total Number of “No” Votes</i>
176	176	176	0

Dated: December __, 2017.

Don Beno, Superintendent and Secretary of the Board of Education

APPROVED, PASSED AND ADOPTED by the Governing Board of the River Delta Unified School District this 12th day of December, 2107, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

By: _____
President, Governing Board of the
River Delta Unified School District

ATTEST:

Secretary, Governing Board of the
River Delta Unified School District

BOARD OF TRUSTEES



RIVER DELTA UNIFIED SCHOOL DISTRICT

Meeting Date: December 12, 2017

Attachments: _____
Item no. 16.

From: Bonnie Kauzlarich, Director of Personnel

SUBJECT

Elimination of Special Ed
Instructional Assistant IV

Action: ___X___

Consent: _____

Background Eliminate Instructional Assistant IV 1 on 1 support for Special Ed student at Delta High School, as determined by the IEP team.

Status: IEP team determined at its meeting to eliminate, the Instructional Assistant IV, 1 on 1 support, for special ed student at Delta High School for 6.75 hours per day.

Presenter: Kathy Wright, Dir. of Ed Services & Danielle Tharp, Special Ed Coordinator

Other People Who Might Be Present:

Cost &/or Funding Sources

Recommendation: That the Board approve the Elimination of the Instructional Assistant IV at Delta High School of 6.75 hrs/day.

Time: __3 minutes_____

**BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street
Rio Vista, CA 94571-1651



BOARD AGENDA BRIEFING

Meeting Date: December 12, 2017

Attachments: Item

From: Don Beno, Superintendent

Number: 17

SUBJECT

Request Board to Respond to California School Board's
Association's Call for Nominations for CSBA Delegate
Assembly

Action:
Consent Action: _____
Information Only: _____

Background:

See attached Call for Nominations due January 7, 2018

Status: All forms and materials related to the nomination process are available at:
<https://csba.org/About/Leadership/ElectionToCsbaOffice/ElectiontotheDelegateAssembly.aspx>

Presenter: Don Beno, Superintendent

Other People Who Might Be Present: Staff

Cost &/or Funding Sources

Recommendation:

That the Board take whatever action they deem necessary if any.

Time: 5 mins.



California School Boards Association

DEADLINE: Sunday, January 7, 2018
BOARD ACTION REQUIRED
Please deliver to all governing board members.

October 27, 2017

MEMORANDUM

To: All Board Presidents, Superintendents of CSBA Member Boards of Education

From: Susan Henry, President

Copy: All Executive Assistants

Re: Call for Nominations for CSBA Delegate Assembly – **Due Sunday, January 7, 2018**

Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance and sets the general policy direction for the association. Working with member boards, the Board of Directors, and Executive Committee, Delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year. In 2018, the first meeting will be May 19-20 in Sacramento and the second one will be November 28-29 in San Francisco preceding CSBA's Annual Education Conference and Trade show.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Sunday, January 7, 2018**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a **one-page, single-sided**, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S., faxed or emailed no later than 11:59 p.m. on **Sunday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by this due date. Late submissions will not be accepted.
- Ballots will be mailed by Thursday, February 1, 2018 and are due Thursday, March 15, 2018.
- Elected Delegates serve a two-year term beginning April 1, 2018 through March 31, 2020.

The nomination materials related to the nomination process are available to download at <https://www.csba.org/About/Leadership/ElectionToCsbaOffice/ElectiontotheDelegateAssembly.aspx>. For more information about the Delegate Assembly, please contact the Executive Office or Leanne Gosselin, lgosselin@csba.org or (800) 266-3382, ext. 3302. Thank you.

(See other side for important dates)



IMPORTANT DELEGATE NOMINATION AND ELECTION DEADLINES

Note: Nominations Due on a Sunday

Important 2018 Dates:

- **Sunday, January 7:** U.S.P.S. postmarked, fax, or email deadline for *required* Nomination and Candidate Biographical Sketch Forms
- **By Thursday, February 1:** Ballots mailed to Member Boards
- **February 1 – March 15:** Boards vote for Delegates
- **Thursday, March 15:** Deadline for the ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)
- **By Friday, March 30:** Ballots to be tallied
- **By Sunday, April 1:** Election results, except for run-offs, posted on CSBA's Web site
- **Monday, April 30:** Deadline for run-off ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)

CSBA Delegate Assembly Meeting Dates in 2018

- **Saturday, May 19 – Sunday, May 20, Sacramento**
- **Wednesday, November 28 – Thursday, November 29, San Francisco**