BLACK OAK MINE UNIFIED SCHOOL DISTRICT

January 11, 2018

MEETING OF THE BOARD OF TRUSTEES

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

Superintendent
Jeremy Meyers

Board of Trustees
Bill Drescher
Joe Scroggins
Darcy Knight
Jeff Burch
Ronnie Ebitson

Student Representative to the Board
Brody Costin

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
6540 WENTWORTH SPRINGS ROAD
GEORGETOWN, CALIFORNIA

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE:	**January 11, 2018**
TIME:	**6:00 p.m. (Closed)**
	7:00 p.m. (Open)
LOCATION:	**6540 Wentworth Springs Road**
	Georgetown, CA

Visitors are always welcome at meetings of the Board of Trustees and their suggestions and comments are encouraged. Those wishing to address the Board may do so when the item on the agenda is taken up, prior to action being taken by the Board, or under "Communications". Pursuant to Board Bylaw 9323, at the time of Oral Communications, the Board President will ascertain if there is a need for a time limit and will advise the public. With Board consent, the President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. The agenda packet for this public meeting, as well as agenda documents distributed less than 72 hours prior to this meeting, are available for review at the Black Oak Mine Unified School District Office at the above address. If you are an individual with a disability and need an accommodation, please contact the District Office at 333-8300 at least 48 hours in advance. The Board meetings are taped by the District Office and the tape recordings are destroyed after 30 days. Black Oak Mine Unified School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent, (530)333-8300. All efforts will be made for reasonable accommodations.

AGENDA

1.0 CALL TO ORDER - OPEN SESSION – 6:00 P.M.

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA

3.0 CLOSED SESSION TOPICS
The Board of Trustees will review matters pertaining to the following topics as necessary and will announce in public prior to going into Closed Session which topics will be considered in that Closed Session.
- 3.1 Classified Employee Resignations
- 3.2 Conference with Mr. Jeremy Meyers and Mrs. Shelly King, District Labor Negotiators, Regarding Labor Negotiations with the Black Oak Mine Teachers Association and the California School Employees Association, Gold Chain Chapter #660
- 3.3 Superintendent Evaluation

4.0 OPEN SESSION - 7:00 P.M.
The Board of Trustees will reconvene in open session.

5.0 DISCLOSURE OF ACTION TAKEN, IF ANY, IN CLOSED SESSION

6.0 PLEDGE OF ALLEGIANCE

7.0 ADOPTION OF THE AGENDA
The Board may act upon an item of business not appearing on the posted agenda if, <u>first</u>, the Board publicly identifies the item, and <u>second</u>, one of the following occurs:

7.1 The Board, by majority vote of the full Board, decides that an emergency exists, as defined in Govt. Code Section 54956.5;

7.2 Upon a decision by a 2/3 vote of the Board members present at the meeting, or if less than 2/3 of the Board members are present, a unanimous vote of those present decides, that there is a need to act immediately and that the need to take action came to the District's attention after the agenda was posted; or

7.3 the item was on the agenda of a prior meeting of the Board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

M_____S_____V_____

8.0 COMMUNICATIONS – 7:10 P.M.

8.1 Written Communications

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

9.0 EXCELLENCE IN EDUCATION – 7:15 P.M.

10.0 B.O.M.T.A. REPORT – 7:20 P.M.

11.0 C.S.E.A. REPORT – 7:25 P.M.

12.0 STUDENT REPRESENTATIVE TO THE BOARD REPORT – 7:30 P.M.

13.0 FMOTC REPORT – 7:35 P.M.

14.0 SITE ADMINISTRATORS REPORTS – 7:40 P.M.

15.0 SUPERINTENDENT'S REPORT – 7:50 P.M.

16.0 NEW BUSINESS – 8:00 P.M.

16.1 2018-19 Budget Guidelines (Pages 1-2)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the 2017-18 Budget Guidelines.

M_____S_____V_____

16.2 2018-19 Budget Calendar (Pages 3-4)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the 2017-18 Budget Calendar.

M_____S_____V_____

16.3 2016-17 District Audit Report (Page 5)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the 2016-17 District Audit Report.

M_____ S_____ V_____

16.4 2016-17 Bond Audit Report (Page 7)

RECOMMENDATION: It is recommended that the Board of Trustees consider approving the 2016-17 Bond Audit Report.

M_____ S_____ V_____

17.0 OLD BUSINESS

18.0 INFORMATION AND DISCUSSION - 8:30 P.M.

18.1 2018-19 Budget Assumptions (Pages 9-14)

EXPLANATION: The Budget Assumptions are based upon the most current guidance from CDE, District input and prior year trends as well as external sources (such as SSC, EDCOE) when appropriate. These assumptions will be updated as the Governor's 2018-19 Budget Proposal is known later in January and updated as more information is published.

18.2 CSBA Board Policy Updates (Pages 15-42)

EXPLANATION: The Board of Trustees will review the CSBA Board Policy and Bylaw Updates/Revisions.

18.3 SchoolWorks Annual Demographic Study (Page 43)

EXPLAINATION: Results of the demographic study will be provided to the Board of Trustees.

18.4 Williams Complaint Policy Quarterly Report (Pages 45-46)

EXPLANATION: As required by Education Code 35186, the quarterly report of complaints received pursuant to the Williams Uniform Complaint Procedures is provided for the information of the Board of Trustees.

18.5 Discussion on the Quintette Bus Stop Options (Pages 47-52)

EXPLANATION: The Board of Trustees will have the opportunity to discuss the options, viability, impact, and cost of adding an additional bus stop to serve the Quintette community.

18.6 Governance Calendar (Pages 53-56)

EXPLANATION: A draft Black Oak Mine Unified School District Governance Calendar is provided.

19.0 CONSENT AGENDA - 9:00 P.M.

M_____ S_____ V_____

19.1 Board Meeting Minutes (Pages 57-59)

RECOMMENDATION: It is the recommended that the Board of Trustees approve the minutes from the regular board meeting on December 14, 2017.

19.2 Purchase Orders, Warrants, Bids and Quotes (Page 61)

RECOMMENDATION: It is recommended that 2017-18 fiscal year Batch numbers 8038-8043 dated December 6, 2017 to December 20, 2017, for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of $353,018.67 be approved.

19.3 Gifts (Pages 63-75)

RECOMMENDATION: It is recommended that the gifts donated be accepted.

19.4 Field Trips (Pages 77-78)

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to approve the overnight field trip(s).

20.0 REPORTS OF THE BOARD OF TRUSTEES – 9:10 P.M.

21.0 FUTURE BOARD MEETINGS
Special Meeting of the Board, Thursday, January 25, 2018 – Georgetown School @ 6:00 P.M.
Regular Meeting of the Board, Thursday, February 8, 2018-District Office @ 7:00 P.M.

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

23.0 ADJOURNMENT

km/board/1-11-18/agenda

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 2018-19 Budget Guidelines

MEETING DATE: January 11, 2018

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

RECOMMENDATION: It is recommended that the Board of Trustees approve the 2018-19 Budget Guidelines.

BACKGROUND: A draft of the 2018-19 Budget Guidelines was prepared by the Superintendent and Chief Business Official and is now being presented to the Board of Trustees for approval.

km/board/1-11-18/Budget Guidelines

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
2018-19 BUDGET GUIDELINES

1. The District's goal while budgeting will be to eliminate or greatly reduce on-going deficit spending.
2. In developing the budget, the prime consideration will be the provision of a quality educational program that meets District and State standards at all grade levels, with the driving force being the District Strategic Plan and Local Control Accountability Plan (LCAP) adopted by the Board of Trustees.
3. The budget shall include a General Fund Reserve for Economic Uncertainty of no less than 5% of the total General Fund appropriations.
4. The LCFF allows local boards to utilize Base Grant funds to benefit the district, therefore, an allowance budgeted for deferred maintenance, adopted textbooks and technology are included.
5. Allowance shall be made for increases and/or decreases in the cost of services and supplies such as: gasoline, propane, diesel fuel, electricity, insurance, water, postage, trash collection, telephone service, lease agreements, debt repayment, employee retirement contributions or benefits mandated by law.
6. The budget document shall include the associated salary and fringe benefit costs within each program area.
7. Unless there is a mandated level of Base Grant participation, all categorical programs shall be self-supporting and, where allowable, shall include allocations for indirect costs. Transportation, School Nutrition Program (Cafeteria) and Special Education are recognized as not being self-supporting; however, a goal of self-support shall be expected and monitored.
8. Provision shall be made for the preservation of existing facilities and equipment through capital improvements and preventive maintenance, to the extent of our financial ability.
9. Supply and equipment allocations in effect for the current year shall be reviewed and adjusted as necessary. Equipment replacement will be funded in accordance with available resources.
10. Staffing ratios shall be maintained or developed to support the instructional program.
11. Funds shall be made available in the budget to support current and anticipated collective bargaining commitments.
12. The budget document shall be prepared by major program areas to allow for ready comparison among other programs and with previous years. Detailed budget information shall be available so that the Board and the public can examine the components of a specific program.
13. The budget document shall show budgeted expenditures for each category in the current year and proposed expenditures for the following year.
14. All special funds, such as the Building, Cafeteria, Developer Fee and Special Reserve Funds, etc., shall be included in the budget document.
15. When the Board authorizes a new project or program, it shall specify the allocation or reallocation of resources required.
16. Any proposed increase or reduction from prior year expenditure levels shall be reported in the annual SACS Financial Reports.

Adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 2018-19 Budget Calendar

MEETING DATE: January 11, 2018

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

RECOMMENDATION: It is recommended that the Board of Trustees adopt the 2018-19 Budget Calendar.

BACKGROUND: The initial process of budget development begins annually with the preparation of a calendar which designates the timelines for various meetings and schedules for the Board of Trustees and the Parent and District LCAP Advisory Committee.

The 2018-19 calendar may need to be revised as the school year proceeds to schedule unanticipated events or additional meetings.

km/board/1-11-18/Budget Calendar

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
2018-19 BUDGET CALENDAR

DUE DATE	ACTION	RESPONSIBILITY
January 2018	Submit to Superintendent Enrollment Projections with Revisions/Recommendations & Preliminary Staffing	Principals
January 3, 2018	Develop 2018-19 Budget Calendar, Budget Guidelines & Budget Assumptions	Superintendent/Chief Business Official (CBO)
January 11, 2018	Review 2018-19 Budget Assumptions Draft Review & Adopt: 2018-19 Budget Calendar & Budget Guidelines	Board of Trustees
January 9, 2018	Distribute Enrollment Projections, staffing formulas, basic allocations and draft Budget Calendar and Guidelines to Management Team	Superintendent/CBO
February 2018	Parent & District Advisory Committee Meetings at each site (TBA for each site)	District Administrators, LCAP Committees- Parent & District Advisory Committees
February 8, 2018	Update if needed, based on Govenor's January Proposed Budget: 2018-19 Budget Calendar, Budget Guidelines & Budget Assumptions Review Governor's Proposed Budget Staffing - Reduction/Layoff Resolutions	Board of Trustees
March 2018	Parent & District Advisory Committee Meetings at each site (TBA for each site)	District Administrators, LCAP Committees- Parent & District Advisory Committees
March 8, 2018	Approve 2017-18 2nd Interim Report Staffing - Reduction/Layoff Resolutions	Board of Trustees
April 2018	Update (if needed): 2018-19 Budget Calendar, Budget Guidelines & Budget Assumptions Parent & District Advisory Committee Meetings at each site (TBA for each site) Update LCAP	District Administrators, LCAP Committees- Parent & District Advisory Committees
May 2018	Submit final authorized staffing to Superintendent Submit Site Budgets to CBO	Personnel Services Coordinator Principals
May 17, 2018	Approve 2017-18 Third Interim Report (if needed)	Board of Trustees
May 24, 2018	Distribute 2018-19 Budget & LCAP to Management Team & LCAP Committees	Superintendent/Chief Fiscal Officer
May 31, 2018	Public copy of 2018-19 Draft Budget & LCAP available at District Office	Chief Business Official
June 11, 2018	Hold Public Hearing on 2018-19 Budget/LCAP Present District LCAP Present 2018-19 Budget	Board of Trustees, Superintendent/District Administrators, CBO
June 14, 2018	Adopt District LCAP. Adopt 2018-19 Budget	Board of Trustees
June 30, 2018	File adopted 2018-19 LCAP, Budget (SACS financial reports) with the El Dorado County Office of Education (EDCOE)	Chief Business Official
August 2018	El Dorado County Office reviews LCAP, questions submitted from EDCOE and answered by districts	EDCOE, Superintendent/Chief Business Official
September 2018	Review EDCOE recommendations Approve 2017-18 SACS Unaudited Actuals Financial Report	Board of Trustees
September 2018	File SACS 2017-18 Unaudited Actuals Financial Report with EDCOE	Chief Business Official
October 2018	EDCOE approves LCAP	EDCOE
December 2018	Approve 2018-19 First Interim Report	Board of Trustees
March 2019	Approve 2018-19 Second Interim Report	Board of Trustees
May 2019	Approve 2018-19 Third Interim Report (if needed)	Board of Trustees

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 2016-17 Audit Report

MEETING DATE: January 11, 2018

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

RECOMMENDATION: It is recommended that the Board of Trustees approve the 2016-17 Audit Report.

BACKGROUND: Education Code 41020 requires that an annual audit of District funds be conducted by a certified public accountant. Each audit is to include an accounting of all funds of the District, General Fund and Special Funds, pursuant to standards and procedures developed in accordance with Education Code 41020.5. After approval by the Board of Trustees, a copy of the audit is filed with the El Dorado County Office of Education, the State Department of Education and the State Department of Finance. Our auditor of record for 2016-17 was Crowe Horwath, LLP

A copy of the audit is being provided under separate cover for the Board of Trustees. If anyone would like a copy please contact Keely Morales at 530-333-8300.

km/board/1-11-18/ Audit Report

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: 2016-17 Bond Performance Audit Report

MEETING DATE: January 11, 2018

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees consider taking action to accept the 2016-17 Bond Performance Audit Report.

BACKGROUND: Article 13A, Section 1(b)(3)(C) of the California Constitution requires that the Board of Trustees conduct an annual, independent performance audit of the bonds to ensure that the funds have been expended only on the specific projects listed.

Our auditor of record for 2016-17 was Crowe Horwath, LLP, being assigned to conduct and prepare the audit report for our District.

A copy of the audit is being provided under separate cover for the Board of Trustees.

ck/board/2-9-17/ 2015-16 Bond Performance Audit Report

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM:	2018-19 Budget Assumptions
MEETING DATE:	January 11, 2018
FROM:	Mr. Jeremy Meyers, Superintendent Mrs. Tricia Kowalski, Chief Business Official
EXPLANATION:	The Budget Assumptions are based upon the most current guidance from CDE, District input and prior year trends as well as external sources (such as SSC, EDCOE) when appropriate. These assumptions will be updated as the Governor's 2018-19 Budget Proposal is known later in January and updated as more information is published.
BACKGROUND:	In keeping with the 2018-19 Budget Calendar timelines, the District's Chief Business Official, Mrs. Tricia Kowalski, developed a draft of the 2018-19 Budget Assumptions.

km\board\1-11-18\Budget Assumptions

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
2018-19 BUDGET ASSUMPTIONS
(as of January 11, 2018)

PURPOSE:

The purpose of this set of budget assumptions is to assist the District in developing and maintaining the 2018-19 budgets. The intent of the recent enactment of the Local Control Funding Formula was to provide a funding mechanism that is simple and transparent while allowing school districts maximum flexibility in allocating resources to meet local needs. It is important to note that while the formula itself is relatively straightforward, the transition from revenue limit funding to the LCFF is very complex mainly due to the state's commitment to ensure all school districts are funded at no less than what they received in 2012-13. The reality is that this is simple in concept and extremely complex in application, especially during the estimated eight year period of transition. With this in mind, it is important to note that school districts statewide are in a very fluid environment. CDE guidance is still being developed and information could change.

The assumptions listed below are based upon the most current guidance from CDE, District input and prior year trends as well as external sources (such as SSC, EDCOE) when appropriate. These assumptions will be updated as the Governor's 2018-19 Budget Proposal is known later in January and updated as more information is published.

OVERALL ASSUMPTIONS FOR BUDGET:

1. 2018-19 estimated CBEDS enrollment is 1,013, a decline of 31 students from the prior year.

2. Due to declining enrollment in 2018-19, LCFF ADA will be based on 2017-18 ADA of 1,000 and is estimated to fall to 1021 for 2018-19.

3. The number of schools operated by the District in 2017-18 is six (6): Golden Sierra Junior Senior High School, Divide High School, Georgetown School, Northside School, Otter Creek School and American River Charter School.

4. Assumptions for charter school budget are not included in this document.

5. Both site budget and staffing allocations will be by formulas as follows:

   5.1 Site budget formula:

K-5 =	$37.91 / Student
6-8 =	$51.44 / Student
9-12 =	$72.43 / Student
Independent Study =	Per grade level formula above
Athletic Supplies - 6-8 =	$4.75/Student
GSHS Athletic Supplies/Equip Refurb =	$5,700
Athletic Officials GSJSHS (7-12) =	$25,500

5.2 Staffing formula guidelines: (Does not include Special Education)

K-3 =	24/1*
(Progress towards 24/1 by 2020-21)	
4-6 =	33/1
7-12 =	35/1
Divide High =	25/1
Otter Creek =	24/1
Ind. Study =	26/1
ROP =	18/1

*Important to note under LCFF, in order for districts to receive the additional K-3 CSR Grade Span Adjustment, school districts must make progress toward an average class enrollment of no more than 24 pupils in grades K-3 per school site. This progress must be equivalent to the percentage of Gap funding. The current estimated 2018-19 percentage of Gap funding used for the K-3 Grade Span Adjustment Progress Calculation is 66.12%. If progress is not met at one school site, the district will lose the entire K-3 Grade Span Adjustment funding.

REVENUE ASSUMPTIONS:

1. The District projected LCFF amount is based on most recent School Services Fiscal Dartboard projection, the EDCOE LCFF Calculator and from DOF. For 2018-19, the COLA is projected at 1.11%, the LCFF Gap Funding at 72.99% and the district is funded at 1% below its LCFF target.

   The Education Protection Account (Prop 30) is a component of an LEA's total LCFF entitlement. EPA projected total for 2018-19 is about $209K of the district's total LCFF entitlement or 2%.

2. Forest Reserve funds have not been re-authorized for 2018-19; revenue will not be included in budget until funding is re-authorized.

3. Special Education will be funded outside of the LCFF. Current estimates for 2017-15 are at the same levels as the prior year

4. Funding projections for continuing Federal categorical programs are included in the budget as the same levels as prior year funding. Current estimates included in budget are as follows: Title IA ($150k), Title II ($72k), Title III ($800) and ($9k) Perkins CTE.

5. Unrestricted Lottery revenue is currently estimated at the prior year rate of $140 per ADA. The restricted Proposition 20 Lottery revenue is estimated at the prior year rate of $41 per ADA.

6. Categorical program carryover funds that remain are considered restricted and will continue to be included as either deferred revenue or as part of the restricted ending balance, depending on the definition of the resource.

7. Deferred Maintenance funding has been rolled into the LCFF. Per BOT Resolution # 2013-18, for 2018-19 these funds will be transferred to fund 14 for use for deferred maintenance projects.

8. Home to School Transportation funding was also rolled into the LCFF and now received and required to be spent as Unrestricted. Despite this requirement, districts are required to meet a Maintenance of Effort, to at least spend what we received from the state in 2012-13 on the Home to School Program. Since revenue for this program is received with LCFF, this will show as an expense to the General Fund Unrestricted account.

9. Facility Use Fee Schedule has been approved by the board and an updated Memorandum of Understanding has been signed with Georgetown Divide Recreation District (GDRD). The estimate based on the changes in the MOU is $15,000.

10. Funding for the Mandate Block Grant is based on average daily attendance (ADA) using prior year 2016-17 ADA for Grades K-8 and Grades 9-12. Currently the district is using the 2016-17 rates until the new rates are published:
    School Districts: $28.42/ADA for Grades K-8 & $56/ADA for Grades 9-12
    Charter Schools: $14.21/ADA for Grades K-8 & $42/ADA for Grades 9-12

11. The new GASB 68 reporting requirements necessitate changes to recognize in their governmental funds the state's contribution to CalSTRS on behalf of its employees. The budget now recognizes the revenue and expense of $346K of these on-behalf payments.

12. Reimbursement for Medi-Cal Administrative Activities has not been included in the budget. Due to the unpredictability of reimbursement, we will budget as the checks are received.

13. LEA Medi-Cal Billing has been estimated at $10k. If additional reimbursements are received, they will be included in the budget.

14. The Career Technical Education Incentive Grant is budgeted using the prior year as the estimate.

15. The Primary Intervention Program (PIP) Grant from El Dorado County, under the Mental Health Services Act Plan (Health and Human Services Agency) has been renewed until the end of 2018-19. The total grant award for 2016-17 included is about $77k.

16. Proposition 39 funding is based on prior year P-2 ADA and a district's Free Reduced Price Meal (FRPM) student count. For districts with P-2 ADA over 1,000, they receive a base of $100,000 plus an estimated $15.07 per FRPM student. The district's funding projection for 2018-19 is about $108,000.

17. The Drug Free Communities (DFD) grant has been approved for another five years. The five year Drug Free Community Grant is from October 2014 to September 2019. An estimated $125,000 is included in 2018-19, an estimated $12,500 as carryover and $112,500 as current year revenue.

18. CSROP funding has been rolled into the LCFF. The district remains a participant in the CSROP JPA. The funding transferred to the CSROP JPA from the General Fund for CSROP programs is currently estimated at about $15,000.

EXPENDITURE ASSUMPTIONS:

1. Step increases are reflected for those certificated, classified, confidential, and administrative employees who qualify for movement based upon their longevity with the District. The estimated certificated amount for 2018-19 is currently estimated at about $108,000, or about 2.2%. The classified amount for 2018-19 is currently estimated at about $39,000, or about 1.4%.

2. Costs resulting from a paid leave of absence will be budgeted under the corresponding funding source. Funding for retirement compensation will be allocated according to GASB 45 requirements.

3. Column increases will be budgeted for those certificated employees who have indicated completion of the required number of units. The amount for 2018-19 is currently estimated at $30,000.

4. For most categorically funded programs, the positions allocated will reflect the funding available. Though the district will strive to maintain positions at the minimum level needed, programs such as Special Education and Home to School Transportation will require a contribution from the unrestricted budget.

5. Benefits:

   5.1 The rates below reflect the 2018-19 rates included in budget

Certificated Employees		Classified Employees	
STRS -	14.43%	PERS -	15.5%
Medicare -	1.45%	Medicare -	1.45%
Unemployment -	0.05%	Unemployment -	0.05%
Workers Comp -	1.66%	Workers Comp -	1.66%
Total Fixed Benefits -	17.59%	OASDI -	6.20%
		Total Fixed Benefits -	24.86%

   5.2 Health insurance premium cap amounts for 2016-17 are incorporated in the budget.

6. Utility costs are projected at prior year levels plus a COLA of 7% for rate increases.

7. Fuel costs are projected based upon market rates and historic analysis of gallons used and cost per gallon in prior years.

8. The annual contract for services with the El Dorado County Office of Education currently estimated at about $110,000 for 2018-19.

9. Inter-program indirect costs will be calculated at the maximum allowable rate per program. The current estimated District indirect cost rate for 2018-19 is 5.36%.

10. The established reserve for Economic Uncertainties (EUR) is maintained at 4.0%, meeting the state required minimum and Board required minimum.

11. In order to change the district financial status from "Qualified" to "Positive", the district will need to implement reductions in the amounts discussed in the Multi Year Projections narrative assumptions.

Adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: CSBA Board Policy and Bylaw Updates/Revisions

MEETING DATE: January 11, 2018

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: The Board of Trustees will review the following CSBA updated/revised Board Policies and/or Bylaws:

BACKGROUND: BP 0450.4 Charter School Authorization: Policy updated to delete material regarding the conversion of a low-performing school into a charter school when petitioned by parents/guardians under the Parent Empowerment Act, and to add requirement that accountability measures in an approved charter include student outcomes aligned with state priorities in the local control and accountability plan. Regulation updated to reflect NEW LAW (AB 1360) which provides that a charter petition may include admission preferences, including, but not limited to, priority for siblings of admitted or enrolled students and children of the school's staff and founders, provided that the admission preferences are approved by the district board, are nondiscriminatory, and do not require parent/guardian volunteer hours. Regulation also reflects requirement of AB 1360 that suspension/expulsion procedures included in the charter petition specify how the school will comply with due process requirements.

BP 1325 Advertising and Promotion: Policy updated to reflect NEW LAW (AB 841) which prohibits advertising of foods or beverages during the school day, including participation in a corporate incentive program that rewards students with free or discounted foods or beverages, unless the food or beverage complies with nutritional standards. Policy also clarifies court decisions regarding advertisements containing religious viewpoints.

BP 3100 Budget: Policy updated to reflect NEW LAW (SB 751) which provides that, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year, unless the district is a basic aid district, is a district with average daily attendance of 2,500 or less, or is exempted by the county superintendent of schools under extraordinary fiscal circumstances.

BP 3517 Facilities Inspection: Policy deleted and contents moved to AR.

BP 4119.21, 4219.21, 4319.21 Professional Standards: Policy updated to reflect NEW LAW (AB 500) which requires any district that has an employee code of conduct addressing employee interactions with students to post that section of

its code of conduct on each school's web site (or on the district web site if a school does not maintain one) and to provide it to parents/guardians at the beginning of the school year.

BP 4200 Classified Personnel: Policy updated to add material formerly in AR regarding the employment of substitute or short-term employees and to clarify that the length of service of a short-term employee must be no longer than 195 days per year. Regulation updated to reflect NEW LAW (AB 670) which makes playground aide positions part of the classified service in non-merit system districts.

Board members that have suggestions for changes should contact the District Office by January 25, 2017.

CHARTER SCHOOL AUTHORIZATION

The Board of Trustees recognizes that charter schools may assist the district in offering diverse learning opportunities for ~~district~~ students. In considering any petition to establish a charter school within the district, the Board shall give ~~careful~~ **[thoughtful]** consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition for a start-up charter school to be established within the district. In addition, an existing district school may be converted to a charter school when deemed beneficial by the district and community**[.]** ~~or when state or federal law requires restructuring of the school because of low performance.~~ **[(Education Code 47605, 47606, 53300)]**

~~*(cf. 0520.2 - Title I Program Improvement Schools)*~~

[The district shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)]

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board. **[The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.]**

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, he/she also may meet with the petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)

(cf. 9320 - Meetings and Notices)

Within 60 days of receiving a petition, or within 90 days with mutual consent of the petitioners and the Board, the Board shall either approve or deny the request to establish the charter school. (Education Code 47605)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

Approval of Petition

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to schools best able to provide

CHARTER SCHOOL AUTHORIZATION (continued)

comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

The Board shall ensure that any approved charter contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but **[are]** not ~~be~~ limited to, fiscal accountability systems, multiple measures for evaluating the educational program, **[including student outcomes aligned with state priorities as described in Education Code 52060,]** and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

~~The district shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)~~

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.

It shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

Denial of Petition

The Board shall deny any petition to authorize the conversion of a private school to a charter school**[. The Board shall also deny any petition for a charter]** ~~or~~ that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47602, 47605[)]~~; 5 CCR 11965)~~

Any other charter petition shall be denied only if the Board ~~presents~~ **[makes]** written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.

CHARTER SCHOOL AUTHORIZATION (continued)

2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.

3. The petition does not contain the number of signatures required

4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).

5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

[6. The petition does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.]

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll ~~disabled~~ students **[with disabilities]** who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

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

If the Board denies a petition, the petitioners may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to the SBE. (Education Code 47605)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE
[200 Equal rights and opportunities in state educational institutions]
220 Nondiscrimination
17078.52-17078.66 Charter schools facility funding; state bond proceeds
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
[33126 School Accountability Report Card]
41365 Charter school revolving loan fund
42238.51-42238.53 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992
47640-47647 Special education funding for charter schools
47650-47652 Funding of charter schools
[49011 Student Fees]
51745-51749.3 Independent study
[52052 Numerically significant student subgroup, definition]
[52060-52077 Local control and accountability plan]
~~*53300-53303 Parent Empowerment Act*~~
56026 Special education
56145-56146 Special education services in charter schools
CORPORATIONS CODE
5110-6910 Nonprofit public benefit corporations
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
CODE OF REGULATIONS, TITLE 5
~~*4800-4808 Parent Empowerment Act*~~
11700.1-11705 Independent study
11960-11969 Charter schools
CODE OF REGULATIONS, TITLE 24
~~*101 et seq. California Building Standards Code*~~
[Part 2 California Building Standards Code]
UNITED STATES CODE, TITLE 20
~~*6316 Program improvement*~~
7223-7225 Charter schools
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
ATTORNEY GENERAL OPINIONS
89 Ops.Cal.Atty.Gen. 166 (2006)
80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)

Management Resources: (see next page)

Management Resources:

CSBA PUBLICATIONS

~~*The Role of the Charter School Authorizer, Online Course*~~

~~*Charter Schools: A Manual for Governance Teams, rev. 2009*~~

[Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017

Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016

Charter Schools and Board Member Responsibilities, Education Insights Legal Update Webcast, March 2016

Charter Schools: A Guide for Governance Teams, rev. February 2016]

Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding

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

[Charter School Authorization: Guidance and Technical Assistance for Prospective Charter School Authorizers, Webinar 2014]

U.S. DEPARTMENT OF EDUCATION GUIDANCE

[Dear Colleague Letter: Guidance Regarding the Oversight of Charter Schools Program and Regulatory Requirements, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, August 2016]

Charter Schools Program, ~~*July 2004*~~ ***[January 2014]***

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

[Guidance on the Voluntary Use of Race to Achieve Diversity and Avoid Racial Isolation in Elementary and Secondary Schools, December 2011

Applying Federal Civil Rights Laws to Public Charter Schools: Questions and Answers, May 2000]

WEB SITES

CSBA: http://www.csba.org

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

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

National Association of Charter School Authorizers: http://www.charterauthorizers.org

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

ADVERTISING AND PROMOTION

Community Relations

The Board of Trustees establishes this policy to ensure effective and consistent ~~implementation of its directions related to~~ **[standards for]** advertisements and promotions by non-school groups in school-sponsored publications, **[on district and school]** web sites~~,~~ and social media**[,]** and on school facilities **[and grounds]**. Student~~'s~~ speech shall be regulated in accordance with BP/AR 5145.2 – Freedom of Speech/Expression.

(cf. 1113 – District and School Web Sites)
(cf. 1114 – District-Sponsored Social Media)
(cf. 1330 – Use of School Facilities)
(cf. 5145.2 – Freedom of Speech/Expression)
(cf. 6145.5 – Student Organizations and Equal Access)

[OPTION 1: Nonpublic Forum

The Board believes that in order to maintain focus on academic achievement in district schools, students' exposure to the persuasive influence of marketing should be minimized. The Superintendent or designee shall not allow any advertisement from any nonschool group to be included in any district- or school-sponsored publication, web site, or social media, or to be posted on any school property such as school buildings, athletic fields, scoreboards, or billboards. In addition, no nonschool group's announcement, flyer, or other promotional material shall be disseminated by the district or distributed at any school facility or on school grounds.]

[Option 2:] Limited Public Forum

The Board of Trustees desires to promote positive relationships between **[district]** schools and the community in order to enhance community **[partnerships.]** support **[,]** and involvement in ~~district~~ **[the]** schools. The Superintendent or designee may**[, consistent with the criteria established in this policy,]** approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings or other gatherings of interest to students or parents/guardians

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6162.8 - Research)

2. Distribution of promotional materials of a commercial nature to students or parents/guardians

(cf. 1700 - Relations Between Private Industry and the Schools)

ADVERTISING AND PROMOTION (continued)

3. Paid advertisements on school property, including, but not limited to, **[advertisements on school school buildings, athletic fields, scoreboards, and]** billboards ~~and scoreboard advertisements~~

4. Paid advertisements in school-sponsored publications, yearbooks, announcements and other school communications, including web sites and social media

5. Products and materials donated by commercial enterprises **[for educational use, including those that bear the name and/or logo of the donor]** ~~for use in the classroom~~, as long as they ~~serve an educational purpose and~~ do not unduly promote **[the donor or]** any commercial activity or product~~s. Such materials may bear the name and/or logo of the donor~~

(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6161.11 - Supplementary Instructional Materials)

Prior to distribution, posting or publishing of any non-school group's promotional materials or advertisement, the Superintendent, principal, or designee shall review the materials or advertisement based on the criteria listed below. He/she may not disapprove materials or advertisement in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that is otherwise allowed by Board policy.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

As necessary, the Superintendent, principal, or designee shall require a disclaimer on any non-school group's promotional materials to be distributed, posted, or published stating that the distribution, posting, or publishing of the materials does not imply district endorsement of the group's activities, products or services. District and school-sponsored publications shall include a disclaimer stating that the **[district or]** school does not endorse any advertised products or services.

Criteria for Approval

The Superintendent, principal, or designee shall not accept for distribution**[, or allow on school property]** any materials or advertisements that:

1. Are lewd, obscene, libelous or slanderous

2. Incite students to commit unlawful acts, violate school rules or disrupt the orderly operation of the schools

3. Promote any particular political interest, candidate, party or ballot measure, unless ~~such materials are being distributed at a forum in which~~ **[the]** candidates or advocates from all

ADVERTISING AND PROMOTION (continued)

sides are **[provided the opportunity to]** present~~ing~~ their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

(cf. 1160 - Political Processes)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

[4. Contain prayer or proselytizing language

5. Position the district on any side of a controversial issue

(cf. 6144 – Controversial Issues)]

4 **[6]**. Discriminate against, attack or denigrate any group on account of any unlawful consideration

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

~~5~~ **[7]**. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, ~~non-nutritious foods and beverages~~, and movies or products unsuitable for children

~~*(cf. 5030 – Student Wellness)*~~
(cf. 5131.6 – Alcohol and Other Drugs)
(cf. 5131.62 – Tobacco)

[8. Promote during the school day any food or beverage that does not comply with state nutritional standards pursuant to Education Code 49430-49434, including a corporate incentive program that offers free or discounted foods or beverages that do not meet nutritional standards as rewards for students who reach certain academic goals. This prohibition does not include advertising on clothing with brand images worn on school grounds, advertising contained in product packaging, or advertising of infrequent school fundraising events involving food or beverages that do not meet the nutritional standards. (Education Code 49431.9)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)]

~~6~~**[9]**. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

(cf. 1321 - Solicitation of Funds from and by Students)

~~7~~ **[10]**. Distribute unsolicited merchandise for which an ensuing payment is requested

ADVERTISING AND PROMOTION (continued)

~~8. Proselytize or position the district on any side of a controversial issue~~

~~*(cf. 6144 - Controversial Issues)*~~

The Superintendent or designee also may consider the educational value of the materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

(cf. 0000 - Vision)

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the Superintendent or designee in accordance with law and Board policy.

Legal References: See next page

ADVERTISING AND PROMOTION (continued)

Legal Reference:

EDUCATION CODE
7050-7058 Political activities of school officers and employees
35160 Authority of governing boards
35160.1 Broad authority of school districts
35172 Promotional activities
38130-38138 Civic Center Act
~~*48907 Student exercise of free expression*~~
[***49430-49434 The Pupil Nutrition, Health, and Achievement Act of 2001, especially:***
49431.9 Advertisement of non-nutritious foods]
BUSINESS AND PROFESSIONS CODE
25664 Advertisements encouraging minors to drink
CALIFORNIA CONSTITUTION
Article 1, Section 2 Free speech rights
U.S. CONSTITUTION
Amendment 1, Freedom of speech and expression
COURT CASES
Hills v. Scottsdale Unified School District 48, (2003) 329 F.3d 1044
DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958
Yeo v. Town of Lexington, (1997) U.S. First Circuit Court of Appeals, No. 96-1623
Hemry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856
Bright v. Los Angeles Unified School District, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350
Lehman v. Shaker Heights, (1974) 418 U.S. 298

Management Resources:

CSBA PUBLICATIONS
School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006
WEB SITES
CSBA: http://www.csba.org}

Policy adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

BUDGET

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

(cf. 0000 - Vision)
(cf.0200 – Goals for the School District)
(cf. 0400 – Comprehensive Plans)
(cf. 0460 – Local Control and Accountability Plan)
(cf. 3300 - Expenditures and Purchases)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9000 - Role of the Board)

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

Budget Development and Adoption Process

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

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

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

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

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

BUDGET (continued)

At a public meeting held on a date after the public hearing on the budget, the Board shall**[,]** ~~adopt the budget~~ following its adoption of the LCAP or an annual update to the LCAP**[, adopt the budget]** ~~at the same meeting~~. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127**[, 52062]**)

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

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

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

(cf. 1340 – Access to District Records)

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

Budget Advisory Committee

[OPTION 1:] The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

[OPTION 2: The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 3: The Board may establish a budget subcommittee composed exclusively of Board members.]

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3350 - Travel Expenses)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives

BUDGET (continued)

Budget Criteria and Standards

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

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

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

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

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

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

Fund Balance

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

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

BUDGET (continued)

2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

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

4. Assigned fund balance includes amounts which **[are intended]** ~~the Board or its designee intends to use~~ for a specific purpose but do not meet the criteria to be classified as restricted or committed.

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

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

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

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

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

[Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year that the district is notified by the Superintendent of Public Instruction that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds. (Education Code 41202, 42127.01)]

BUDGET (continued)

Long-Term Financial Obligations

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

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 7210 - Facilities Financing)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

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

BUDGET (continued)

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

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

Legal Reference:

EDUCATION CODE
1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
~~*35035 Powers and duties of superintendent*~~
~~*42103 Public hearing on proposed budget; requirements for content of proposed budget*~~
[41202 Determination of minimum level of education funding
42103 Public hearing on proposed budget; requirements for content of proposed budget]
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
42238-42251 Apportionments to district, especially:
42238.01 – 42238.07 Local control funding formula
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan
GOVERNMENT CODE
7900-7914 Appropriations limit
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-15496 Local control funding formula, expenditures

Management Resources: See next page

BUDGET (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
GOVERNMENT FINANCE OFFICERS ASSOCIATION
Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
[Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015]
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
~~*Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004*~~
~~*Statement 34, Basic Financial Statements and Management's Discussion and Analysis – For State and Local Governments, June 1999*~~
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
California Department of Finance: http://www.dof.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Government Finance Officers Association: http://www.gfoa.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California, Inc.: http://www.sscal.com

Policy adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

~~FACILITIES INSPECTION~~

~~The Board of Trustees recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.~~

~~(cf. 0510 - School Accountability Report Card)~~
~~(cf. 1312.4 - Williams Uniform Complaint Procedures)~~
~~(cf. 3111 - Deferred Maintenance Funds)~~
~~(cf. 3514 - Environmental Safety)~~

~~The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:~~

1. ~~Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.~~

2. ~~Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.~~

3. ~~Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.~~

4. ~~Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.~~

5. ~~Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.~~

6. ~~Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.~~

7. ~~Fire Safety: The fire equipment and emergency systems appear to be functioning properly.~~

8. ~~Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.~~

9. ~~Pest/Vermin Infestation: Pest or vermin infestation is not evident.~~

10. ~~Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.~~

~~**FACILITIES INSPECTION** (continued)~~

~~11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).~~

~~12. Sewers: Sewer line stoppage is not evident.~~

~~13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.~~

~~14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.~~

~~15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.~~

~~The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.~~

~~*Legal Reference:*~~

~~*EDUCATION CODE*~~
~~*1240 County superintendent of schools, duties*~~
~~*17002 Definitions*~~
~~*17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998*~~
~~*17565-17591 Property maintenance and control, especially:*~~
~~*17584 Deferred maintenance*~~
~~*17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account*~~
~~*33126 School accountability report card*~~
~~*35186 Williams uniform complaint procedure*~~
~~*CODE OF REGULATIONS, TITLE 2*~~
~~*1859.300-1859.330 Emergency Repair Program*~~

~~*Management Resources:*~~

~~*CSBA PUBLICATIONS*~~
~~*Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008*~~
~~*COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS*~~
~~*Facility Inspection Tool Guidebook, February 2008*~~
~~*WEB SITES*~~
~~*CSBA: http://www.csba.org*~~
~~*California County Superintendents Educational Services Association: http://www.ccsesa.org*~~
~~*California Department of Education, Williams Case: http://www.cde.ca.gov/eo/ce/we/index.asp*~~
~~*Coalition of Adequate School Housing: http://www.cashnet.org*~~
~~*State Allocation Board, Office of Public School Construction: http://www.opsc.dgs.ca.gov*~~

Policy adopted:

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
Georgetown, California

The Board of Trustees expects district employees to maintain the highest ethical standards, ~~exhibit professional behavior~~ **[behave professionally**, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees **[shall engage in]** conduct **[that]** ~~should~~ enhance**[s]** the integrity of the district, advances the goals of the district's educational programs, and contribute to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

Each employee ~~should make a commitment~~ **[is expected]** to acquire the knowledge and skills necessary to fulfill his/her responsibilities and ~~should focus on his/her~~ **[to]** contribut**[e]**~~ion~~ to the learning and achievement of district students.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

[Inappropriate Conduct]
Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)
[(cf. 3515.7 – Firearms on School Grounds)]
(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

PROFESSIONAL STANDARDS (continued)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

[(cf. 3515.2 – Disruptions)]

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace**[, on district property,]** or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)
[(cf. 3513.4 – Drug and Alcohol Free Schools)]
(cf. 4020 - Drug and Alcohol Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. **[Being]** ~~D~~**[d]**ishonest~~y~~ with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

(cf. 3580 - District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

PROFESSIONAL STANDARDS (continued)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

    Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

[Reposts of Misconduct}

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

~~*(cf. 4117.4 - Dismissal)*~~
(cf. 4117.7 - Employment Status Reports)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

PROFESSIONAL STANDARDS (continued)

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

[Notifications]

[The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)]

Legal Reference: See next page

PROFESSIONAL STANDARDS (continued)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
[44050 Employee code of conduct; interaction with students]
44242.5 Reports and review of alleged misconduct
[48980 Parental notifications]
PENAL CODE
11164-11174.4 Child Abuse and Neglect Reporting Act
CODE OF REGULATIONS, TITLE 5
80303 Reports of dismissal, resignation and other terminations for alleged misconduct
80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Standards for the Teaching Profession, 2009
COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Educational Leadership Policy Standards: ISLLC 2008, 2008
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975
WESTED PUBLICATIONS
Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003
WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS
California Professional Standards for Educational Leaders, 2001
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education: http://www.cde.ca.gov
California Federation of Teachers: http://www.cft.org
California School Employees Association: http://www.csea.com
California Teachers Association: http://www.cta.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Council of Chief State School Officers: http://www.ccsso.org
WestEd: http://www.WestEd.org

CLASSIFIED PERSONNEL

The Board of Trustees **[recognizes that classified personnel provide essential services that support and enhance the district's educational program.]** **[The Board of Trustees]** shall fill each of its classified positions with qualified persons, consistent with position requirements. ~~The primary role of classified personnel is to provide services that support and enhance the district's educational program.~~

(cf. 0200 - Goals for the School District)
(cf. 4211 - Recruitment and Selection)

~~Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.~~

~~*(cf. 4215 - Evaluation/Supervision)*~~

~~Classification of Employees~~

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

(cf. 4211 - Recruitment and Selection)
(cf. 4212 - Appointment and Conditions of Employment)

~~Before employing a short-term classified employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 75 percent of the school year, as defined. (Education Code 45103)~~

Each **[classified]** position shall have a designated title and regular minimum number of assigned hours per day, days per week and months per year. ~~A job description shall be established for each position.~~

~~Assignment~~

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

(cf. 4141/4241 - Collective Bargaining Agreement)

CLASSIFIED PERSONNEL

[Each classified employee shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

(cf. 4215 - Evaluation/Supervision)

Substitute and Short-Term Employees

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)]

Legal Reference:

EDUCATION CODE
45100-45139 Employment of classified staff
45160-45169 Salaries and differential compensation
45190-45210 Resignation and leaves of absence
45220-45320 Merit system
49406 Examination for tuberculosis
51760-51769.5 Work experience education

Management Resources:

WEB SITES
California School Employees Association: http://www.csea.com

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: SchoolWorks Demographic Study

MEETING DATE: January 11, 2018

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: Results of the demographic study will be provided to the Board of Trustees.

BACKGROUND: SchoolWorks provides a demographic study for the 2018-19 school year (through year 2022-2023) using a state-of-the-art GIS (Geographic Information System) program. Several databases of information have been analyzed including; current and historic student enrollment record, birth rates for the past ten years, projected new housing developments, and school site facilities utilization. By taking advantage of multi-layered statistical data, this study will provide an accurate view of our District's current environment and projected future trends.

The SchoolWorks Annual Demographic Study is being provided under separate cover for the Board of Trustees. Copies of the demographic study are available at the District Office.

km\board\1-11-18\Demographic Study Update

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Williams Uniform Complaint Procedures Policy Quarterly Report

MEETING DATE: January 11, 2018

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: As required by Education Code 35186, the quarterly report of complaints received pursuant to the Williams Uniform Complaint Procedures is provided for the information of the Board of Trustees.

BACKGROUND: Education Code Section 35186 requires the Superintendent provide a quarterly report to the Board and the County Superintendent of Schools regarding any complaints received pursuant to the Williams Uniform Complaint Procedures.

For the period October 1, 2017 through December 31, 2017 there are no complaints to report.

ck\Board\Williams Complaints Report

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

To: Dr. Ed Manansala, Superintendent of Schools

District: Black Oak Mine Unified School District

Person completing this form: Keely Morales Title: Superintendent Secretary

Quarterly Report Submission Date:
(*check one*)

- ☐ April 2017
- ☐ July 2017
- ☐ October 2017
- ☑ January 2018

Date for information to be reported publicly at governing board meeting: January 11, 2018

Please check the box that applies:

☑ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Signature of District Superintendent

1-4-2018

Date

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Discussion on the Quintette Bus Stop Options

MEETING DATE: January 11, 2018

FROM: Mr. Jeremy Meyers, Superintendent

EXPLANATION: The Board of Trustees will have the opportunity to discuss the options, viability, impact, and cost of adding an additional bus stop to serve the Quintette community.

BACKGROUND: Per the direction of the Board of Trustees at the December 14, 2017 Board Meeting, Superintendent Meyers and the director of FMOT have composed a spreadsheet with information on the options for a Quintette Bus Stop.

km\board\1-11-18\busstop

Report on Quintette Bus Stop Options

Option # 1:

Keep current bus routes and stops status quo.
Estimated Ongoing Cost.....$0 per year

Considerations and intangible costs:

- District will not need to identify additional cuts.

Option # 2:

Add Quintette (Fire Station) as a bus stop to the **existing up country main bus route.** Calculating driver time, fuel, training (T-01 DETAC Requirements) and general maintenance. (See Attached Schedule)
Estimated Ongoing Cost.....$7,980.19 per year

Considerations and intangible costs:

- If the option is approved for 17-18, overtime costs would apply.
- District is still obligated to pay employee their regular contracted hours even if route or part of route is cancelled due to weather conditions.
- Approximately 120 students would be affected on the early run bus stop time changes.
- Supervision concerns (especially at GSHS) from 7:03 to start of school (7:50) Due to moving up the early route, in order to make the return route to GTS on time. (Including the **second** up-country elementary schedule.)
- Otter Creek students from Quintette would be on the bus for an additional 35 minutes. (Using shuttle service from GTS at 8:15.)
- Additional Administrative time for road and weather surveys. Conditions change rapidly above the 3000 ft. level. (FMOTC Call)
- The route would need additional Training time (DETAC foul weather driving, T-01 time)

Option # 3:

Change Route # 10 Gold (Up Country, Otter Creek) to accommodate two separate dedicated runs to Quintette. (For HS students and elementary students.) Calculating driver time, fuel expense, training and general maintenance. (Including DETAC T-01 Training Requirements) (See Attached Schedule)

Estimated Ongoing Cost.....$12,870.28 per year (In addition to existing routing expenses)

Considerations and intangible costs:

- If the Quintette stop were cancelled due to weather, it would not affect other students or drivers that were still on the regular schedules.
- This Option would not affect other student stops or times. It would also drop off at the High School at 7:30 instead of 7:03. (Same time the other up-country route is dropping off currently.)
- Otter Creek Students would not be affected. (Possible late starts, from time to time due to road conditions.)
- Additional Administrative time for road and weather conditions still would be applicable.
- Extended route concerns still apply to the rest of the District.
- Best cost and routing Option that basically establishes a dedicated Quintette route.

Option # 4:

Establish a complete new dedicated route for the Up-Country Quintette Stop. Calculating driver time, fuel expense, training and general maintenance.
Estimated Ongoing Cost.....$22,778.68 per year
Estimated Vehicle Cost.....$20,000.00 one time

Considerations and intangible costs:

- This would be the cleanest routing, and could help out with current overloaded stops in the HS schedule.
- No time changes to stops or times.
- Ability to customize drop offs and / or cancelations without affecting other routes or students.
- No third run with same bus up-country.
- Eliminates supervision concerns at GSHS.
- **Vehicle purchase listed above could help with other transportation needs.**

Note:

There are several Areas in our District that standard CHP approved bus stops fall 2-6 miles short of District Boundaries or customer residences. This has always been a consideration when looking at Transportation Service expansion or reduction. (Pilot Hill, *Salmon Falls Area*, Kelsey, *Chile Bar Area,* ALT *2nd and 3rd gate areas.)*

1/3/2018

Driver

Bus:

Position/Pole Color: Blue

Route # 8 A1 GSHSUp Country/Wellness/Old Marshall

Time	Directions	Stop	Comments
5:30		Check Out Bus at GT	
6:00		Leave Georgetown	
6:01		Yellow gate	
	R/ Wentworth Springs		
6:02		Hotchkiss Hill	
6:03		Chipmunk Trail	
6:04		Raintree	
6:05		Miled Ln	
6:06		Buckeye	
6:07		Ranger Station	
6:08		7705 Wentworth Springs	
6:09		1st Balderston	
6:10		8320 Wentworth Springs	
6:11		8330 Wentworth Springs	
6:12		2nd Balderston	
6:13		Camp Virner	
6:14		Rolf's	
6:15		Rock Creek Rd	
6:16		Camp Chiquita	
6:17		G'town Lumber Co	
6:18		Homewood	
6:31		Quintette	
6:44	T/A	Volcanoville Rd	
	R/ Wentworth Springs		
6:45		Kentucky Flat	
6:46		Hobby Horse Ln	
6:47		Garden Tower Ln	
6:48		Across from 1st Balderston	
6:49		Across from Ranger station	
6:50		Breedlove	
6:51		7281 Wentworth	
6:52		Fox Run	
6:53		Eaton Rd	
6:54	L/Old Marshall	Corner Kitchen	
6:55		Empire Mine Circle 1st	
6:56		Halls	
6:57		4050 Marshall Rd	
6:58		Garden valley Chapel	
6:59		Tom's Sierra	
7:00		Rose Garden Café	
	L/ Garden Valley Rd		
7:03		Arrive GSHS	

Driver
Bus:
Position/Pole Color: Blue
Route # 8 A2 GT Old Marshall/Up Country

Time	Directions	Stop	Comments
7:04		Leave GSHS	
	R/Garden Valley Rd		
	R/Marshall Rd		
7:05		4671 Marshall Rd	
7:06		4613 Marshall Rd	
7:07		Across From Pedris	
7:08		3861 Marshall Rd	
7:09		Black Oak Animal Hospital	
	R/Lower Main		
7:12		Hotchkiss Hill	
7:13		Chipmunk Trail	
7:14		Raintree	
7:15		Miled Ln	
7:16		7290 Wentworth Springs	
7:17		Buckeye	
7:18		Ranger Station	
7:19		7705 Wentworth Springs	
7:20		1st Balderston	
7:21		8320 Wentworth Springs	
7:22		8330 Wentworth Springs	
7:23		Lea's	
7:24		2nd Balderston	
7:25		Rolf's	
7:26		Rock Creek Rd	
7:27		Camp Chiquita	
7:28		G'town Lumber Co	
7:29		Homewood	
7:42		Quintette	
7:55	T/A	Volcanoville Rd	
	R/ Wentworth Springs		
7:56		Kentucky Flat	
7:57		Bottle Hill Rd	
7:58		Garden Tower Ln	
7:59		Breedlove	
8:00		7281 Wentworth	
8:01		Fox Run	
	L/ in Back Gate		
8:04		Drop Charter	
8:05		Arrive Georgetown	

Ottercreek students will be transferred to Ottercreek bus at Georgetown School.

Driver
Bus:
Position/Pole Color:

Page 1

Route # 10A1 Ottercreek/GSHS/GT/Quintette

Time	Directions	Stop	Comments
6:15		Check Out Bus	Un lock gate
6:30		Leave Yard	
6:55		Quintette	
7:25		Arrive GSHS	
7:55		Quintette	
8:15		Arrive GT/ Drop Students	
8:15		Load at GT Loading Zone	
8:20		Leave Georgetown	
	R/ Wentworth Springs F		
8:23		Chipmunk	
8:24		Buckeye	
8:25		1st Balderston	
8:26		Rolfe	
8:28		Rock Creek Rd	
8:29		Camp Chiquita	
8:30		Homewood	
	L/ Volcanoville Rd		
8:32		Volcanoville Rd T/A	
8:33		Yuletide	
8:34		Across fr Country Rd	
8:36		Trinity Trail	
8:40		Arrive Otter Creek	Unload Lunches
			Retrieve lunch boxes
8:45		Leave Otter Creek	
	L/ Volcanovill Rd		
	R/ Wentworth Springs F		
9:15		Arrive Transportation Yd	

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Governance Calendar

MEETING DATE: January 11, 2018

FROM: Mr. Bill Drescher, Board President

EXPLANATION: A draft Black Oak Mine Unified School District Governance Calendar is provided.

BACKGROUND: The proposal is that the Board Governance Calendar will be developed and approved by the Board of Trustees, and once adopted, will provide a roadmap and common frame of reference for Board Members, staff, and members of the community. It is anticipated that engagement by the Board in the development of the calendar will engender a richer sense of strategic planning and, once completed, it will be a valuable tool in bridging communication between the Board and public.

km/board/1/11/18/Governance Calendar

Black Oak Mine Unified School District
Board of Trustees
Governance Calendar 2018/2019 School Year

Topic Area	July	August	September	October	November	December	January	February	March	April	May	June
Business Meetings	N/A	8/10/2017	9/14/2017	10/12/2017	11/09/2017	12/14/2017	01/11/2018	02/08/2018	03/08/2018	04/12/2018	05/10/2018	06/14/2018
Board Governance		- CSBA Board Policy and Bylaw Updates	- Administrator Report Back-to-school events	- CSBA Board Policy and Bylaw Updates	- *Board Self Evaluation (Final)*	- Oath of Office - Annual Organizational meeting - Adopt Board Calendar	- Adopt Action Plan for Continual Board Development	- CSBA Board Policy and Bylaw Updates	- Adopt Board Self Evaluation Tool	- CSBA Board Policy and Bylaw Updates - Draft Governance Calendar	- Board Self Evaluation (mid-year)	- Finalize 2018/2019 Governance Calendar
District Vision / Board-established Goals		- Review Supt's plan for Achievement of District Priorities - Communicate Vision and Goals to the Community	- Strategic Planning Discussion Infrastructure, Governance, District Transformation				- Mid-year Review of Progress	- Discuss District Priorities and Preliminary Board Goals (18/19)		- Preliminary Draft District Priorities and Board Goals	- Year-end Review of Progress Current School Year	- Finalize District Priorities and Board Goals
Board Retreat(s)			9/ / 201_					02/22/2018				
Superintendent Evaluation		- *Finalize Supt's Goals* - *Establish Measurement/ Success Criteria*	- *Summative Evaluation (kick-off to school year)*			- Supt's Mid-year progress report	- Mid-year Formative Evaluation				- Supt's Year-end progress report	- Year-end Formative Evaluation

Black Oak Mine Unified School District
Board of Trustees
Governance Calendar 2018/2019 School Year

Topic Area	July	August	September	October	November	December	January	February	March	April	May	June
Business Meetings	N/A	8/10/2017	9/14/2017	10/12/2017	11/09/2017	12/14/2017	01/11/2018	02/08/2018	03/08/2018	04/12/2018	05/10/2018	06/14/2018
Student Learning and Achievement	- LCAP Submission to COE	- Community Review of 2017/18 LCAP - Annual Learning Materials Review and Text Book Adoptions - Public Hearing: Certification of the Sufficiency or Insufficiency of Textbooks/Instructional Materials	- Annual Curriculum Council Priorities Presentation				- Curriculum Council (mid-year report)	- Annual District Visual & Performing Arts Report - Annual Athletic Department Report	- Annual Career Technical Education Report - Annual Review of the District Graduation Requirements	- Annual Student Performance and Progress Report	- Annual review Single Plan for Student Achievement - Curriculum Council (year-year progress report) - Public Hearing: BOMUSD LCAP - Public Hearing: ARCS LCAP	- BOMUSD LCAP Adoption - ARCS LCAP Adoption
Budget / Financial	- Budget Submission to COE		- Unaudited actuals (2016/2017)			- 1st Interim Budget Adoption (2017/2018)	- Annual Audit Findings Report (2016/2017)	- Annual School Works Demographic Study	- 2nd Interim Budget Adoption (2017/2018)	- Review Budget Assumptions & Challenges (2018/2019)	- 3rd Interim Budget Adoption (if applicable) - Public Hearing: Budget (2018/2019)	- Budget Adoption (2018/2019) - Establishment of Fund Balance Policies
Facilities		- Annual Review Comprehensive Schools Safety Plan			- Annual Contract Review – GDRD Maintenance			- Annual Transportation Financial Report	- Annual Facilities Use Report / Fees Review / GDRD MOU	- 1/3/5-year Facilities Plan		

Black Oak Mine Unified School District
Board of Trustees
Governance Calendar 2018/2019 School Year

Topic Area	July	August	September	October	November	December	January	February	March	April	May	June
Business Meetings	N/A	8/10/2017	9/14/2017	10/12/2017	11/09/2017	12/14/2017	01/11/2018	02/08/2018	03/08/2018	04/12/2018	05/10/2018	06/14/2018
Human Resources		- Annual CLAD review				- Public Hearing: AB1200 Disclosure CSEA - Public Hearing: Initial Collective Bargaining Proposal CSEA		- Public Hearing: Initial Collective Bargaining Proposal BOMTA	- Notice requirements			
Program Reports to the District		- Williams Uniform Complaint – Quarterly			- Public Hearing: Annual collection and accounting of Developer Fees - Annual Developer Fee Report		- Williams Uniform Complaint - Quarterly			- Williams Uniform Complaint – Quarterly	- Bond Audit (GFS Annual Disclosure)	
Community Relations and Outreach				- GSJr/SrHS Site Presentation - Student Achievement - CAASP Data	- Northside Site Presentation - District Deferred Maintenance Report		- GTS Site Presentation - Nature Area Use Report - Nature Area Maintenance /Expansion Report		- ARCS Site Presentation	- Facilities / Site Recognition	- Teacher of the Year Presentations	- Student of the Year Presentations
On-site Meetings				10/26/2017	11/30/2017		01/25/2018		03/22/2018			
Location				GSJr/SrHS	Northside		Georgetown		ARCS			

MINUTES OF A REGULAR MEETING
OF THE BLACK OAK MINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
December 14, 2017

CALL TO ORDER	The Meeting of the Board of Trustees was called to order by President Jeff Burch, at 6:30 P.M. at 6540 Wentworth Springs Road, Georgetown, California Present: Jeff Burch, Darcy Knight, Joe Scroggins, Bill Drescher, Ronnie Ebitson and Jeremy Meyers, Superintendent.
PUBLIC COMMENT ON CLOSED SESSION AGENDA	None
CLOSED SESSION	The Board met in Closed Session at 6:30 P.M. and discussed: 3.1 Confidential Student Matter – Interdistrict Appeal Hearing Student #014-17 3.2 Short Term Employment – JV Girls Basketball Coach 3.3 Employee Matter 3.4 Conferenced with Mr. Jeremy Meyers and Mrs. Shelly King, District Labor Negotiators, regarding labor negotiations with the Black Oak Mine Teachers Association and the California School Employee Association, Gold Chain Chapter #660 3.5 Superintendent Evaluation
OPEN SESSION	The Open Session of the Board convened at 7:07 P.M. Present: Board members, Members of the audience (including staff/community)
DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION	3.1 The Board of Trustees upheld the Interdistrict Transfer denial. 2 to 2 vote Bill Drescher arrived late 3.2 Approved short term employment for the JV Girls Basketball Coach It was motioned by Mr. Drescher, and seconded by Mr. Ebitson, and carried unanimously to approve the short term employment. 4 to 1 Vote 3.3 No Action 3.4 Negotiations – No Action taken 3.5 Superintendent Evaluation – Ongoing
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Mr. Jeremy Meyers
RECOGNITION	Mr. Jeremy Meyers presented a recognition of Carla Koontz for her 15 years of service at Black Oak Mine Unified School District
ORGANIZATIONAL ACTIONS	
2017 Board President ACTION M-17-71	It was moved by Mr. Ronnie Ebitson, seconded by Mr. Joe Scroggins, and carried unanimously to elect Mr. Bill Drescher as the Board President for 2018 Calendar year beginning December 14, 2017. 4-1 Vote Scroggins Y Knight Abstained Burch Y Drescher Y Ebitson Y At this point, Mr. Bill Drescher took over as President of the Board and led the rest of the Board meeting.
2017 Board Vice President ACTION M-17-72	It was moved by Mr. Bill Drescher, seconded by Mrs. Darcy Knight, and carried unanimously to elect Mr. Joe Scroggins as the Board Vice President for 2018 Calendar year beginning December 14, 2017. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
2017 Board Clerk ACTION M-17-73	It was moved by Mr. Joe Scroggins, seconded by Mr. Bill Drescher, and carried unanimously to elect Mrs. Darcy Knight as the Board Clerk for 2018 Calendar year beginning December 14, 2017. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
2017 Representative to the El Dorado County School Board Association ACTION M-17-74	It was moved by Mr. Ronnie Ebitson, seconded by Mr. Jeff Burch, and carried unanimously to elect Mrs. Darcy Knight as the Representative to the El Dorado County School Board Association for 2018 Calendar year beginning December 14, 2017. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
2017 Representative to the LCAP Curriculum Council ACTION M-17-75	It was moved by Mr. Ronnie Ebitson, seconded by Mrs. Darcy Knight, and carried unanimously to elect Mr. Bill Drescher, as the Representative to the LCAP Curriculum Council for 2018 Calendar year beginning December 14, 2017. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
2017 Representative to the LCAP-BAC ACTION M-17-76	It was moved by Mrs. Darcy Knight, seconded by Mr. Joe Scroggins, and carried unanimously to elect Mr. Jeff Burch as the Representative to the LCAP-BAC for 2017 Calendar year beginning December 14, 2017. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y

2017 Representative to the Citizen's Bond Oversight Committee (CBOC) ACTION M-17-77	It was moved by Mrs. Darcy Knight, seconded by Mr. Bill Drescher, and carried unanimously to elect Mr. Ronnie Ebitson as the Representative to the CBOC for 2018 Calendar year beginning December 14, 2017. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
2017 Superintendent Appointments ACTION M-17-78	It was moved by Mr. Jeff Burch, seconded by Mr. Ronnie Ebitson, and carried unanimously to appoint Mr. Jeremy Meyers as Secretary to the Board of Trustees, representative to the Joint Powers Association and Coordinator for the District Regarding Compliance with Civil Rights, Title IX, Asbestos Abatement (AHERA), Affirmative Action and regulations relative to disabled person for 2018 Calendar year beginning December 14, 2017. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
2017 Board Meeting Calendar ACTION M-17-79	It was moved by Mr. Joe Scroggins, seconded by Mr. Jeff Burch, and carried unanimously to approve the 2018 Board Meeting Calendar. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
ADOPTION OF THE AGENDA ACTION M-17-80	Mr. Bill Drescher suggested that item 18.3 be discussed prior to New Business. It was moved by Mr. Jeff Burch, seconded by Mr. Joe Scroggins, and carried unanimously to amend the agenda to move item 18.3 Discussion on Qunitette Bus Stop prior to New Business. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y Amended item 19.0 Consent Agenda to move the motion, second, and vote of the Consent Agenda from below 19.1 to below 19.0.
COMMUNICATIONS	
Public Hearings	Opened the public hearing on AB 1200 Disclosure for the Agreement between Black Oak Mine Unified School District and CSEA. Opened the public hearing for the Initial Collective Bargaining Proposal of CSEA with the Black Oak Mine Unified School District
Written Communication	None
Oral Communications	Mrs. Darcy Knight announced she is pleased to see the turn out due to her invitation. Mr. Ronnie Ebitson agreed. Mr. Jeff Burch announced they are looking forward to hearing about the budget. School staff addressed the Board of Trustees regarding the raise the teachers are asking for.
B.O.M.T.A. REPORT	President of BOMTA gave a report to the Board of Trustees.
C.S.E.A. REPORT	CSEA President Michelle Keene-Sasse gave a report to the Board of Trustees.
STUDENT REPRESENTATIVE TO THE BOARD REPORT	Brody Costin, Student Rep, was absent
FMOTC REPORT	Mr. Mark Koontz gave a report to the Board of Trustees
SITE ADMINISTRATORS REPORT	Administrators gave a report to the Board of Trustees
SUPERINTENDENT'S REPORT	Superintendent Meyers gave a report to the Board of Trustees
INFORMATION AND DISCUSSION	
Discussion on Quintette Bus Stop	Mr. Mark Koontz and Mr. Jeremy Meyers gave a report to the Board of Trustees on the viability impact and cost of adding an additional bus stop to serve the Quintette Community. Two options were discussed: extending the existing route or dedicate a new route. The Board would like to revisit these options at the January Board Meeting and would like to see real numbers and proposals for the options.
NEW BUSINESS	
First Interim Report ACTION M-17-81	Mrs. Tricia Kowalski presented the First Interim Report to the Board of Trustees. It was moved by Mr. Jeff Burch, seconded by Mr. Bill Drescher, and carried unanimously to certify the District's financial position as "Qualified," for the First Interim Report for the period ending October 31, 2017. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
Board Meeting Minutes ACTION M-17-82	It was moved by Mrs. Darcy Knight, seconded by Mr. Jeff Burch, and carried unanimously to approve the minutes for the Board Meeting on November 9, 2017. 4-0 Vote Scroggins Abstained Knight Y Burch Y Drescher Y Ebitson Y
Special Board Meeting Minutes ACTION M-17-83	It was moved by Mrs. Darcy Knight, seconded by Mr. Jeff Burch, and carried unanimously to approve the Board minutes for the Special Board Meeting on November 30, 2017.

	3-0 Vote Scroggins Abstained Knight Y Burch Y Drescher Y Ebitson Abstained
MOU Agreement between CSEA and Black Oak Mine Unified School District	It was moved by Mr. Joe Scroggins, seconded by Mr. Ronnie Ebitson, and carried unanimously to approve the MOU between CSEA and Black Oak Mine Unified School District.
ACTION M-17-84	5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
AB 1200 Disclosure Agreement between CSEA and Black Oak Mine Unified School District	It was moved by Mr. Ronnie Ebitson, seconded by Mr. Bill Drescher, and carried unanimously to approve the AB 1200 Disclosure of the Agreement between CSEA and Black Oak Mine Unified School District.
ACTION M-17-85	5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
INFORMATION AND DISCUSSION	
Initial Collective Bargaining Proposal of CSEA with Black Oak Mine Unified School District	Closed the public hearing of the Initial Collective Bargaining Proposal of CSEA with Black Oak Mine Unified School District.
Initial Discussion of Facility Use Fees	Mr. Jeremy Meyers gave a report on the current facility use fees. Mr. Mark Koontz gave explanation and Mrs. Tricia Kowalski gave further explanation of the fee breakdown to the Board of Trustees. Additional information will be brought back to Board at a future meeting.
CONSENT AGENDA ACTION M-17-86	It was moved by Mrs. Darcy Knight, seconded by Mr. Jedd Burch, and carried unanimously to approve the Consent Agenda. 5-0 Vote Scroggins Y Knight Y Burch Y Drescher Y Ebitson Y
Second Reading and Adoption of the CSBA Updated / Revised Board Policy/Bylaws	Adopted the CSBA Updated / Revised following Board Policies/Bylaws: 0400, 0460, 0500, 1113, 3280, 3513.4, 4140/4240/4340/, 5113.1, 5113.12, 5117, 5131.6, 6020, 6153, 6170.1, 6173.2
Purchase Orders, Warrants, Bids and Quotes	Approved the 2017-18 fiscal year Batch Numbers 8032-8037 dated November 3, 2017 through November 29, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund for a total of $564,932.25.
Gifts	Accepted the gifts donated
Field Trips	Approved the overnight field trips
REPORTS OF THE BOARD OF TRUSTEES	
FUTURE MEETINGS	The next regular meeting of the Board is January 11, 2018 7:00 PM @ District Office The next Special meeting of the Board is January 25, 2018 6:00 PM @ Georgetown School
ADJOURNMENT	The meeting was adjourned at 9:54 P.M.

Respectfully submitted,

Jeremy Meyers Secretary to the Board	Bill Drescher President of the Board	Date

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Purchase Orders, Warrants, Bids and Quotes

MEETING DATE: January 11, 2018

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that 2017-18 fiscal year Batch numbers 8038-8043 dated December 6, 2017 to December 20, 2017 for General Fund, Charter School Fund, Cafeteria Fund, Building Fund, and School Facilities Fund, for a total of $353,018.67 be approved.

BACKGROUND: Copies of Warrants which are provided under separate cover for Board of Trustees approvals includes the following:

Fund Name and Number	Amount
General Fund 01	$312,858.83
Charter School Fund 09	$18,522.87
Cafeteria Fund 13	$15,528.54
Building Fund 21	$4,228.00
Enterprise Fund 63	$1,800.00
Fund 75	$80.43
Total	$353,018.67

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Gifts

MEETING DATE: January 11, 2018

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the board of trustees consider taking action to accept the gift(s) donated.

BACKGROUND: The following gift(s) were donated to the District:

1) Gerald Nightingale donated a Cress Kiln valued estimated at $1,000.00
2) Heather Sutton donated a $100.00 cash donation to be used towards the STEAM program at Georgetown School
3) The following cash donations are to be used towards the purchase of the new electronic sign at Golden Sierra Junior Senior High School: Lucy Oliveira donated $30.00, Christina Kay donated $20.00, Lewis & Darcy Knight donated $500.00, David Publicover & Liz Ketelle donated $200.00, Eric Clark donated $235.00, Gayne Johnson donated $50.00, Georgetown Wrestling Club donated $1,000.00, John & Joanne Daniels donated $100.00, Tricia Kowalski donated $100.00, and Wendy Bistrup donated $25.00.

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

km\board\1-11-18\gifts

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

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

Request for Board Acceptance of Gift

To:	Jeremy Meyers, Superintendent
From:	Sally Dyck
Re:	Request for Board Acceptance of Gift
Date:	12-18-17
Description of Gift:	Cress Kiln - like new condition
Donor Estimated Value:	$ 1,000.00
Donated By:	Gerald Nightingale
Mailing Address:	13215 Bentley St. Waterford, CA 95386
Donor Requests Gift To Be Used At/For:	Student art at American River Charter School

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Request for Board Acceptance of Gift

To:	Jeremy Meyers, Superintendent
From:	Wendy Westsmith, Principal
Re:	Request for Board Acceptance of Gift
Date:	Dec. 12, 2017
Description of Gift:	$100.00
Donor Estimated Value:	$100.00
Donated By:	Heather Sutton
Mailing Address:	8361 State Hwy 193 Garden Valley, CA 95633
Donor Requests Gift To Be Used At/For:	Donation is for STEAM program at Georgetown School

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Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$20.00
Donated By:	Christina Kay
Mailing Address:	1854 Urban Retreat Lane, Cool, CA 95614
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$500.00
Donated By:	Lewis & Darcy Knight
Mailing Address:	5821 Garden Park Drive, Garden Valley, CA 95633
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$200.00
Donated By:	David Publicover & Liz Ketelle
Mailing Address:	4388 Mt. Carmel Road, Garden Valley, CA 95633
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$235.00
Donated By:	Eric Clark
Mailing Address:	4328 Empire Creek Circle, Georgetown, CA 95634
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$50.00
Donated By:	Gayne Johnson
Mailing Address:	P.O. Box 1187, Georgetown, CA 95634
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Fax: (530) 333-8303
Website: bomusd.org

Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$1000.00
Donated By:	Georgetown Wrestling Club
Mailing Address:	P.O. Box 87, Garden Valley, CA 95633
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$100.00
Donated By:	John & Joanne Daniels
Mailing Address:	8121 Fail Pines Lane, Garden Valley, CA 95633
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$30.00
Donated By:	Lucy Oliveira
Mailing Address:	5280 Jilltree Lane, Garden Valley, CA 95633
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$100.00
Donated By:	Tricia Kowalski
Mailing Address:	2579 Otter Trail, Cool, CA95614
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

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Fax: (530) 333-8303
Website: bomusd.org

Request for Board Acceptance of Gift

To:	Board of Trustees
From:	Jeremy Meyers
Re:	Request for Board Acceptance of Gift
Date:	December 2017
Description of Gift:	Cash donation
Donor Estimated Value:	$25.00
Donated By:	Wendy Bistrup
Mailing Address:	3185 Wildcat Flat Trail, Cool, CA95614
Donor Requests Gift To Be Used At/For:	Money to be used towards the purchase of the new electronic sign at Golden Sierra Junior/Senior High School

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

AGENDA ITEM: Field Trips

MEETING DATE: January 11, 2018

FROM: Mr. Jeremy Meyers, Superintendent

RECOMMENDATION: It is recommended that the Board of Trustees approve the overnight field trip(s).

BACKGROUND: Field trip request forms for trips over 200 miles radius one way or overnight are due to the district office 45 days prior to requested departure. These trips are required to have board approval.

The following trips are being requested:

Drug Free Divide is requesting approval for one (1) overnight trip for the "Youth to Youth" Middle School Conference to:
San Leandro, CA and Castro Valley High School on March 23-24, 2018

km\board\1-11-18\field trips

BLACK OAK MINE UNIFIED SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

FOR LOCAL TRIPS, FORMS ARE DUE TO SCHOOL OFFICE AT LEAST 20 DAYS PRIOR TO DEPARTURE. FORMS FOR TRIPS OVER A 200 MILE RADIUS ONE WAY OR OVERNIGHTARE DUE 45 DAYS PRIOR TO REQUESTED DEPARTURE. (Exceptions are made for league changes in athletic schedules and playoffs.)

Date leaving: 3·23·18 Destination: Castro Valley High School-
Time leaving: 3/23 3:30
Date returning: 3·24·18 Est. time of return: 3/24 midnight

School: GSHS Dept.: _____ Club or Org.: Drug Free Divide

Trip Supervisor: Carolyn (Print Name) # of Students: 10 # of Staff: 2 # of Chaperones: 1

Place of Departure GSHS

Mode of Transportation: Walking ___ School Bus X or School Van X Public Transportation ___ Private vehicles ___
Total Estimated Cost of Trip: Bus: $900? Funding Source: Drug Free Divide
Conference Fee: $720

FOR TRIPS OTHER THAN EXTRA CURRICULAR

Educational purpose of trip and relationship to class or group curriculum: "Youth to Youth" middle school school Conference – drug/alcohol prevention – stress reduction strategies – team building – what to expect in high school.

Lead up activities, trip activities, and follow up activities: small group sharing upon return – will connect to the "wonder" theme of kindness.

FOR TRIPS USING SCHOOL BUSES

Itinerary (Please include all stops, approximate times of stops and phone number of destination if bus parking needs to be arranged.) If unanticipated stops are needed, i.e. student sickness, rest stops, etc., bus driver has the authority to change the itinerary. SCHOOL BUSES ARE ALLOWED TO STOP ONLY AT DESIGNATED STOPS AS LISTED IN THE ITINERARY. Bus or Van

leave GSHS 3-23, Friday 3:30, arrive San Leandro (2½ Hours).
3-24 7:00am Leave for Castro Valley high School (15 min) 10pm Pickup and drive (return) to GSHS.

For Transportation Department Use Only

Driver: _____ Van# _____ Bus # _____
Leave ____ A.M. ____ P.M. Leave ____ A.M. ____ P.M.
Return ____ A.M. ____ P.M. Return ____ A.M. ____ P.M.
Total Hours _____ Total Hours _____

BILLING:
Hours _____ O.T. _____ Miles _____
Rate @ $ _____ Rate @ $ _____ Rate @ $ _____
Total $ _____ $ _____ $ _____

ODOMETER READING (MILEAGE)
Ending _____
Beginning _____
Total Miles _____

Total Wages $ _____
Total Mileage $ _____
TOTAL CHARGES $ _____

Transportation Department Signature: _____ Date _____ Approved ___ Denied ___
Reason for Denial: _____

Requested by: Carolyn Barlo (Print Name) [signature] (Signature) Date: 12·18·17

Principal/Site Administrator Signature: _____ Date _____ Approved ___ Denied ___
Superintendent's Signature: _____ Date _____ Approved ___ Denied ___
Date of Board Action (for overnight trips or over 200 mile radius one way): _____ Approved ___ Denied ___
Reason for Denial: _____

DISTRIBUTION: Requestor (GOLDENROD copy), Transportation (WHITE /GREEN copies), Site Administrator (PINK copy), District/Board (YELLOW)
MS:misc\field trip request form – REVISED 7-28-03