AGENDA FOR THE REGULAR MEETING OF THE SIERRA COUNTY BOARD OF EDUCATION

January 08, 2019

5:00pm CLOSED Session 6:00pm Regular Session

Sierra County Office of Education, 109 Beckwith Rd, Loyalton CA 96118 Videoconferencing will be available at Downieville School, 130 School St, Downieville CA 95936

In the case of a technological difficulty at either school site, videoconferencing will not be available.

Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at the Sierra County Board of Education, 109 Beckwith Road, Room 3, Loyalton, CA, 96118, and posted with the online agenda at http://www.sierracountyofficeofeducation.org (Government Code 54957.5).

A. CALL TO ORDER

Please be advised that this meeting will be recorded.

- B. ROLL CALL
- C. APPROVAL OF AGENDA
- D. PUBLIC COMMENT FOR CLOSED SESSION
 At this time, the meeting opens for any public comments regarding the Closed Session items.
- E. CLOSED SESSION

The Board of Trustees, Superintendent Dr. Merrill Grant and Business Manager Nona Griesert will move into Closed Session to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent Employee Organizations:

Represented Employees:

Sierra-Plumas Teachers' Association

Unrepresented Employees:

Classified Employees Confidential Employees Administrative Employees

- F. RETURN TO OPEN SESSION and ADJOURN FOR BREAK
- G. 6:00PM RECONVENE
- H. FLAG SALUTE
- REPORT OUT FROM CLOSED SESSION
- J. INFORMATION/DISCUSSION ITEMS
 - 1. Superintendent's Report
 - a. Offer of Employment to Laraine Sei, Personnel Technician, 1.0 FTE, effective December 18, 2018
 - b. Accept letter of resignation from Miranda Jacobsen, Instructional Aide, Loyalton Elementary, .82 FTE, effective December 21, 2018**
 - c. Accept letter of resignation from Angela Kilmurray, Instructional Aide, Loyalton Elementary, .833 FTE, effective January 30, 2019**

- d. Downieville Facilities Inspection Tool**
- e. Update on Adult Education Program
- 2. Business Report
 - a. Account Object Summary-Balance from 07/01/2018 to 12/31/2018**
- 3. Staff Report (5 minutes)
- 4. Board Member Reports (5 minutes)
- 5. Public Comment This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)
 - a. Current location
 - b. Videoconference location

K. CONSENT CALENDAR

- 1. Approval of minutes for the Regular Board Meeting held December 11, 2018**
- 2. Approval of Board Report-Checks Dated 12/01/2018 through 12/31/2018**
- 3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending 12/31/2018. It is required per Education Code 35186 section (d) that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the quarter ending 12/31/2018.

L. ACTION ITEMS

- 1. Old Business
 - a. Hat Creek Change Order for Paving Project***
- 2. New Business
 - a. Resolution 19-004C, Establish New Adult Education Fund** ROLL CALL VOTE
 - b. Acceptance of Fiscal Year 2017-2018 Audited Actuals*

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- c. Board Policy 0420—School Plans/Site Councils, revisions**
- d. Administrative Regulation 0420—School Plans/Site Councils, revisions**
- e. Board Policy 0450—Comprehensive Safety Plan, Choose Option 1 or 2**
- f. Administrative Regulation 0450—Comprehensive Safety Plan, revisions**
- g. Board Policy 0460—Local Control Accountability Plan, revisions**
- h. Administrative Regulation 0460—Local Control Accountability Plan, revisions**
- i. Administrative Regulation 1220—Citizen Advisory Committees, revisions**
- j. Administrative Regulation 4200—Classified Personnel, Choose Option 1 or 2**
- k. Board Bylaw 9322—Agenda/Meeting Materials, revisions**
- 1. Board Bylaw 9324—Minutes and Recordings, revisions**
- m. Exhibit 4119.23/4219.23/4319.23 Unauthorized Release of Confidential/Privileged Information, *revisions***

Sierra County Board of Education January 08, 2019 Board Meeting Agenda

M. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on February 12, 2019 at Downieville School, 130 School St, Downieville CA 95936, beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.
- 2. Suggested Agenda Items

a.	
b.	

N. ADJOURN

Dr. Merrill M. Grant, Superintendent Secretary to the County Board of Education

Min M. Mt

*** prior month handout

** enclosed

* handout

To whomever it may concern,

Due to unfortunate circumstances, I am resigning from my positions as an Instructional aid and a noon supervisor.

My last day of employment will be December 21, 2018

Sincerely, Miranda Jacobsen Mulhfaut

RECEIVED

DEC 17 2018

SCOE S-PJUSD

Angela D. Kilmurray 50777 Highway 49, Loyalton, CA. 96118 530-927-9150 kilmurraybar4k@gmail.com

December 17, 2018

Sue Roberts
Personnel Technician
Sierra County Office of Education
Sierra-Plumas Joint Unified School District
P.O. Box 955, 109 Beckwith Road
Loyalton, CA. 96118

Dear Mrs. Roberts.

I would like to notify you that I'm resigning from my position as a Special Needs Instructional Aide for the Sierra County Office of Education effective January 30, 2019.

Thank you very much for the opportunity you've given me to work with all of the amazing children and staff over the last ten years. It truly has been a blessing. I have genuinely enjoyed my time with the school district, and I believe this experience has taught me so much about children with special needs and how to better equip them to be successful in their educational process.

Since taking my leave of absence in August of 2018, I have been caring for my grandma and will continue to do so until her passing.

I would greatly appreciate the 39 month re-employment agreement per your email dated September 26, 2018 in writing for my personal records, as I hope to return in the near future as an employee of the Sierra County Office of Education.

Sincerely,

Angela Kilmurray

RECEIVED

DEC 19 2018

S-PJUSD

FACILITY INSPECTION TOOL(FIT) SCHOOL FACILITY CONDITIONS EVALUATION

(REV 05/09)

Page 6 of 6

SCHOOL DISTRICT/CO	OUNTY OFFICE OF EDUCA	TION									COUNTY					
	as Joint Unifie		District								Sierra Co	ounty				
SCHOOL SITE											SCHOOL TYPE (The state of the s		NUMBER OF CL	ASSROOMS ON SI	TE
Downieville	Elementary S	chool										K-6				
INSPECTOR'S NAME	ALC: N				INSPECTOR'S TIT	E				NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)						
1 Ou	n Potte										Merrill G	rant, Supe	erintendent	Š.		
TIME OF INSPECTION		//:	30		WEATHER CONDI		INSPECTION OUT									
PART III: C	ATEGORY T	OTALS A	ND RANK	(ING (rou	ind all calcu	lations to	two decin	nal places)								
TOTAL	CATEGORY		A. SYSTEMS		B. INTERIOR	C. CLEA	NUNESS	D. ELECTRICAL	E. RESTROO	MS/FOUNTAINS	F, SA	AFETY	G. STRI	ICTURAL	H. E	XTERNAL
NUMBER OF AREAS EVALUATED	TOTALS	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/DOORS GATES/FENCES
	Number of "✓"s:	4	4	4	3	4	4	4	ı	#3	4	4	3	4		4
+	Number of "D"s:		.5		1					1						
1	Number of "X"s:												1			
4	Number of N/As:								3						4	
Number of "	em in Good Repair ✓"s divided by eas - "NA"s)*	100	100	100	75%	100%	100%	100%	100%	75%	100%	100%	75%	100%	0	100%
	nt per Category of above)*		100 %		75%	100	%	100%	87	.60	1009	6	87.	50	100	%
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%					Fair											
		*N	lote: An extr	eme deficie	ncy in any are	a automatica	ally results in	n a "pcor" ranki	ng for that ca	tegory and a	zero for "Tota	l Percent pe	r Category"			·
OVERAL	L RATING:	DETERMINE	AVERAGE F	PERCENTAG	E OF 8 CATEG	ORIES ABOV	E	-	93.	75	SCHOOL RA	ATING**		600	d]

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75.%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition, Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus,	POOR

OMMENTS AND RATING EXPLANATION:		

(REV 05/09)						0 1 111	Daniel	W- FI	O-b						Page 5 of
PART II: EVALUATION D			of Inspection:			School Name:					144	1 40	40	1 44	40
CATEGORY	GAS LEAKS	2 MECH/HVAC	3 SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	7 ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	PLAYGROUND/S CHOOL GROUNDS	15 WINDOWS/ DOORS/ GATES/FENCE
Class	/	/	/	~	/	/	/	MA	Ø	/	/	/	/	NA	V
Classroom	COMMENTS:		·			,				1		· -		1	r
Hallways				D				NA	/			V		NA	
7-	COMMENTS:		nee	05 1	Paint	(Ceilin	9 12	Tele	5		1 2			
CT								NA				X	1	NA	
Storage	COMMENTS:	D	myro	t in	Sid	ing c	£ Lou	unmo	wer	she	d				
Bathrams		~		~		V	/		1		1	1		NA	
L'Wood A	COMMENTS:		r	F											
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FACILITY INSPECTION TOOL(FIT) SCHOOL FACILITY CONDITIONS EVALUATION

(REV 05/09)															Ψ.	Page 6 of 6
	OUNTY OFFICE OF EDUCA		District								Sierra Co	ounty				
SCHOOL SITE	as don't online	24 0011001	District									GRADE LEVELS)		NUMBER OF CL	ASSROOMS ON SIT	F
	Jr/Sr High Sc	hool									7-12	,		0.0000000000000000000000000000000000000	7	
INSPECTOR'S NAME					INSPECTOR'S TIT	LE						RICT REPRESENT	ATIVE ACCOMPANY	ING THE INSPECT	OR(S) (IF APPLICA	BLE)
ION	Botte	<u></u>									Merrill G	rant, Supe	erintendent	Š.		
TIME OF INSPECTION	(1:30				WEATHER COND	TION AT TIME OF	INSPECTION									
	ATEGORY T	OTALS A	ND RANK	ING (rour	nd all calcu	ulations to	two decin	nal places)								
TOTAL NUMBER OF	CATEGORY		A. SYSTEMS		B. INTERIOR	C CLEA	NUNESS	D. ELECTRICAL	E RESTROO	MS/FOUNTAINS	F. S/	AFETY	G. STRU	ICTURAL	H. E.	CTERNAL
AREAS EVALUATED	TOTALS	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/DOORS/ GATES/FENCES
	Number of "✓"s:	7	5	7	7	8	8	7	62	4	පි	8	8	6	Į.	6
	Number of "D"s:	-	2							1				1		l
8	Number of "X"s:															
	Number of N/As:	1	- 1	1	1			1	26	3				1	7	1
Number of "	em in Good Repair '√"s divided by eas - "NA"s)*	100%	71. 12	100%	100%	10090	100g	100%	10090	80%	100%	100%	100%	85.71	100%	85.71
	nt per Category of above)*	9	70,47	%	100%	100	76	100%	98	%	/26	%	92	852	92.	85%
GOOD = FAIR = 7	Circle one) 90%-100% 5%-89.99% 0%-74.99%	G	pood		Good	Goo	d	Good	60	- d	600	od	God	sel	Goo	d
		*N	lote: An extre	eme deficier	icy in any are	a automatic	ally results ir	ı a "poor" rank	ing for that cat	egory and a	zero for "Tota	l Percent pe	er Category".			
OVEDA									1					1 .		ři

OVERALL RATING

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE	95 77	SCHOOL RATING**	Gard
	10,11		G G G G

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
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75 %-89 99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION:		

PART II: EVALUATION D	ETAIL	Date	of Inspection:			School Name:	Downiev	ille Jr/Sr F	ligh Scho	ol					
CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
AREA	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/S CHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCE
0 .1	V	۵	/	/	/	/		NA	NA	/		/	/	NA	/
Boiler	COMMENTS:	301	ler #	2 no	T wo	rking									
C1		~	/	_	✓			NA	0	/		/	/	MA	D
Glassroums	COMMENTS:	Crac	ked e	sink i	m#7	m	160,	Crack	red u	emdor	عدر				
	/		/	/		1	/	NA	1		/	V	/	MA	/
Hells	COMMENTS					*								-17:	'''
			/	/	/	/		MA	~	/	/		0	NA	/
Storage	COMMENTS:	ro	of l	ack a	D Hal	1 sTour	100								
0 1	/	/	/		~		1	~	/	~	/	/	/	NA	~
Bathrooms	COMMENTS:										-				
			/		/	~	/		/				/	NA	
Gym	COMMENTS											11 357			
	NA	NA	NA	NA	/	/	NA	NA	NA	1	/	/	MA		NA
Phyground	COMMENTS:			h											
11	/	D	/	/	/	/	/	NA	MA	/	1/		/	NA	
Holmin.	COMMENTS:	rad	iant	Med	a po	T we	sking								
							2)							
	COMMENTS:														
	COMMENTS:			h											
	COMMENTS:				l.										

Account Object Summary-Balance

alances through Do	ecember		Adopted	Revised			Fiscal Year 2018/
Object	Description	n	Budget	Budget	Encumbered	Expenditure	Balance
ınd 01 - Gen Fund							
1100	Teachers Salaries		230,761.00	333,567.00	148,552.20	105,248.20	79,766.
1115	Certificated Extra Duty			250.00		60.00	190.
1120	Certificated Substitutes		75,787.00	13,950.00		91,662.50	77,712.
1200	Certificated Pupil Support Ser		43,846.00	43,846.00	21,922.98	21,922.98	
1300	Certificated Supervisor Admini		199,167.00	199,167.00	120,006.72	120,006.72	40,846.
1310	Teacher in Charge		10,000.00	10,000.00		1,000.00	9,000
		Total for Object 1000	559,561.00	600,780.00	290,481.90	339,900.40	29,602.
2100	Instructional Aides' Salaries		120,916.00	126,442.00	57,826.87	45,403.27	23,211.
2115	Classified Extra Duty		588.00	688.00	•	792.45	104.
2120	Classified Substitutes		8,000.00	8,000.00		4,356.32	3,643.
2200	Classified Support Salaries		28,844.00	20,569.00	6,492.63	7,902.13	6,174
2215	Classified Support Extra Duty		·	1,000.00		771.78	228
2300	Classified Supervisors' Admini		95,174.00	95,107.00	47,136.00	47,406.00	565
2400	Clerical Technical Office Staf		144,227.00	144,227.00	59,341.34	72,762.23	12,123
2420	Clerical Substiture		250.00	250.00			250
2900	Other Classified Salaries		16,448.00	16,448.00		1,512.50	14,935
		Total for Object 2000	414,447.00	412,731.00	170,796.84	180,906.68	61,027
3101	STRS Certificated Positions		114,331.00	109,039.00	46,850.88	40,848.21	21,339
3102	STRS Classified Positions		749.00	749.00	449.52	437.62	138
3201	PERS Certificated Positions					21.67	21
3202	PERS Classified Positions		73,152.00	74,322.00	31,182.48	33,562.06	9,577
3301	OASDI Certificated Positions		155.00			22.32	22
3302	OASDI Classified Positions		23,803.00	23,694.00	9,545.94	10,408.94	3,739
3311	Medicare Certificated Position		7,488.00	8,279.00	3,972.18	4,736.81	429
3312	Medicare Classified Positions		5,884.00	5,859.00	2,425.69	2,571.06	862
3401	Health & Welfare Benefits Cert		111,502.00	129,036.00	61,559.58	49,938.42	17,538
3402	Health & Welfare Benefits Clas		124,277.00	124,363.00	55,992.60	55,746.98	12,623
3501	SUI Certificated		277.00	300.00	145.26	170.55	15
3502	SUI Classified		209.00	208.00	85.50	89.67	32
3601	Workers' Compensation Certific		19,974.00	16,494.00	9,170.70	8,090.47	767
3602	Workers' Compensation Classifi		15,100.00	13,738.00	5,600.31	5,935.68	2,202
		Total for Object 3000	496,901.00	506,081.00	226,980.64	212,580.46	66,519
4100	Approved Textbooks Core Curric		672.00	892.00			892
4200	Library and Reference Material		1,000.00				
4300	Materials and Supplies		71,970.00	81,574.00	1,406.07	15.145.06	65,022

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2019, Period = 6, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE
Page 1 of 3

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
und 01 - Gen Fund	(continued)					
4320	Custodial Grounds Supplies	600.00	600.00			600.0
4330	Office Supplies	1,000.00	1,000.00	165.01	398.15	436.8
4350	Vehicle Upkeep	5,500.00	5,500.00	1,281.77	341.04	3,877.
4400	Noncapitalized Equipment	23,311.00	23,811.00		1,635.08	22,175.
	Total for Object 4000	104,053.00	113,377.00	2,852.85	17,519.33	93,004.
5100	Subagreements for Services	43,000.00	43,000.00	34,220.00		8,780.
5200	Travel and Conference	44,755.00	42,755.00	7,540.49	12,048.42	23,166.
5300	Dues and Membership	19,631.00	20,163.00	916.98	12,123.66	7,122.
5400	Insurance	9,600.00	11,000.00		9,434.00	1,566.
5500	Operation Housekeeping Service	9,200.00	9,200.00	4,458.44	2,014.80	2,726.
5600	Rentals, Leases, Repairs, Nonc	3,100.00	3,100.00	439.15	441.75	2,219.
5801	Legal Services	20,500.00	23,000.00		12,335.00	10,665.
5803	Legal Publications	500.00	500.00			500
5805	Personnel Expense	793.00	842.00	200.00		642.
5806	Negotiations	1,000.00	1,000.00			1,000.
5808	Other Services & Fees	1,500.00	1,500.00	931.33	568.67	
5810	Contracted Services	457,092.00	412,063.00	195,946.95	148,719.27	67,396
5899	SPJUSD to Reimburse			2,945.00	373.25	3,318.
5900	Communications	5,200.00	9,450.00	4,677.80	5,066.59	294.
	Total for Object 5000	615,871.00	577,573.00	252,276.14	203,125.41	122,171
6170	LAND IMPROVEMENTS	290,000.00	293,000.00	2,352.00	290,469.25	178.
6200	Building and Improvement of Bu	7,664.00	22,664.00	,	•	22,664
6400	Equipment	20,000.00	20,000.00			20,000
	Total for Object 6000	317,664.00	335,664.00	2,352.00	290,469.25	42,842.
7110	County Tuition Inter Dist Agre	•	,	•	3,119.00	, 3,119.
7141	Tuition, excess cost etc betwe	24,428.00	24,428.00		0,110.00	24,428.
7310	Direct Support/Indirect Costs	21,120.00	21,120.00			21,120.
	Total for Object 7000	24,428.00	24,428.00	.00	3,119.00	21,309.
	Total for Fund 01 and Expense accounts	2,532,925.00	2,570,634.00	945,740.37	1,247,620.53	377,273
und 11 - ADULT ED	·	_,,	_,,	2.2,. 12.0	.,,,===	
1300	Certificated Supervisor Admini		80,950.00			80,950
3101	STRS Certificated Positions		13,179.00			13,179
3311	Medicare Certificated Position		13,179.00			13,179.
3401	Health & Welfare Benefits Cert		17,537.00			17,537
U T U I	Hoalth & Wohard Deficited OCH		17,007.00			17,337

Fiscal01a

Account Object Summary-Balance

Balances through D	December					Fiscal Year 2018/19
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED	(continued)					
3501	SUI Certificated		40.00			40.00
3601	Workers' Compensation Certific		2,710.00			2,710.00
	Total for Object 3000	.00	34,640.00	.00	.00	34,640.00
4300	Materials and Supplies		5,000.00			5,000.00
4400	Noncapitalized Equipment		2,685.00			2,685.00
	Total for Object 4000	.00	7,685.00	.00	.00	7,685.00
5810	Contracted Services		45,000.00			45,000.00
6400	Equipment		30,000.00			30,000.00
7619	Other Authorized Interfund Tra		1,725.00			1,725.00
	Total for Fund 11 and Expense accounts	.00	200,000.00	.00	.00	200,000.00
Fund 16 - FOREST RE	:S					
7619	Other Authorized Interfund Tra	52,121.00	52,121.00			52,121.00
	Total for Fund 16, Expense accounts and Object 7000	52,121.00	52,121.00	.00	.00	52,121.00
	Total for Org 001 - Sierra County Office of Education	2,585,046.00	2,822,755.00	945,740.37	1,247,620.53	629,394.10

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2019, Period = 6, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE
Page 3 of 3

MINUTES FOR THE REGULAR MEETING OF THE SIERRA COUNTY BOARD OF EDUCATION

December 11, 2018

Downieville School, 130 School St, Downieville CA 95936

Videoconferenced to Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118 5:00pm Closed Session 6:00pm Regular Session

A. CALL TO ORDER

President PATTY HALL called the meeting to order at 5:05pm.

B. ROLL CALL

PRESENT: Patty Hall, President

Allen Wright, Vice President

Sharon Dryden, Clerk (videoconference location)

Mike Moore, Member Jenny Gant, Member

Andy Genasci, Newly Elected Member

ABSENT: None

C. APPROVAL OF AGENDA

MOORE/GANT

5/0

D. PUBLIC COMMENT FOR CLOSED SESSION

- 1. Current location *none*
- 2. Videoconference location none
- E. Oath of Office for Andy Genasci—to participate in Closed Session

Sharon Dryden exited the meeting.

F. CLOSED SESSION

The Board of Trustees, Superintendent Dr. Merrill Grant and Business Manager Nona Griesert moved into Closed Session at 5:07pm to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent **Employee Organizations:**

Represented Employees: Sierra-Plumas Teachers' Association

Unrepresented Employees: Classified Employees

Confidential Employees Administrative Employees

- 2. Government Code 54957(b) COMPLAINTS REGARDING EMPLOYEES
- G. RETURN TO OPEN SESSION at 5:50pm and ADJOURN FOR BREAK
- H. 6:05PM RECONVENE
- I. FLAG SALUTE
- J. REPORT OUT FROM CLOSED SESSION

MOORE:

Discussed complaint regarding two employees: Spoke with attorney on the phone during Closed Session. Attorney gave written report. Gave direction to Superintendent to adopt the attorney's recommended actions.

Negotiations: Discussed most recent Negotiations Session with Teachers and gave direction to Superintendent to gather more information regarding their requests.

K. RECESS TO THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING FOR OATH OF OFFICE OF NEW TRUSTEE at 6:08pm

L. RECONVENE at 6:16pm

M. ANNUAL ORGANIZATIONAL MEETING—BOARD ORGANIZATION

1. Election of Officers for 2019

The Secretary of the Board/County Superintendent will call for the election of a President. After the election is completed, the Secretary will turn the meeting over to the newly elected President. The President will then call for the election of the Vice President and the Clerk of the Board.

- a. President

 MOORE moved to nominate Patty Hall to remain President. Second by WRIGHT.

 5/0
- b. Vice President

 GANT moved to nominate Allen Wright to remain Vice President. Second by MOORE.

 5/0
- c. Clerk
 MOORE moved to nominate Andy Genasci as Clerk in Sharon Dryden's place.
 Second by HALL.
 5/0
- 2. The President will appoint Dr. Merrill Grant as Secretary of the Board and direct the Secretary to inform the appropriate agencies of the Sierra County Office of Education newly appointed officers.

Dr. Merrill Grant, County Superintendent, was appointed as Secretary of the Board.

 Approval of Sierra County Board of Education Meeting Calendar for 2019 MOORE/GANT 5/0

N. INFORMATION/DISCUSSION ITEMS

- 1. Superintendent's Report
 - a. Soccer field discussion/update—working to coordinate efforts and gather information regarding costs to develop and maintain the field within the Loyalton track. More to come after the New Year.
 - b. Results of the Facilities Inspection Tool—DVL report will be available in January. Deferred maintenance plan/efforts will begin in the spring for all sites.
 - c. Personnel Technician job description revised
 - d. Adult Education Coordinator job description
 - e. Offer of employment to Robin Griffin, Instructional Aide, Loyalton High School, 3.75 hours daily, effective December 3, 2018
 - f. Increase in Amber Baca-Sainsbury's Instructional Aide assignment hours from 5.0 hours to 5.4 hours, Downieville School, effective December 10, 2018

2. Business Report

- a. Account Object Summary-Balance from 07/01/2018 to 11/30/2018
- b. The Sierra County Office of Education will be closed to the public for winter break from December 24, 2018 through January 4, 2019 (returning January 7)

3. Staff Reports

- a. SELPA report will be given in January
- b. Curriculum—MESCHERY: SELPA workshop/training for staff tomorrow. Ongoing staff development. Teachers starting to go out and observe other teachers is neighboring districts.
- 4. Board Member Reports

None

- 5. Public Comment
 - a. Current location none
 - b. Videoconference location *none*

O. CONSENT CALENDAR

- 1. Approval of minutes for the Regular Board Meeting held November 13, 2018
- 2. Approval of Board Report-Checks Dated 11/01/2018 through 11/30/2018 WRIGHT/GANT 5/0

P. ACTION ITEMS

- 1. Old Business
 - a. Approve Contract Retainment Invoice from Hat Creek for Paving Project GRANT gave update—indicated that no one from SCOE was contacted to authorize the added material resulting in a \$19K change order.

 MOORE moved to table item to next meeting to gather further information regarding obligations to the \$19K change order. Second by GENASCI.

 5/0

2. New Business

 Adoption of 2018-2019 First Interim Actuals and Criteria & Standards Report as of October 31, 2018 MOORE/WRIGHT

5/0

- b. Update on Feather River Adult Education Consortium GRANT: Looking to hire a Coordinator in January 2019.
- c. Approval of proposed increase on Classified Salary Schedule per California Minimum Wage Law, Effective January 1, 2019 MOORE/GANT 5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

- d. Board Policy 6142.3—Civic Education, revisions
- e. Board Policy 6152.1—Placement in Mathematics Courses, revisions
- f. NEW Administrative Regulation 6152.1—Placement in Mathematics Courses
- g. Board Policy 6170.1—Transitional Kindergarten, revisions
- h. Board Policy 6178—Career Technical Education, revisions

- i. <u>NEW Administrative Regulation 6178—Career Technical Education, revisions</u>
- j. Board Policy 6190—Evaluation of the Instructional Program, *revisions MOORE moved to approve all policies and regulations as presented here with the exception of deleting the first paragraph in BP 6142.3 as suggested by GENASCI. Second by GANT.* 5/0

Q. ADVANCED PLANNING

R. ADJOURN at 6:57pm

- 1. Next Regular Board Meeting will be held on January 8, 2019 at Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118 beginning with Closed Session, as needed, at 5:00pm and the Regular Board Meeting at 6:00pm.
- 2. Suggested Agenda Items
 - a. Hat Creek Change Order Update/CRM
 - b. Update on LHS Math Teacher search
 - c. Approval of candidate for Personnel Technician
 - d. SELPA report (will be given during Staff Reports)
- GENASCI/MOORE
 5/0

 Andy Genasci, Clerk

 Dr. Merrill M. Grant, Superintendent

SIERRA COUNTY OFFICE OF EDUCATION—SCOE CLOSED SESSION REPORTING FORM

DATE: December 11, 2018

CLOSED SESSION BEGAN AT: 5:07pm P.M.
BOARD MEMBERS PRESENT: Patty Hall — Allen Wright — Sharon Dryden — Mike Moore — Jenny Gant OTHERS PRESENT:
Andy Genasci
Dr. Merrill M. Grant, Superintendent
M. Ms. Nona Griecart Rusiness Manager
Attorney Eric Stevens (on the phone)
I. SESSION TOPIC(S):
Item #1—Government Code 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent
Employee Organizations:
Represented Employees: Sierra-Plumas Teachers' Association Unrepresented Employees: Classified Employees
Confidential Employees
Administrative Employees
Negotiations—RESULT:
☑ DIRECTION WAS GIVEN TO SUPERINTENDENT
☐ THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
A ROLL CALL VOTE WAS TAKEN: GENASCI
HALL WRIGHT DRYDER MOORE GANT
☐ A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL WRIGHT DRYDEN MOORE GANT GANT
Item #2—Government Code 54957 (b)
COMPLAINTS REGARDING EMPLOYEES—RESULT:
DIRECTION WAS GIVEN TO SUPERINTENDENT
☐ THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
A ROLL CALL VOTE WAS TAKEN: GENASCI
HALL WRIGHT DRYDER MOORE GANT
☐ A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL WRIGHT DRYDEN MOORE GANT
GENASCI
II. MOTION TO ADJOURN CLOSED SESSION AT $5.50 \mu \text{m}$ P.M. AND RETURN TO OPEN SESSION
By Mike Moore andown Party Hall
BY: Mike Moore SECONDED: Party Hall (NAME)
MOPTON PASSED / PAILED
PRESIDED BY: Patty Hall, PRESIDENT RECORDED BY: Sharon Dryden, CLERK
Andy Genasci

Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amoun
00015088	12/10/2018	CIT	01-5900	PHONE LICENSE	37.24	
				PHONE SYSTEM/MAINTENANCE	735.84	773.08
00015089	12/10/2018	HEIDI BETHKE	01-4300	PARENT NIGHT SUPPLIES	61.76	
			01-5200	WORKABILITY CONFERENCE	867.52	929.28
00015090	12/10/2018	BWD CONSTRUCTION	01-9515	SITE CONCRETE		2,535.00
00015091	12/10/2018	KATHLEEN EPPS	01-5200	MILEAGE		392.40
00015092	12/10/2018	GIRARD, EDWARDS, STEVENS & TUCKER LLP	01-5801	LEGAL FEES		6,312.5
00015093	12/10/2018	JANIS HARDEMAN	01-5810	NURSE SERVICES		3,100.00
00015094	12/10/2018	HAT CREEK CONSTRUCTION & MATERIALS, INC.	01-6170	AC PAVING	148,547.00	
			01-9515	AC SEAL AND STRIPE	2,395.75	150,942.7
00015095	12/10/2018	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	01-4300	ASSESSMENT PROTOCOLS		281.2
00015096	12/10/2018	JANE V. LEE, M.A., LMFT	01-5810	COUNSELING SERVICES		2,120.0
00015097	12/10/2018	LES SCHAWB	01-4350	VEHICLE SERVICE	63.58	
			01-5600	VEHICLE SERVICE	31.79	
			01-5899	VEHICLE SERVICE	31.79	127.1
00015098	12/10/2018	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		186.4
00015099	12/10/2018	MARY LOWE	01-5810	COUNSELING SERVICES		3,980.0
00015100	12/10/2018	BARBARA MCKURTIS	01-5810	CONTRACTED CONSULTANT AGREEMENT		5,640.0
00015101	12/10/2018	NORTHERN SPEECH SERVICES	01-4300	INSTRUCTIONAL SUPPLIES	111.34	
			0000	Unpaid Sales Tax	6.45-	104.8
00015102	12/10/2018	RAY MORGAN COMPANY	01-5600	COPIER MAINT.		34.9
00015103	12/10/2018	SCHOOL SERV OF CALIFORNIA INC.	01-5200	WORKSHOP REGISTRATIONS	56.25	
			01-5899	WORKSHOP REGISTRATIONS	168.75	225.0
00015104	12/10/2018	SELPA ADMINISTRATORS ASSOC C/O SAN JOAQUIN COUNTY SELPA	01-5300	SELPA DUES		600.0
00015105	12/10/2018	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		116.7
00015106		SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES		537.1
00015107		TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	DEC 18 HEALTH INSURANCE	2,914.00	00
00010101	12/10/2010	THE COUNTY CONTOCES INCOMMINDE CINCOL	76-9576	DEC 18 HEALTH INSURANCE	18.963.90	21,877.9
00015108	12/10/2018	U.S. BANK	01-4300	CLASSROOM SUPPLIES	51.47	21,017.0
00010100	12/10/2010	0.0. D. II II V	01 4000	INSTRUCTIONAL SUPPLIES	345.75	
				SHOP SUPPLIES	128.23	
			01-5200	SUPT. TRAVEL EXPENSES	155.77	
			01-5899	SUPT. TRAVEL EXPENSES	69.23	750.4
00015109	12/10/2018	VOYAGER	01-4350	FUEL EXPENSE	136.48	700.4
00010100	12, 10,2010	TO THE STATE OF TH	01-4330	FUEL EXPENSE	89.96	
			01-5899	FUEL EXPENSE	36.48	262.9
		en issued in accordance with the District's Policy and authorize			ESCAP	

ReqPay12c Board Report

Checks Dated 12/01/2018 through 12/31/2018							
Check Number	Check Date	Pay to the Order of	Fund-Object	Cor	mment	Expensed Amount	Check Amount
00015110	12/10/2018 ALLEN WRIGHT		01-5200	PER DIEM			20.44
					Total Number of Checks	23	201,850.14

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	23	182,892.69
76	Payroll Clearing	1	18,963.90
	Total Number of Checks	23	201,856.59
	Less Unpaid Sales Tax Liability		6.45
	Net (Check Amount)		201,850.14

SIERRA COUNTY OFFICE OF EDUCATION Resolution No. 19-004C

RESOLUTION TO ESTABLISH NEW ADULT EDUCATION FUND

On motion of Member	,
Seconded by Member	, the following resolution is adopted:
WHEREAS, school districts were authorized by Gover restricted fund known as the Adult Education Fund 11	
WHEREAS, such fund is authorized for the purpose of adult education fund shall be expended only for adult ereceived pursuant to the local control funding formula, adult education shall not be expended for adult education of revenues and expenditures for the purpose.	education purposes. Except for monies monies received for programs other than tion. Fund 11 is established to facilitate
THEREFORE, BE IT RESOLVED that the Governing Education and Sierra County Auditor and Treasurer to the Adult Education Fund in accordance with Government	establish a restricted fund to be known as
Passed and adopted at a regular meeting of the Signard, January 8, 2019, by the following vote:	erra County Office of Education Governing
AYES: NOES: ABSTAIN: ABSENT: VACANT:	
STATE OF CALIFORNIA)) SS COUNTY OF SIERRA)	
I, Andy Genasci, Clerk of the Governing Board, do he and correct copy of a resolution duly passed and adop conducted meeting held on January 8, 2019.	
	Andy Genasci, Clerk of the Governing Board

CSBA POLICY GUIDE SHEET for January 2019

BP/AR 0420 - School Plans/Site Councils

(BP/AR revised)

Policy updated to reflect **NEW LAW** (**AB 716**) which renames the single plan for student achievement as the school plan for student achievement (SPSA), authorizes the use of uniform complaint procedures for complaints alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA, and authorizes the use of the SPSA to satisfy the requirement for a school improvement plan when a school is identified for targeted or comprehensive support. Regulation updated to reflect AB 716 which eliminates the authority to use a school advisory committee other than a school site council to develop the SPSA, allows certain small schools to share a school site council, requires a needs assessment to identify school goals, and, if applicable, requires consultation with the school's English learner advisory committee on review of the SPSA.

BP/AR 0450 - Comprehensive Safety Plan

(BP/AR revised)

Policy updated to reflect **NEW LAW** (**AB 1747**) which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. Regulation updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions.

BP/AR 0460 - Local Control and Accountability Plan

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW** (**AB 2878**) which expands the state priority on parent involvement that must be addressed in the local control and accountability plan (LCAP) to include family engagement. Policy also reflects **NEW LAW** (**AB 1808**) which requires consultation on plan development with special education local plan administrator(s) and, by July 1, 2019, requires districts to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP. Policy reflects **NEW LAW** (**AB 1840**) which requires the State Board of Education to expand the LCAP template by January 31, 2020 to include specified information. Section on "Technical Assistance/Intervention" updated to reflect AB 1808 which establishes a single statewide system of support for districts and schools, and AB 1840 which provides that a district receiving an emergency apportionment will be deemed to have been referred to the California Collaborative for Educational Excellence. Regulation updated to reflect AB 1840 which requires data in the LCAP to be reported in a manner consistent with the California School Dashboard and requires districts to post their LCAP prominently on the homepage of their web site. Section on "Annual Updates" deleted since the annual updates follow the same process and adhere to the same template as the initial LCAP.

AR 1220 - Citizen Advisory Committees

(AR revised)

Regulation updated to clarify that the parent advisory committee and English learner parent advisory committee established to review and comment on the LCAP are not subject to Brown Act requirements, but must comply with other, less complex procedural requirements. Legal cites for school site councils revised pursuant to **NEW LAW (AB 716)**.

AR 4200 - Classified Personnel

(AR revised)

Regulation updated to reflect **NEW LAW** (**AB 2160**) which eliminates the exemption of part-time playground positions from the classified service in merit system districts, thereby making those positions part of the classified service. Regulation also reflects **NEW LAW** (**AB 2261**) which eliminates the exemption from the classified service, in merit system districts, of community representatives employed in advisory or consulting capacities for not more than 90 working days per fiscal year. Paragraph moved to emphasize that employees in either merit or non-merit system districts who are exempted from the classified service must fulfill obligations related to physical examinations, fingerprinting, and tuberculosis tests.

BB 9322 - Agenda/Meeting Materials

(BB revised)

Bylaw updated to reflect requirement effective January 1, 2019 that districts post a direct link on the homepage of their web site to the current board meeting agenda or to the district's agenda management platform. Bylaw also clarifies that the agenda need not provide an opportunity for public comment on any agenda item that has previously been considered at an open meeting of a committee comprised exclusively of board members.

BB 9324 - Minutes and Recordings

(BB revised)

Bylaw updated to reflect **NEW LAW** (**SB 1036**) which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

Sierra County/Sierra-Plumas Joint USD Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0420

SCHOOL PLANS/SITE COUNCILS

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

The Governing Board of Education believes that comprehensive planning that is aligned with the district's local control and accountability plan (LCAP) is necessary at each school; in order to focus school improvement efforts on student academic achievement and facilitate the effective use of available resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. <u>0415 - Equity</u>)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

Note: Pursuant to Education Code 64000, the district may submit a consolidated application to the California Department of Education (CDE) to apply for federal categorical funds and/or state categorical programs that are not funded through the local control funding formula. As a condition of receiving such funds, Education Code 64001, as amended by AB 716 (Ch. 471, Statutes of 2018), requires each school to consolidate all of the plans that are required by these programs into a school plan for student achievement (SPSA), unless otherwise prohibited by law. If these programs do not require a plan, the Governing Board may require a school that participates in any program included on the consolidated application to develop an SPSA.

Pursuant to Education Code 64001, each school preparing an SPSA must have the SPSA developed and approved by a school site council. Education Code 65000-65001, as added by AB 716, contain requirements for the establishment and membership of school site councils; see the accompanying administrative regulation.

For additional information regarding the development and content of the SPSA, see the accompanying administrative regulation and CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, available on its web site. Education Code 64001 provides that, although SPSAs are not required to be submitted as part of the consolidated application, they will be reviewed by CDE during the Federal Program Monitoring process.

Pursuant to Education Code 64001, districts with a single school may instead utilize the local control and accountability plan (LCAP) to serve as the SPSA if the LCAP meets certain federal planning and stakeholder requirements.

Each district school that participates in one or more federal and/or state categorical programs funded through the state's consolidated application process pursuant to Education Code 64000 shall establish a school site council in accordance with Education Code 52852 and the accompanying administrative regulation to develop, review, and approve school plans.65000-65001.

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee

The school site council shall consolidate—develop, approve, and annually review and update a school plan for student achievement (SPSA) which consolidates the plans required for those categorical programs into a single plan—for student achievement (SPSA)., unless otherwise prohibited by law. (Education Code 64001)

(cf. 0520.2 Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6190 - Evaluation of the Instructional Program)

As appropriate, a school may incorporate any other school program into the SPSA. (Education Code 64001)

Note: The following **optional** paragraph may be revised to reflect district practice. Pursuant to Education Code 52062, there must be consistency between a school's SPSA and specific actions included in the district's LCAP. For more detailed requirements of the LCAP, see BP/AR 0460 - Local Control and Accountability Plan.

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all <u>applicable</u> programs <u>included</u>, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. <u>He/she The Superintendent or designee</u> shall also ensure that consistency between the specific actions included in the district's <u>LCAP are consistent with local control and accountability plan and</u> the strategies identified in each school's SPSA.

Note: Education Code 64001, as amended by AB 716, requires the Board to review and approve a school's SPSA whenever there are material revisions affecting the academic programs for students participating in the categorical programs. Although not explicitly required by law, it is recommended that the Board also review the initial plan.

The Board shall, at a regularly scheduled Board meeting, review and approve each school's SPSA andwhenever there are any subsequent material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding. (Education Code 64001) (Education Code 64001)

Whenever<u>If</u> the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council<u>or committee</u>. The school site councilor committee shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 5285564001)

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

The Superintendent or designee <u>may provideshall ensure that</u> school administrators and school site council members receive training on the roles and responsibilities of the <u>school</u> site council.

Note: Education Code 64001, as amended by AB 716, authorizes a school identified for targeted or comprehensive support pursuant to 20 USC 6303 to use its SPSA to satisfy the requirement for a school improvement plan.

The SPSA may serve as the school improvement plan required when a school is identified for targeted or comprehensive support pursuant to 20 USC 6303. (Education Code 64001) (cf. 0500 - Accountability)

Note: Education Code 64001, as amended by AB 716, provides that complaints alleging noncompliance with requirements pertaining to school site councils or the SPSA may be addressed through the district's uniform complaint procedures pursuant to 5 CCR 4600-4670.

Any complaint alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA may be filed with the district in accordance with the district's uniform complaint procedures pursuant to 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 64001) (cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

52-53 Designation of schools

33133 Information guide for school site councils

35147 Open meeting laws exceptions

52060-52077 Local control and accountability plan

52176 Advisory English learner advisory committees

52852 School site councils

54000-54028 Educationally Disadvantaged Youth Programs

54425 Advisory committees (compensatory education)

56000-56867 Special education

64000 Categorical programs included in consolidated application

64001 Single school School plan for student achievement, consolidated application programs

65000-65001 School site councils

CODE OF REGULATIONS, TITLE 5

3930-3937 Compliance plans

4600-4670 Uniform complaint procedures

11308 English learner advisory committees

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312-6319 Title I6303 School improvement

6311 State plan

6314 Schoolwide programs; plansschoolwide program plan

6421-6472 Programs for neglected, delinquent, and at-risk children and youth

6601-6651 Teacher and Principal Training and Recruitment program

6801-7014 Limited English proficient and immigrant students

7101-7165 Safe 7122 Student Support and Drug-Free Schools and Communities Academic Enrichment Grants

7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council,

February 2014

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

http://www.cde.ca.gov/nclb/sr/le/singleplan.asp U.S. Department of Education: http://www.ed.gov

WestEd: http://www.wested.org

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Policy adopted: April 10, 2007 revised: September 10, 2013 revised: October 13, 2015 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans AR 0420

SCHOOL PLANS/SITE COUNCILS

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

School Site Councils

Note: Pursuant to Education Code 64001, each school participating in a federal or state categorical program which is funded through the state's consolidated application and requires a school plan for student achievement (SPSA) must establish a school site council that meets the requirements of Education Code 65000-65001, as added by AB 716 (Ch. 471, Statutes of 2018). The school site council is responsible for developing and reviewing the SPSA; see section "School Plan for Student Achievement" below. AB 716 eliminated the authority for another school advisory committee or school group to serve as the school site council for a school that operates a program requiring an SPSA.

Pursuant to Education Code 65000, a school site council must generally include members from all of the categories listed in items #1-5 below, as applicable. However, pursuant to Education Code 65001, a school with a student population of less than 300 may operate a school site council which includes at least one representative from items #1-3 and at least one from items #4-5, provided there is parity between staff and non-staff members and the Governing Board has obtained approval from its local bargaining unit. Education Code 65001 also provides that schools with a common site administration may operate a shared school site council if the school has a student population of less than 300, and up to three schools with a combined student population of less than 1,000 may operate a shared school site council if the schools either share a campus or have geographic proximity to one another with similar student populations. Any shared school site council must meet the requirements of Education Code 65000 with regard to the composition of the council. Districts with any schools meeting these criteria may revise the following section accordingly.

For information about the organization of the school site council, including sample school site council bylaws that address duties, membership, officers, subcommittees, and meetings, see the California Department of Education's (CDE) publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, available on CDE's web site.

Each school that operates a program requiring the development of a school plan for student achievement (SPSA) pursuant to Education Code 64001 shall have a school site council composed of the following: (Education Code 5285265000)

- 1. The principal or designee
- 2. Teachers selected by the school's Classroom teachers at the school, selected by the classroom teachers at the school
- 3. Other school personnel who are not teachers, selected by the school's other personnel at the school who are not teachers

4. Parent/guardian representatives, who may include parents 4. Parents/guardians of students attending the school and/or other members of the community members, selected by the parents/guardians of students attending the school

Note: Education Code 65000 requires that secondary schools include students on their school site council. Pursuant to Education Code 52 and 53, secondary schools include high schools and junior high schools. CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council advises that middle schools may include student representation on the school site council at the district's discretion. If the district decides to include middle school or K-8 students on the school site council, then such councils must meet the composition required of secondary schools.

5. If the school is a secondary school, students attending the school selected by other such secondary students

(cf. 0450 - Comprehensive Safety Plan)

Half of the school site council membership shall consist of school staff in the categories listed in items #1-3 above, the majority of whom shall be classroom teachers. For an elementary school site council, the remaining half shall be parent/guardian representatives.parents/guardians and/or community members. For a secondary school site council, the remaining half shall be equal numbers of parent/guardian representatives and parents/guardians, community members, and/or students. (Education Code 5285265000)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 5285265000)

Note: The method of selecting members of school site councils is not specified in law, except that members must be chosen by peers as noted above. No additional membership qualifications may be required. CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council suggests that the selection process may be addressed in Board policy or in bylaws of the school site council. The following **optional** paragraph may be revised to reflect district practice.

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination and equity.

(cf. School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 54425; 5 CCR 3932)

Note: Pursuant to Education Code 35147, school site councils are exempt from open meeting law requirements (the Brown Act), but must comply with other, less complex procedural requirements as specified; see AR 1220 - Citizen Advisory Committees. Education Code 35147 has not yet been amended for consistency with AB 716, which repealed Education Code 52852 and moved the requirements related to school site councils to Education Code 65000-65001.

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

Single School Plan for Student Achievement

Any district school that shall participate in any state or federal categorical program specified in Education Code 64000 on an ongoing basis shall have a school site council which shall approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above. Note: The following section reflects requirements pertaining to the development of the SPSA required for the state and federal categorical programs included in the consolidated application. CDE has developed a template for the SPSA, available on its web site, to help schools meet plan requirements.

The school site council shall develop and annually review and update an SPSA that addresses all federal and/or state categorical programs in which the school participates pursuant to Education Code 64000. (Education Code 64001)

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

Note: Pursuant to Education Code 64001, as amended by AB 716, the SPSA must be developed with the review and advice of the school English learner advisory committee, if required. Education Code 52176 and 5 CCR 11308 require each school with more than 20 English learners to establish a school-level advisory committee on which parents/guardians of such students constitute membership in at least the same percentage as their children represent of the total number of students in the school. See AR 6174 - Education for English Learners.

(cf. 6174 Education for English Language Learners) (cf. 6184 Continuation Education)

The SPSA shall be developed with the review, advice, and certification, and advice of any applicable the school English learner advisory committee, if required. (Education Code 64001) (cf. 6174 - Education for English Learners)

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

Other school and district committees. (Education Code 64001)

Such groups may include, including, but are not limited to, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP);), advisory committees committee established for English learner and special education programs;, and Western Association of Schools and Colleges leadership teams; district or school liaison teams for schools identified for program improvement; and other committees established by, may also be consulted on the school or district content of the plan.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6190 - Evaluation of the Instructional Program)

The Note: As amended by AB 716, Education Code 64001 requires the school site council to administer a comprehensive needs assessment that forms the basis of the goals in the SPSA. If any district schools are not participating in any state or federal categorical program that requires a plan but the Board requires them to develop

an SPSA, the Board may determine the extent to which the needs assessment is applicable and the following paragraph may be revised accordingly.

Before developing the content of the SPSA, the school site council shall be aligned with the district's LCAP and school goals for improving student achievement. School goals shall be based onconduct a comprehensive needs assessment pursuant to 20 USC 6314, including an analysis of verifiable state data identified pursuant to law, and consistent with the state priorities specified in Education Code 52060 and the indicators in the state accountability system. The school may consider any other data developed by the district to measure student achievement outcomes. (Education Code 52062, 64001)

(cf. 0500 - Accountability) (cf. 6162.5 - Student Assessment) (cf. 6162.51 - State Academic Achievement Tests) (cf. 6162.52 - High School Exit Examination)

The SPSA shall, at a minimum include all of the following: (Education Code 64001)

1.Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by law

- Goals to improve student outcomes, including goals that address the needs of student groups as identified through the needs assessment
- 2. <u>IdentifyEvidence-based strategies, actions, or services</u>
- 3. Proposed expenditures based on the projected resource allocation from the means of evaluating district to address the school's progress toward accomplishing those goals findings of the needs assessment, including identifying resource inequities, which may include a review of the district's budgeting, the LCAP, and school-level budgeting, if applicable

- Identify how state and federal law governing the categorical programs will be implemented

Note: CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council clarifies that the SPSA must address all plan components required for individual categorical programs covered by the SPSA.

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

In developing or revising the SPSA, the The school site council or other schoolwide advisory group or school support group shall:

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.

2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.

3.Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.

4.Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the. Whenever there are material revisions to the SPSA which affect the academic programs for students participating in applicable programs, the SPSA shall be submitted to the Governing Board of Education for review and approval at a regularly scheduled Board meeting. (Education Code 35147, 64001)

Note: Pursuant to Education Code 64001, as amended by AB 716, the SPSA must include a process for evaluating and monitoring the implementation of the SPSA and progress toward accomplishing the goals set forth in the SPSA. CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council contains an annual evaluation tool to assist school site councils in assessing the effectiveness of the plan.

The school site council-or other schoolwide group shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the principal or designee shall evaluate results of improvement efforts and report to the Board, school site council, advisory committees, and other interested parties regarding progress toward school goals.

The school site council or other schoolwide group may amend the SPSA at any time. Any revisions that would substantively change the academic programs funded through the consolidated application shall be submitted to same process required for the annual update of the Board for approval plan.

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation approved: April 10, 2007

revised: September 10, 2013 revised: October 13, 2015 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0450

COMPREHENSIVE SAFETY PLAN

Note: Pursuant to Education Code 32280-32289, districts are responsible for ensuring that a comprehensive safety plan with specified components is in place for each district school. As amended by AB 1747 (Ch. 806, Statutes of 2018), Education Code 32282 requires the California Department of Education (CDE) to post on its web site a compliance checklist for developing comprehensive safety plans, and Education Code 32288 requires CDE to post best practices for reviewing and approving the plans. Beginning in the 2018-19 school year, comprehensive safety plans will be audited through the annual audits required by Education Code 41020 to ensure that they are updated and approved by March 1 of each year.

<u>The Governing Board</u> recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.41 - Use of Seclusion and Restraint)
(cf. 5131.7 - Weapons and Dangerous Instruments)
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(cf. 5136 - Gangs) (cf. 5137 - Positive School Climate) (cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Note: Pursuant to Education Code 32281 and 32286, each school is required to adopt a comprehensive safety plan (Option 1 below). However, districts with an average daily attendance (ADA) of 2,500 or less are authorized by Education Code 32281 to develop a districtwide safety plan in lieu of developing school plans; thus, those districts may select either Option 1 or 2 to reflect district practice. Any district may choose to develop both district and school plans.

OPTION 1: (Districts with more than 2,500 ADA, and districts with 2,500 or less ADA that choose to develop school site plans)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

OPTION 2: (Districts with 2,500 or less ADA that choose to develop a districtwide plan)

The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

Note: The following two paragraphs apply to all districts. Education Code 32286 requires that the school site council review and update the comprehensive safety plan by March 1 of each year. In districts with ADA of 2,500 or less that choose to develop a districtwide plan in accordance with Option 2 above, the Superintendent or designee may conduct the annual review.

Pursuant to Education Code 32288, the updated plan(s) must be submitted to the district for approval. The Governing Board may choose to delegate to the Superintendent or designee the responsibility to review and approve the updated plans, but the Board remains responsible for ensuring compliance with the law.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability); (cf. 9320 - Meetings and Notices)

Note: Education Code 32288 requires that districts notify CDE if a school has not complied with the safety plan requirements. In the event that the Superintendent of Public Instruction determines that there has been a willful failure by a district to make any report required by Education Code 32280-32289, Education Code 32287 provides that the district may be fined up to \$2,000.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Note: The following section is **optional**. Pursuant to Education Code 32281, the Board may, after consulting with law enforcement officials, elect to have the district, rather than the school site council, develop those portions of the comprehensive safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury.

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a-representative(s) of an employee bargaining unit, (s), if he/she choosesthey choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

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(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
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(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas); (cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282) (cf. 1340 - Access to District Records)

Note: The following paragraph is **optional**. Pursuant to Education Code 32281, the Board may choose to prohibit disclosure of those portions of the comprehensive safety plan that include tactical responses to criminal incidents.

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Note: Education Code 32281, as amended by AB 1747, adds a requirement to share the comprehensive safety plans with the following entities.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

41020 Annual audits

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

GOVERNMENT CODE

54957 Closed session meetings for threats to security

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

<u>Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination,</u> *Iuly* 2016

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

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students,

Policy Brief, February 2014

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

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates,

2004

WEB SITES

CSBA: http://www.csba.org

California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss California Governor's Office of Emergency Services: http://www.caloes.ca.gov

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

Centers for Disease Control and Prevention: http://www.cdc.gov/ViolencePrevention

Federal Bureau of Investigation: http://www.fbi.gov

National Center for Crisis Management: http://www.schoolcrisisresponse.com

National School Safety Center: http://www.schoolsafety.us

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

U.S. Secret Service, National Threat Assessment Center: http://www.secretservice.gov/protection/ntac

SIERRA COUNTY OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Policy adopted: April 10, 2007

revised: April 12, 2012 revised: August 9, 2016 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans AR 0450

COMPREHENSIVE SAFETY PLAN

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

Pursuant to Education Code 234.5, the California Department of Education (CDE) has posted on its web site a list of statewide resources for youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying, and youth affected by gangs, gun violence, and psychological trauma caused by violence at home, at school, and in the community.

Development and Review of Comprehensive School Safety Plan

Note: The following section reflects requirements for the development of site-level comprehensive safety plans pursuant to Education Code 32280-32289 and is for use by districts that selected Option 1 in the accompanying Board policy. Districts with an average daily attendance (ADA) of 2,500 or less that selected Option 2 in the accompanying Board policy (i.e., that have developed a districtwide comprehensive safety plan applicable to all school sites in lieu of individual site plans, as authorized by Education Code 32281) should omit this section.

As amended by AB 1747 (Ch. 806, Statutes of 2018), Education Code 32281 requires school site councils to consult with the fire department and other first responders, in addition to local law enforcement, in the writing and development of comprehensive safety plans.

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council shall also consult with other school site councils and safety committees. (Education Code 32281, 32282) (cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

- 1. The principal or designee
- 2. One teacher who is a representative of the recognized certificated employee organization
- 3. One parent/guardian whose child attends the school
- 4. One classified employee who is a representative of the recognized classified employee organization

Note: Item #5 below may be modified to specify other groups or individuals who will be represented on the committee. For example, the committee might include representatives of social service agencies, other city or county agencies, health care and emergency service providers, community-based organizations, and/or students.

5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

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

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

- 1. The local mayor
- 2. A representative of the local school employee organization
- 3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

 (cf. 1230 School-Connected Organizations)
- 4. A representative of each teacher organization at the school (cf. 4140/4240/4340 Bargaining Units)
- 5. A representative of the school's student body government
- 6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

- 1. Representatives of local religious organizations
- 2. Local civic leaders
- 3. Local business organizations
 (cf. 1700 Relations Between Private Industry and the Schools)

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of schoolany crime committed on campus and at school-related functions. (Education Code 32282)

Note: The following **optional** paragraph may be revised to reflect district practice. In assessing the current status of school crime as required by Education Code 32282, districts may contract with a consultant, work with local

<u>law enforcement, develop their own local assessment, and/or use available instruments such as the California</u> Healthy Kids Survey or the Centers for Disease Control and Prevention's Youth Risk Behavior Survey.

The assessment may include, but not be limited to, data on reports of school crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

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(cf. 0500 - Accountability)
(cf. 0510 - School Accountability Report Card)
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The plan also Note: Education Code 32282 requires that the following components be included in the districtwide and/or school site safety plan. The district may expand this list to require other components at its discretion.

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

- 1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3 (cf. 5141.4 Child Abuse Prevention and Reporting)
- 2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

Note: Education Code 32282 requires districts to incorporate earthquake emergency procedures into the comprehensive safety plan, as specified in items #2b and #2c below. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan and AR 3516.3 - Earthquake Emergency Procedure System for further details about required components of these procedures. As amended by AB 1747, Education Code 32282 requires CDE to provide guidance to districts in regard to the contents of school building disaster plans.

b. An earthquake emergency procedure system in accordance with Education Code 32282

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(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)
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c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

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(cf. 1330 - Use of School Facilities)
(cf. 3516.1 - Fire Drills and Fires)
(cf. 3516.2 - Bomb Threats)
(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)
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3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts whichthat would lead to suspension, expulsion, or mandatory expulsion recommendations (cf. 5131.7 - Weapons and Dangerous Instruments)

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(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
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4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079 (cf. 4158/4258/4358 - Employee Security)

Note: Education Code 234.1 requires the Board to adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and requires school personnel who witness such acts to take immediate steps to intervene when safe to do so; see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment. In addition, the district's complaint process must include a timeline for investigating and resolving complaints and an appeals process; see BP/AR 1312.3 - Uniform Complaint Procedures.

Education Code 234.4, as amended by AB 2291 (Ch. 491, Statutes of 2018), requires districts to adopt, by December 31, 2019, procedures for preventing acts of bullying, including cyberbullying. See BP 5131.2 - Bullying.

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
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(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning (cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

Hate crime reporting procedures

Note: Pursuant to Education Code 32282, as amended by AB 1747, schools are required to include in their comprehensive safety plans procedures for conducting tactical responses to criminal incidents, as specified in item #10. Such procedures must be based on the specific needs and context of each school and community.

Pursuant to Education Code 32281, the Governing Board may elect to have district administrators, rather than the school site council, develop those portions of the comprehensive safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury; see the accompanying Board policy.

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Note: The following components are optional and should be revised to reflect district practice.

Among the strategies for providing a safe environment, the comprehensive safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

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

Note: Education Code 32282 and 32261 encourage, but do not require, all comprehensive safety plans to include policies and procedures aimed at the prevention of bullying, as defined in Education Code 48900(r).

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

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

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

- 6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
- 7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus (cf. 5136 - Gangs)

Note: Education Code 32281 authorizes the principal, upon receiving verification from law enforcement, to notify parents/guardians and employees in writing that a violent crime has occurred on the school site. A "violent crime" is any act for which a student could be expelled and which meets the definition listed in Education Code 67381, including homicide, rape, robbery, and aggravated assault, as defined in the Federal Bureau of Investigation's Uniform Crime Reporting Handbook. Education Code 32281 encourages that the notice be sent no later than the second workday after receiving verification from law enforcement.

20 USC 7912 requires that all students attending a "persistently dangerous" school be provided notice of the designation and an option to transfer to a different school within the district. See BP/AR 5116.1 - Intradistrict Open Enrollment.

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

Note: Education Code 32282.1 does not require, but encourages, that comprehensive safety plans include the strategies described in item #11 below, to the extent the district uses the listed professionals.

- 11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:
 - a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
 - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
 - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention (cf. 5141.52 - Suicide Prevention)

Note: Penal Code 626.8 provides that a person may be guilty of a misdemeanor for infringing with or disrupting a school activity, remaining on campus after having been asked to leave, reentering within seven days of being asked to leave, establishing a continued pattern of unauthorized entry, or willfully or knowingly creating a disruption with the intent to threaten the immediate physical safety of a student in preschool or grades K-8 who is arriving at, attending, or leaving school; see BP/AR 3515.2 - Disruptions.

- 13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff (cf. 3515.2 Disruptions)
- 14. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.41 - Use of Seclusion and Restraint)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
- 15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Pursuant to Education Code 32284, the comprehensive safety plan may, at the discretion of the Board, include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school. No state funds may be used for this purpose.

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation approved: April 10, 2007

revised: April 10, 2012 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans BP 0460

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 local control and accountability plan (LCAP). Pursuant to Education Code 52060, as amended by AB 2878 (Ch. 826, Statutes of 2018), 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 and family engagement; (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 (LCFF); 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 and goals. 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 Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the county/district budget and to facilitate continuous improvement of county/district practices.

(cf. 0000 - Vision); (cf. 0200 - Goals for the School District); (cf. 0415 - Equity)

Note: 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.

As amended by AB 1840 (Ch. 426, Statutes of 2018), Education Code 52064 requires the SBE, by January 31, 2020, to expand the template to include more specific information about the goals, actions, expenditures, and services for all students and subgroups of students, as well as information about the district, highlights of the LCAP, and annual performance as indicated by the California School Dashboard.

The Board shall adopt a county/districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education, (SBE), that addresses the state priorities in Education Code 52060 and any local 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 two subsequent two-fiscal years. (Education Code 52060, 52064; 5 CCR 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. 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" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Note: Pursuant to Education Code 42238.01, as amended by AB 1962 (Ch. 748, Statutes of 2018), no later than the 2020-21 fiscal year, the definition of "foster youth" for the purpose of identifying unduplicated students will include a dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court in accordance with the tribe's law, provided the child would also meet one of the descriptions in Welfare and Institutions Code 300 describing when a child may be adjudged a dependent child of the juvenile court.

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

(LCFF). (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)

The Superintendent or designee shall review the <u>singleschool</u> 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) (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)

Note: Pursuant to Education Code 52064.1, as added by AB 1808 (Ch. 32, Statutes of 2018), districts are required, by July 1, 2019, to develop an LCFF budget overview for parents/guardians with specified information. The budget overview must be developed in conjunction with, and attached as a cover to, the LCAP and annual update to the LCAP. The budget overview is subject to the requirements of Education Code 52062 and 52070 pertaining to the adoption, review, and approval of the LCAP. The Superintendent of Public Instruction (SPI) is required to develop, before December 31, 2018, a template for the budget overview.

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the county/district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the county/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. 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.

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 and, if district enrollment includes at least 15 percent English learners, an English learner parent advisory committee to review and comment on the LCAP. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15945. 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 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/guardianparents/guardians of an unduplicated students 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-to review and comment on the LCAP. (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.

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, the LCAP parent/guardian and community engagement process must include solicitation of input on language acquisition programs. See BP/AR 6174 - Education for English Learners for further information regarding the types of language acquisition programs that may be offered.

As part of the parent/guardian 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: Education Code 52062, as amended by AB 1808, requires the district to consult with its special education local plan area administrator(s) to ensure that specific actions for individuals with disabilities are included in the LCAP.

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062) (cf. 0430 - Comprehensive Local Plan for Special Education)

Note: Pursuant to Education Code 42127, the Board 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 county/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. (Education Code 52062)

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)

Submission of Plan to County Superintendent of Schools

Note: Education Code 52070 requires the district to submit the LCAP to the County Superintendent, who may seek written clarification of the contents of the plan and may submit recommendations for amendments as provided below. The County Superintendent is required to approve the LCAP on or before October 8 if it is determined that (1) the LCAP adheres to the template adopted by the SBE and follows any SBE instructions or directions for completing the template; (2) the district budget includes expenditures sufficient to implement the specific actions and strategies 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.

Education Code 52064.1, as added by AB 1808, requires the district to file the LCFF budget overview for parents/guardians with the County Superintendent to be reviewed for adherence with the template adopted by the SPI. If the budget overview is not approved, the County Superintendent will withhold approval of the LCAP and will provide technical assistance pursuant to Education Code 52071.

Not later than five days after adoption of the LCAP, the <u>county/district budget</u>, and the <u>budget overview</u> for <u>parents/guardians</u>, the Board shall file the LCAP, the <u>budget</u>, and the <u>budget overview</u> with the County Superintendent of Schools. (Education Code <u>42127</u>, <u>52064.1</u>, 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)

If the County Superintendent does not approve the county/district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

Monitoring Progress

Note: The following **optional** paragraph may be revised to reflect the district's timeline for reviewing the progress and effectiveness of strategies included in the LCAP. 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 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/herthe_Superintendent and the Board, regarding the County/District'scounty/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 reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

Note: Pursuant to Education Code 52071, as amended by AB 1808, the Board may, at its discretion, request technical assistance from the County Superintendent as described in items #1-2 below. The County Superintendent may charge a fee not to exceed the cost of the service, if the provision of the service requested would create an unreasonable or untenable cost burden for the County Superintendent.

<u>At its discretion</u>, 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 county/identifying county/district strengths and weaknesses in regard to state priorities, and which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that apply to the County/District's goals address any areas of weakness.
- 2.Assistance from an academic, <u>programmatic</u>, <u>or fiscal</u> expert, <u>or</u> team of academic experts, or another county/district in the county in identifying and implementing effective programs <u>and practices that are designed</u> to improve the outcomes for student subgroups
- 3. Advice and performance in any identified areas of weakness. The county/district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074.

Note: Pursuant to Education Code 52071, as amended by AB 1808, the district must be provided technical assistance whenever one or more numerically significant student subgroups meet the criteria for assistance and intervention established pursuant to Education Code 52064.5.

In the event that the County Superintendent requires the county/district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant to-Education Code 5207152064.5, the Board shall review all recommendations received from work with the County Superintendent, or another service provider at county/district expense, and shall provide the County Superintendent or other advisor and shall consider revisions to the timely documentation of the county/district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

Note: Pursuant to Education Code 52074, as amended by AB 1840, either the County Superintendent or the SPI may refer a district to the California Collaborative for Educational Excellence (CCEE) if it is determined to be necessary to help the district accomplish the goals set forth in the district's LCAP as appropriate in accordance with the process specified in Education Code 52062. Additionally, if a district receives an emergency apportionment pursuant to Education Code 41320-41322, the district shall be deemed to have been referred to the CCEE.

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the county/district's LCAP. (Education Code 52071, 52074)

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 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 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: (Education Code 52072)

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

Legal Reference:

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EDUCATION CODE
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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

41320-41322 Emergency apportionments

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 Numerically significant student subgroups

52059.5 Statewide system of support

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

WELFARE AND INSTITUTIONS CODE

300 Dependent child of the court

CODE OF REGULATIONS, TITLE 5

15494-15497 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

<u>LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics,</u> Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

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

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Policy adopted: December 10, 2013

revised: May 12, 2015 revised: December 12, 2017 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans AR 0460

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, 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.

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 County/District's county/district's local control and accountability plan (LCAP) and annual updates shall include, for the county/district and each county/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 county/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 county/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)

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)

Note: Education Code 52060, as amended by AB 2878 (Ch. 826, Statutes of 2018), expands the parent involvement state priority to include family engagement. Education Code 52060 provides that family engagement

may include, but not be limited to, efforts by the district and schools to apply research-based practices, such as welcoming all families into the school community, engaging in effective two-way communication, supporting student success, and empowering families to advocate for equity and access. It may also include partnering with families to inform, influence, and create practices and programs that support student success and collaboration with families and the broader community, expand student learning opportunities, and promote civic participation.

c. Parent/guardian involvement and family engagement, including efforts the county/district makes to seek parent/guardian input in county/district and school site decision making and how the county/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

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(cf. 3553 - Free and Reduced Price Meals)
(cf. 6020 - Parent Involvement)
(cf. 6173.1 - Education for Foster Youth)
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- d. Student achievement, as measured by all of the following as applicable:
 - (1) Statewide assessments of student achievement
 - (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
 - (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
 - (4) The English learner reclassification rate
 - (5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
 - (6) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

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(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)
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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

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

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(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))
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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)

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 county/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 County/Districtcounty/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 Superintendent of Public Instruction (SPI), with approval of the State Board of Education 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 review 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 County/District's county/district's progress toward achieving those goals. (Education Code 52060)

Note: AB 1840 (Ch. 426, Statutes of 2018) amended Education Code 52060 to require data to be reported in a manner consistent with the California School Dashboard rather than the school accountability report card.

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 the California School Dashboard. (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 students; see BP 3100 - Budget. 5 CCR 15494-15496 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)

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 such 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.

Annual Updates

On or before July 1 of each year, the Availability of the Plan

LCAP shall be updated using the template 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 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 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

Note: Education Code 52065, as amended by AB 1840, requires the district to prominently post its LCAP and any annual update or revisions to the LCAP on the homepage of its 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.

Education Code 52064.1, as added by AB 1808 (Ch. 32, Statutes of 2018), provides that the LCFF budget overview for parents/guardians is also subject to the requirements of Education Code 52065.

The Superintendent or designee shall <u>prominently</u> post the LCAP-and, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the <u>County/District'shomepage of the county/district's</u> web site. (Education Code <u>52064.1</u>, 52065) (cf. 1113 - District and School Web Sites)

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation approved: December 10, 2013

revised: May 12, 2015 revised: December 12, 2017 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD Administrative Regulation

Community Relations

AR 1220

CITIZEN ADVISORY COMMITTEES

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

Pursuant to Government Code 815.2 and 820.9, members of advisory committees are not liable for injuries caused by the act or omission of the district, a committee, or a committee member acting within the scope of his/her role as a member of the committee. However, a committee member may be liable for injury caused by his/her own wrongful conduct.

Committee Charge

Note: Items #1-9 may be modified to reflect district practice.

When committees are appointed, committee members shall receive written information including which includes, but is not limited to:

- 1. The committee members' names
- 2. The procedure to be used in the selection of the committee chairperson and other committee officers
- 3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
- 4. The goals and specific charge(s) of the committee, including its topic(s) for study
- 5. The specific period of time that the committee is expected to serve
- 6. Legal requirements regarding meeting conduct and public notifications
- 7. Resources available to help the committee perform its tasks
- 8. Timelines for progress reports and/or final report
- 9. Relevant Board policies and administrative regulations

Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the district or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct. (Government Code 815.2, 820.9)

(cf. 1240 - Volunteer Assistance) (cf. 3530 - Risk Management/Insurance)

Committees Subject to Brown Act Requirements

AnyNote: Generally, any commission, committee, board, or other body created by formal action of the Governing Board, regardless of Education shall whether that body is permanent or temporary, decision-making or advisory, is a "legislative body," as defined in Government Code 54952, and is required to comply with the open meeting laws (Brown Act). However, some committees are by law exempted from the Brown Act. For example, committees specified in Education Code 35147 are not subject to the Brown Act; see "Committees Not Subject to Brown Act Requirements" below. Committees composed solely of Board members who are less than a quorum of the Board may also be exempt from Brown Act requirements in limited circumstances; see BB 9130 - Board Committees.

Committees listed in items #1-5 below are generally created by formal Board action and thus are subject to the Brown Act. This list should be modified to add any other specific committees in the district created by formal Board action or any committees that the Board has required to follow the Brown Act. This list should be modified to delete any of the committees that were not created by formal Board action (e.g., Superintendent committees) or do not exist within the district. In Frazer v. Dixon Unified School District, the court held that the adoption of a Board policy that required the appointment of a committee to advise the Superintendent, and in turn, the Board, was a committee created by "formal Board action" within the meaning of Government Code 54952. Therefore, the committee's meetings were subject to the Brown Act. Districts should consult legal counsel when questions arise regarding the applicability of Brown Act requirements to district or school committees.

Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963 shall be complied with by any committee created by formal action of the Governing Board, including, but not necessarily limited to, the following:

1. Advisory committee established pursuant to Education Code 56190-56194 related to special education

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

2. Advisory committee established pursuant to Education Code 8070 related to career technical education

(cf. 6178 - Career Technical Education)

3. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b

(cf. 5030 - Student Wellness)

4. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property

(cf. 3280 - Sale or Lease of District-Owned Real Property)

5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3

(cf. 7213 - School Facilities Improvement Districts)

(cf. 7214 - General Obligation Bonds)

6(cf. 9130 - Board Committees)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports) (cf. 9323 - Meeting Conduct)

Committees Not Subject to Brown Act Requirements

Note: Pursuant to Education Code 35147, school site councils and some advisory committees, as specified in items #1-6 below, are exempt from the Brown Act but must comply with other, less complex procedural requirements (i.e., the "mini" Brown Act). In addition, the Board may require other specific district committees that are not subject to the Brown Act to follow the requirements of the "mini" Brown Act. Such committees should be added to the list below.

The following committees shall comply with procedural meeting requirements established in Education Code 35147:

1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan (LCAP) and, if applicable, any advisory committee established pursuant to Education Code 52060 to consult with the district on LCAP development (cf. 0460 - Local Control and Accountability Plan)

(cf. 9130 - Board Committees) (cf. 9320 - Meetings and Notices) (cf. 9321 Closed Session Purposes and (cf. 9321.1 Closed Session Actions and Reports) (cf. 9323 - Meeting Conduct) **Committees Not Subject to Brown Act Requirements** The following committees

12.

Note: Pursuant to Education Code 35147, school site councils are exempt from the Brown Act but must

- conformand are subject to the procedural meeting requirements established in Education Code 35147. However, Education Code 35147 has not yet been amended for consistency with AB 716 (Ch. 471, Statutes of 2018), which repealed Education Code 52852 and moved the requirements related to school site councils to Education Code 65000-65001.
- to develop and approve a singleschool plan for student achievement (cf. 0420 - School Plans/Site Councils)

School site councils established pursuant to Education Code 52852 and 6400165000-65001

- 23. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners (cf. 6174 - Education for English Language Learners)
- School advisory committees established pursuant to Education Code 54425(b) related to 34. compensatory education (cf. 6171 - Title I Programs)
- 45. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs (cf. 6175 - Migrant Education Program)

6. School committees established pursuant to Education Code 11503 related to parent involvement

(cf. 6020 - Parent Involvement)

Meetings of the above councils or committees shall be open to the public. Any, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Any council or committee violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a school site council or committee shall be made available to any member of the public upon request pursuant to the California Public Records Act. (Education Code 35147; Government Code 6250-6270. (Education Code 35147) (cf. 1340 - Access to District Records)

Committees Created by Superintendent

<u>Committees which are</u> created by the Superintendent or designee to advise the administration—and which, do not report to the Board, and are not <u>specified in Education Code 35147 shall not be</u> subject to the requirements of the Brown Act or Education Code 35147. (cf. 2230 - Representative and Deliberative Groups)

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation approved: April 10, 2007

revised: April 14, 2015 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Classified Personnel AR 4200

CLASSIFIED PERSONNEL

Exemption from Classified Service

Note: Education Code 45106 **mandates** the Governing Board to adopt a rule or regulation that contains the following paragraph.

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4212 - Appointment and Conditions of Employment)

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

Districts Not Incorporating the Merit System

Individuals hired solely for the following purposes are exempt from shall not be part of the classified service: (Education Code 45103)

- 1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
- 2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
- 3. Full-time students employed part time
- 4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district, and which pursuant to Education Code 51760-51769.5 that is financed by state or federal funds

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

(cf. 4112.4/4212.4/4312.4 Health Examinations); (cf. 4112.5/4212.5/4312.5 Criminal Record Cheek) (cf. 4212 - Appointment and Conditions of Employment); (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation approved: April 10, 2007

revised: February 13, 2018 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD Board Bylaw

Board Bylaws BB 9322

AGENDA/MEETING MATERIALS

Agenda Content

<u>Governing</u> Board <u>of Education</u> meeting agendas <u>shall reflect the county/district's vision and goals</u> and the Board's focus on student learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Note: Government Code 54954.2 requires Governing Board meeting agendas to briefly describe each item to be discussed, including closed session items, and states that a brief general description of an item generally need not exceed 20 words. For information regarding the different types of meetings and meeting location requirements, see BB 9320 - Meetings and Notices. For agenda requirements regarding closed session agenda items, see BB 9321 - Closed Session Purposes and Agendas.

<u>Each agenda</u> shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

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

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda <u>for a regular Board meeting</u> shall also provide members of the public an opportunity to <u>testify at regular meetingsprovide comment</u> on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3) <u>Five minutes shall be allotted each speaker and a maximum of twenty minutes to each subject matter.</u>

(cf. 9323 - Meeting Conduct)

Each Note: Pursuant to Government Code 54957.5, the agenda for a regular meeting must include the address of the location where the public can inspect any materials that are related to an open session item and are distributed to the Board less than 72 hours before that meeting. See section below entitled "Agenda Dissemination to Members of the Public."

<u>Each</u> agenda <u>for a regular meeting</u> shall list the address designated by the Superintendent or designee for public inspection of <u>agenda</u> documents <u>related to an open session item</u> that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

Note: Government Code 54954.2 requires that the agenda include information regarding how, when, and to whom a request for a disability-related accommodation or modification may be made. See BB 9320 - Meetings and Notices. The following paragraph should be modified to reflect district practice as to when and to whom such a request should be made.

The agenda shall specify that include information regarding how, when, and to whom a request should be made if an individual-should contact the Superintendent or designee if he/she requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda

shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision) (cf. 0200 - Goals for the School District) (cf. 9121 - President); (cf. 9122 - Secretary)

Note: Education Code 35145.5 **mandates** that the Board adopt reasonable regulations to ensure that members of the public can place matters directly related to district business on Board meeting agendas. The following paragraph, including the timeline, should be revised to reflect district practice. Districts are free to establish their own timeline for placing an item on the agenda, taking into account staff time and resources, as long as the established timeline is a reasonable one. In Caldwell v. Roseville Joint Union High School District, a federal district court upheld a district bylaw requiring members of the public to submit a written request in order to place items on a meeting agenda. The plaintiff had alleged that his First Amendment rights were violated when the district did not place his item on the agenda in response to his oral request because the district disagreed with his religious beliefs. However, the court held that the district's bylaw requiring that requests first be made in writing was content-neutral and thus a reasonable restriction.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. -The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. -Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Note: In Mooney v. Garcia, a California appeals court reaffirmed the board's discretion in determining whether an agenda item is related to school district matters.

The Board president and Superintendent shall decide whether a request <u>from a member of the public</u> is within the subject matter jurisdiction of the Board. -Items not within the subject matter jurisdiction of the Board may not be placed on the agenda.- In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

Note: The following paragraph is **optional** and may be revised to reflect district practice.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

<u>The Board president and Superintendent shall also</u> decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, or an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Note: The following **optional** paragraph is for boards that use the consent agenda or calendar to take action on matters of a routine nature for which discussion may not be necessary. It is important for such boards to limit the use of the consent agenda to noncontroversial matters and to establish rules that help ensure that any use of the consent agenda does not reduce transparency in the board's conduct of district business or result in violation of the open meeting laws. In addition, boards should be aware that, by law, certain items may not be placed on the consent agenda. For example, pursuant to Government Code 54960.2, a board's decision to approve or rescind its unconditional commitment to refrain from taking certain actions in violation of the Brown Act must be made as a separate item and not on the consent agenda. See BB 9323.2 - Actions by the Board.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

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

Consent Agenda/Calendar

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through Agenda Dissemination to Board Members

the use of a consent agenda. Consent agenda items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.

When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

Note: The following section is **optional** and should be modified to reflect district practice. Pursuant to Government Code 6252.7, when the Board, in the conduct of its duties, is authorized by law to access any writing of the district, including agenda and supporting documents, the district is prohibited from discriminating between or among Board members as to when and which records will be made available.

CSBA's Agenda Online, an electronic board meeting agenda service for use by districts, county offices of education, and the public allows development of and access to Board meeting agendas, supporting documents, and minutes from any computer that has Internet access. Further information can be found on CSBA's web site.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

Agenda Dissemination to Board Members

At least three days 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting and no later than 24 hours prior to the special meeting. Written notification of such meeting must be posted shall receive, at least 24 hours prior to the meeting in a location freely accessible to the public. (Gov, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting.— Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. –However, a majority of Board members shall not, <u>outside of a noticed meeting</u>, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board. (cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

Note: Pursuant to Government Code 54954.2, the agenda for a regular meeting of the Board must be posted at least 72 hours prior to the meeting on the district's web site, if it has one, and at a location that is freely accessible to the public. The Attorney General has determined in 78 Ops.Cal.Atty.Gen. 327 (1995) that weekend hours may be counted as part of the 72-hour period for posting of the agenda prior to a regular meeting. In the same opinion, the Attorney General found that the term "freely accessible" requires that the agenda be posted in a location where it can be read by the public at any time, including evening hours, during the 72 hours immediately preceding the meeting. Also see BB 9320 - Meetings and Notices.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

Note: Government Code 54954.2 requires that the agenda for any meeting occurring on or after January 1, 2019, be posted on the homepage of the district web site, if it has one, in accordance with law. Districts that use an integrated agenda management platform, such as CSBA's Agenda Online, may provide a link to access agendas posted on the platform. Pursuant to Government Code 54954.2, the link must not be solely accessible through a contextual menu, and the agenda must be posted in a format which is retrievable, downloadable, indexable, electronically searchable by commonly used Internet search applications, and without any restriction that would impede the reuse or redistribution of the agenda.

The Attorney General has opined (99 Ops. Cal. Atty. Gen. 11 (2016)) that the Brown Act regular meeting online agenda posting provision contained within Government Code 54954.2 is not necessarily violated when a local agency's web site experiences technical difficulties that cause the agenda to become inaccessible to the public for a portion of the 72 hours that precede the scheduled meeting. If the local agency has otherwise substantially complied with the Brown Act agenda posting requirements, the legislative body may lawfully hold its regular meeting as scheduled.

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites) (cf. 1340 - Access to District Records)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Note: The following **optional** paragraph is for use by districts that charge a fee for mailing the agenda or agenda packet. Government Code 54954.1 authorizes districts to charge a fee for mailing the agenda or agenda packet as long as the fee does not exceed the cost of providing the service. Pursuant to Government Code 54957.5, a surcharge may not be imposed for providing the agenda and other public record documents in alternative formats to persons with disabilities.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

(cf. 1113 District and School Web Sites) (cf. 1340 - Access to District Records)

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. -Any document prepared by another person shall be made available for public inspection after the meeting. -These requirements shall not apply

to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Note: Pursuant to Government Code 54954.1, upon request, the agenda and supporting documentation must be made available in appropriate alternative formats to persons with a disability, as required under the Americans with Disabilities Act (42 USC 12132). Examples of alternative formats, also referred to as "auxiliary aids and services," are listed in 28 CFR 36.303 and include accessible electronic and information technology, audio recordings, or Braille materials.

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Legal Reference:

EDUCATION CODE
35144 Special meetings
35145 Public meetings
35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public Availability of public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

ATTORNEY GENERAL OPINIONS

99 Ops. Cal. Atty. Gen. 11 (2016)

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

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 20102015

The Brown Act: School Boards and Open Meeting Laws, rev. 20092014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, Agenda Online: http://www.csba.org

California Attorney General's Office: http://www.oag.ca.gov

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Bylaw adopted: April 10, 2007

revised: May 12, 2009 revised: October 11, 2011 revised: February 12, 2013 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD Board Bylaw

Board Bylaws BB 9324

MINUTES AND RECORDINGS

Note: The following optional bylaw should be modified to reflect district practice.

<u>The Governing</u> Board <u>of Education</u> recognizes that maintaining accurate minutes of Board meetings <u>helps foster public trust in Board governance and provides a record of Board actions for use by county/district staff and the public <u>and helps foster public trust in Board governance</u>.</u>

(cf. 9000 - Role of the Board) (cf. 9005 - Governance Standards) (cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. -The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records) (cf. 9122 - Secretary) (cf. 9323.2 - Actions by the Board)

The minutes of Board meetings shall include, but not be limited to:

Note: Pursuant to Government Code 54952 and Education Code 35164, a "meeting" occurs when a majority of the Board is present and a Board action requires a majority vote of the Board. Thus, the minutes should reflect any occasion on which a member is not present for the entire meeting in order to document that a majority of the Board remained in attendance throughout the meeting.

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure.

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

In order to ensure that the minutes are focused on Board action, the minutes shall include only a(cf. 9320 - Meetings and Notices)

2. A brief summary of the Board's discussion, but shall not include on each agenda topic, rather than a verbatim record of the Board's discussion on each agenda topic or the names of Board members who mademember's specific points of view during the discussion.

The minutes shall include the 3.A summary of the public comments made on agendized items and unagendized topics

4. The specific language of each motion and the names of the Board members who made and seconded the motion.

5. Any action taken by the Board, and the vote or abstention on that action of each Board member present.—((Education Code 35145; Government Code 54953)

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

Note: Pursuant to Education Code 49073.2, as added by SB 1036 (Ch. 788, Statutes of 2018), the district is prohibited from including in its minutes a student's directory information, as defined in Education Code 49061, or a parent/guardian's personal information, as defined in Education Code 49073.2, when the student or parent/guardian requests that such information be excluded. For further information about the types of information that are categorized as directory information, see AR 5125.1 - Release of Directory Information.

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

(cf. 5125.1 - Release of Directory Information)

Note: The following paragraph is **optional** and may be revised to reflect district practice.

The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. -The Board shall approve the minutes as circulated or with necessary amendments.

Note: The following **optional** paragraph is for use by districts which have their approved minutes signed by a Board officer or designee and should be modified to reflect the appropriate position.

Upon approval by the Board, the minutes shall be signed by the Clerk.

Note: Pursuant to 5 CCR 16023, minutes and official actions of the Board and must be classified and retained in accordance with 5 CCR 16022. See BP/AR 3580 - District Records.

CSBA's Agenda Online, an electronic board meeting agenda service, allows for the Superintendent.development, storage, and access to Board meeting agendas, supporting documents, and minutes from any computer with Internet access. Further information can be found on CSBA's web site.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Note: Although Government Code 54957.2 permits keeping of minutes for closed sessions, districts should consult with legal counsel before making it a practice to do so. Should a court determine that a district has violated the Brown Act, Government Code 54960 allows the court to compel the Board to record its closed sessions. See BB 9323.2 - Actions by the Board.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. -Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

Note: The following optional section addresses the recording or broadcasting of meetings by the district.

Pursuant to Government Code 54953.5 and 54953.6, any person attending an open meeting may record or broadcast the meeting, unless the Board makes a reasonable finding that the recording or broadcast cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. See BB 9323 - Meeting Conduct for language regarding recording by the public.

The <u>county</u>/district may tape, film, <u>stream</u>, or broadcast any open Board meeting. <u>The At the beginning of the meeting, the</u> Board president shall announce that a recording or broadcasting is being made at the direction of the Board <u>at and that</u> the <u>beginning recording or broadcast may capture images and sounds</u> of <u>those attending</u> the meeting <u>and</u>, <u>as</u>. <u>As</u> practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any <u>county/</u>district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

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Legal Reference:
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EDUCATION CODE

35012 Number of members; terms; student board members

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

49061 Student records; definitions

49073.2 Privacy of student and parent/guardian personal information

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

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

The Brown Act: School Boards and Open Meeting Laws, rev. 20092014

Guide to Effective Meetings, rev. 2007

WEB SITES

CSBA, Agenda Online: http://www.csba.orgagendaonline.com

SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Bylaw approved: April 10, 2007

revised: August 9, 2011 revised: October 11, 2011 revised: June 18, 2014 revised: January 8, 2019

Sierra County/Sierra-Plumas Joint USD Exhibit

Unauthorized Release Of Confidential/Privileged Information

E 4119.23 / E 4219.23 / E 4319.23

Personnel

CONFIDENTIALITY AGREEMENT

I acknowledge that as an employee and/or public member serving in an advisory capacity for the <u>Sierra County Office of Education Governing Board (SCOE) and/or the</u> Sierra-Plumas Joint Unified School District (S-PJUSD) Board of Education, I may have access to confidential information such as, but not limited to, employee and/or student records and information on matters related to Board business.

No employee and/or public member serving in an advisory capacity for the SCOE and/or S-PJUSD Board, shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on an employee/student or other persons doing business with the Board. As an employee and/or public member serving in an advisory capacity for the SCOE and/or S-PJUSD Board, I agree to keep all information concerning SCOE and/or S-PJUSD employees and/or students, or related confidential matters of the Board, completely confidential, which means I will not discuss such information, with friends, family members, or anyone outside closed sessions. Furthermore, I will not discuss confidential information with other <u>SCOE and/or</u> S-PJUSD Board out of the confines of closed sessions without advanced approval of the Board president, Superintendent or designee. I will not willfully release confidential/privileged information about the district, students, staff or matters related to Board business or disclose confidential information acquired in the course of my official duties as an employee of SCOE and/or S-PJUSD. I understand that this prohibition against discussing confidential information continues even after I leave SCOE and/or S-PJUSD employment or service.

re:	Date:
IE.	Dale.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Exhibit version: 2008 revised: January 8, 2019

Print Name: