

SIERRA SANDS UNIFIED SCHOOL DISTRICT

**Board of Education
Regular Meeting**

**NOVEMBER 15, 2018
Ridgecrest City Council Chambers
100 West California Avenue
*www.ssusd.org***

We, the members of the Board of Education of the Sierra Sands Unified School District, are committed to providing the highest quality education in a safe environment to all K-12 students. We believe the school shares with the family, church, and community the responsibility for developing life-long learners who are responsible, productive citizens.

A G E N D A

CALL TO ORDER AND PLEDGE TO THE FLAG

7:00 P.M.

Amy Castillo-Covert, President
Bill Farris
Tim Johnson
Kurt Rockwell, Vice President/Clerk
Michael Scott – telephonically from 85 West Court Ave., Memphis, TN

Veronica Vander Werf, Student Member

Ernie Bell, Superintendent

MOMENT OF SILENCE

1. ADOPTION OF AGENDA

Welcome to a meeting of the Board of Education. Because we believe you share our concern for the education of the youth of our community, we appreciate and welcome your participation. Copies of the agenda, along with a procedural handout, are available on the wall at the back of the room to assist with your participation in the meeting.

2. APPROVAL OF MINUTES of the special meeting of November 6, 2018 and the special and regular meetings of October 18, 2018.

3. PROGRAMS AND PRESENTATIONS

4. PUBLIC HEARING

4.1 Public Hearing for Initial Sunshine Contract Proposal for 2019-20 from the Desert Area Teachers Association to the Board of Education

- 4.2 Public Hearing for Initial Sunshine Contract Proposal for 2019-20 from the Desert Area Guidance Association to the Board of Education

5. REPORTS AND COMMUNICATIONS

5.1 Student Member's Report

5.2 Reports from Members of the Board

5.3 Superintendent's Report

- Enrollment Update
- Kern Pledge

5.4 Report to the Board of Trustees by the Desert Area Teachers Association

5.5 Report to the Board of Trustees by the California School Employees Association

5.6 Communications from the public

The board will provide time during the discussion of each agenda item for members of the public to comment. At this time, members of the public may address the board on an item not on the agenda. Comments should relate to items of public interest within the board's jurisdiction. The law prohibits the board from taking action on items not on the agenda. If appropriate, your comments will be referred to staff for response. When addressing the board, please state your name and address at the podium and limit your remarks to three minutes. In accordance with the board bylaws, the board will limit the total time for public input to 30 minutes. Those wishing to address the board beyond the 30-minute time limit may do so at the end of the scheduled meeting agenda.

6. EDUCATIONAL ADMINISTRATION

7. POLICY DEVELOPMENT AND REVIEW

- 7.1 First Reading of Board Policy/Administrative Regulation 6173.1, Education for Foster Youth
- 7.2 Presentation of Revisions to Board Policy and Administrative Regulation 6158, Independent Study
- 7.3 Presentation of Revisions to Board Policy and Administrative Regulation 6184, Continuation Education

8. PERSONNEL ADMINISTRATION

8.1 Certificated

Employment, resignation, retirement, leave of absence, change of status, termination

8.2 Classified

Employment, resignation, retirement, leave of absence, change of status, termination

8.3 Approval of Incentive for Early Notification of Retirement for 2018-19

8.4 Presentation of Initial Sunshine Contract Proposal for 2019-20 from the Board of Education to the Desert Area Teachers Association

- 8.5 Presentation of Initial Sunshine Contract Proposal for 2019-20 from the Board of Education to the Desert Area Guidance Association

9. GENERAL ADMINISTRATION

- 9.1 Gifts to District
- 9.2 Designation of Date and Time of the Organizational Meeting of the Board
- 9.3 Nominations for Representatives to the California School Boards Association (CSBA)
- 9.4 Appointment of Student Member to the Board of Education for the 2018-19 School Year Spring Semester
- 9.5 Approval of the 2019-20 Academic Calendar

10. CONSTRUCTION ADMINISTRATION

- 10.1 Report to the Board: Construction Activities and Issues
- 10.2 Approval to Enter into a Purchase Order with Econo Fence, Inc. to Install a Solar Powered Electric Gate at James Monroe Middle School
- 10.3 Approval to Enter into a Purchase Order with Emergency Lighting Equipment Service Co. Inc. (ELESCO) to Perform Preventative Maintenance on the Inverters at Murray Middle School and Burroughs High School
- 10.4 Approval to Enter into a Purchase Order with Ridgecrest Moving & Storage to Move Boxes from the Basement of the Old Murray Middle School
- 10.5 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 115512, Awarded to Stanton Utilities, Inc. to Provide Construction Services for the Plumbing Bid Package in the Amount of \$906,000.00, which was Amended by Change Orders #1 through 11, Amounting to \$393,422.75 for a Total Final Contract Amount of \$1,299,422.75
- 10.6 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 115512, Awarded to First Responder Fire Protection, Corp. to Provide Construction Services for the Fire Protection Bid Package in the Amount of \$192,000.00, which was Amended by Change Orders #1 through 2, Amounting to <\$59,000.00> for a Total Final Contract Amount of \$133,000.00
- 10.7 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 116826, Awarded to CLS Constructors, Inc. to Provide Construction Services for the Phase 2 Concrete Site Work Bid Package in the Amount of \$829,000.00, which was Amended by Change Orders #1 through 2, Amounting to \$9,999.99 for a Total Final Contract Amount of \$838,999.99

11. BUSINESS ADMINISTRATION

- 11.1 Approval to Enter into a Purchase Order with Cooperative Strategies for Long Range Facilities Master Planning Services

12. CONSENT CALENDAR

12.1 Approval of A & B Warrants

13. FUTURE AGENDA

14. ADJOURNMENT

The next regular meeting of the Board of Education will be December 13, 2018.

Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the Sierra Sands Unified School District can be inspected during normal business hours at the district office located at 113 Felspar, Ridgecrest, CA. These materials can also be viewed on the district's internet website at www.ssusd.org.

Note: Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the Superintendent's Office at least two days before the meeting date.

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Special Meeting of the Board of Education

DATE OF MEETING: November 6, 2018

TIME OF MEETING: 6:15 p.m.

PLACE OF MEETING: District Office

MEMBERS PRESENT: Castillo-Covert, Farris, Johnson, Rockwell, Scott

STAFF PRESENT: Ernest M. Bell, Jr., Superintendent

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus as written.

2. CONSTRUCTION ADMINISTRATION

2.1 Authorization to Enter into a Change Order to the Agreement with Stanton Utilities, Inc. for Increase in Scope to Provide Miscellaneous Necessary Services at Burroughs High School

Motion was made to enter in the change order as presented. JOHNSON/ROCKWELL

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

2.2 Approval to Add Deductive Change Order #4R to the Agreement with Stanton Utilities, Inc. to Refund the Unused Construction Allowance for the Burroughs High School Modernization Project

Motion was made to add the deductive change order to the agreement as presented.
ROCKWELL/SCOTT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

3. CONSENT CALENDAR

3.1 Approval of Recommendation for Expulsion, Expulsion Case #3 1819

Motion was made to approve the expulsion as presented. SCOTT/ROCKWELL

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

4. PERSONNEL ADMINISTRATION

4.1 The board met in a workshop style session to discuss the hiring process for the new Sierra

Sands Unified School District Superintendent of Schools. After discussion in closed and open sessions (see below), it was moved that an internal search of Sierra Sands staff interested in applying for the position of Superintendent would take place through an internal search process. Applications will be accepted December 3, 2018 through December 17, 2018. Candidate interviews will take place on January 7, 2019. JOHNSON/ROCKWELL

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

5. CLOSED SESSION

5.1 Public Employee Appointment Pursuant to California Government Code Section 54957, Subdivision (b)(1). Title: Superintendent of Schools

President Castillo-Covert temporarily adjourned open session at 6:35 p.m. and moved discussion into closed session.

The meeting was moved back into open session at 6:56 p.m.

3. ADJOURNMENT was at 7:32 p.m.

THE BOARD OF EDUCATION

Kurt Rockwell, Vice President/Clerk

Ernest M. Bell, Jr., Secretary to the Board

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Special Meeting of the Board of Education

DATE OF MEETING: October 18, 2018
TIME OF MEETING: 6:45 p.m.
PLACE OF MEETING: Ridgecrest City Council Chambers
MEMBERS PRESENT: Castillo-Covert, Farris, Rockwell, Scott
MEMBERS ABSENT: Johnson
STAFF PRESENT: Ernest M. Bell, Jr., Superintendent

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus as written.

2. CLOSED SESSION

2.1 Public Employee Discipline/Dismissal/Release

The board voted to sustain the decision of the district related to an employee complaint filed under Board Policy and Administrative Regulation 1312.1 and have denied hearing the appeal.
ROCKWELL/SCOTT

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

3. ADJOURNMENT

THE BOARD OF EDUCATION

Kurt Rockwell, Vice President/Clerk

Ernest M. Bell, Jr., Secretary to the Board

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Special Concurrent Meeting of the Board of Education

DATE OF MEETING: October 18, 2018
TIME OF MEETING: 7:00 p.m.
PLACE OF MEETING: Ridgecrest City Council Chambers
MEMBERS PRESENT: Castillo-Covert, Farris, Rockwell, Scott
MEMBERS ABSENT: Johnson
STAFF PRESENT: Ernest M. Bell, Jr., Superintendent

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus as written.

10. CONSTRUCTION ADMINISTRATION

10.10 Approval to Add Change Order #1 to Increase the Scope to the Cutting Edge Concrete Services Inc. Contract to Break, Remove, and Haul off an Existing Concrete Slab Discovered Under the Asphalt West Play Field (MJH58) During the Selective Demolition of the Old Murray Middle School

10.11 Approval to Enter into a Purchase Order with Griffin Excavation & Paving for Providing a New PVC SDR Sewer Lateral, 4-inch x 110-lf between the Administration Building and an Existing Sewer Main at Burroughs High School

Motion passed to approve Items 10.10 and 10.11 as presented. ROCKWELL/SCOTT

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

14. ADJOURNMENT

THE BOARD OF EDUCATION

Kurt Rockwell, Vice President/Clerk

Ernest M. Bell, Jr., Secretary to the Board

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Regular Meeting of the Board of Education

DATE OF MEETING: October 18, 2018
TIME OF MEETING: 7:00 p.m.
PLACE OF MEETING: Ridgecrest City Council Chambers
MEMBERS PRESENT: Castillo-Covert, Farris, Rockwell, Scott
MEMBERS ABSENT: Johnson
STAFF PRESENT: Ernest M. Bell, Jr., Superintendent

PLEDGE OF ALLEGIANCE was recited in unison, led by student board member Veronica Vander Werf.

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus as posted with Items 8.5 and 10.3 being removed from the regular agenda, hearing Items 10.10 and 10.11 of the concurrent agenda following Item 10.9 on the regular agenda, and hearing the Inyo-Kern Schools Financing Authority agenda after Item 11.1 on the regular agenda.

2. APPROVAL OF MINUTES

Hearing no comments, the minutes of the special meeting of September 19, 2018, and the regular and special meetings of September 13, 2018 were adopted by consensus as written. The minutes of the special meeting of October 11, 2018 will reflect a revised meeting time of 6:30 p.m.

3. PROGRAMS AND PRESENTATIONS

4. PUBLIC HEARING

4.1 Public Hearing on Resolution #7 1819, Approval to Increase Statutory School Fees and Adoption of the District School Fee Justification Study

President Castillo-Covert opened the public hearing at 7:09 p.m. One member of the public asked questions regarding the process for adopting the resolution before the public hearing was closed at 7:10 p.m.

5. REPORTS AND COMMUNICATIONS

5.1 Student Member's Report

James Monroe Middle School: The first quarter is complete and report cards have been sent

home. The fall athletic season is in full swing and the music department held a well attended Fall concert. The ASB is planning activities to support Red Ribbon Week and the PTO will host a Halloween Carnival. A lockdown drill was held in order to practice safety procedures.

Murray Middle School: October is full of Murray events including Cancer Awareness recognition, Red Ribbon Week, Teen Read Week, and National School Lunch Week. Sports teams are doing well and the beef jerky fundraiser was a huge success netting a profit of approximately \$3,000. Today, Murray Middle School participated in the Great California ShakeOut which was a great learning opportunity. The site council met and worked through the new School Site Plan developing plans to achieve the goals for 2018-19.

Mesquite High School: Juniors and seniors were able to attend the Cerro Coso Career Exploration Day and last week the Cerro Coso Counseling & Financial Aid came to campus to speak with students. Many students discovered there are various grants available to allow them to attend college. ASB members continue to volunteer at St. Michael's Food Bank and have decided to partner with a local charity to donate funds earned from collecting recycling on the Mesquite campus. Planning for the annual Halloween event is underway. Mesquite has had eight graduates so far this year.

Burroughs High School: The Key Club and Friends of Rachel held fundraisers for the Relay for Life. Several fun Homecoming activities including the football game were enjoyed by all. SAT testing was held on October 6 and the date for PSAT testing is October 24, 2018. The AP registration deadline is November 9, 2018. Burroughs participated in the Great California ShakeOut and held lockdown and evacuation drills.

5.2 Reports from Members of the Board

Board president Amy Castillo-Covert thanked Burroughs High School principal Bryan Auld for giving the Class of 1978 a campus tour during their reunion weekend. She reported on her recent attendance at the NAFIS meeting held in Washington, D.C. She was honored to present Congressman Kevin McCarthy with a Friends of NAFIS award at his office.

5.3 Superintendent's Report

Superintendent Bell reported that student enrollment is up by 50 students over this time last year. He reported on the Kern Pledge which was introduced by Kern County Superintendent of Schools Dr. Mary Barlow. This is an alliance of all Kern school districts that will collaborate and form a true partnership in education.

5.4 Report to the Board of Trustees by the Desert Area Teachers Association

Eileen Poole, Vice President of the Desert Area Teachers Association, voiced frustrations that local teachers have expressed to DATA.

5.5 Report to the Board of Trustees by the California School Employees Association

No report was given.

5.6 Communications from the public

No comments were made during the public comment period.

6. EDUCATIONAL ADMINISTRATION

6.1 Appointment of Industry/Business Members to Career Technical Advisory Committee

Motion passed to approve the appointment of committee members as presented.
SCOTT/ROCKWELL

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

6.2 Report to the Board: After School Education and Safety (ASES) Kids Code Grant Pilot Program (Kids Code Program)

This item was presented for informational and reporting purposes only. No action was taken.

6.3 Report to the Board: California School Dashboard Local Indicators

This item was presented for informational and reporting purposes only. No action was taken.

6.4 Approval of K-5th Services Agreement between Math Solutions/Houghton Mifflin Harcourt and Sierra Sands Unified School District

Motion passed to approve the agreement as presented. FARRIS/ROCKWELL

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

6.5 Ratification of Contract with VocoVision

Motion passed to approve the ratification as presented. SCOTT/ROCKWELL

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

6.6 Approval of Contract with Heather K. Thomason for Physical Therapy Services

Motion passed to approve the contract as presented. SCOTT/FARRIS

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

6.7 Approval of Contract #02 1819 with Provo Canyon School for Provision of Educational Services, Room and Board, and Related Mental Health Services for September 24, 2018 through June 30, 2019

Motion passed to approve the contract as presented. FARRIS/ROCKWELL

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

7. POLICY DEVELOPMENT AND REVIEW

7.1 Approval of Revisions to Board Policy/Administrative Regulation 3514, Environmental Safety

Motion passed to approve revisions to BP/AR 3514, Environmental Safety as presented.
ROCKWELL/SCOTT

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

8. PERSONNEL ADMINISTRATION

8.1 Certificated

Employment, resignation, retirement, leave of absence, change of status, termination

8.2 Classified

Employment, resignation, retirement, leave of absence, change of status, termination

Motion passed to approve Items 8.1-8.2 as presented. FARRIS/SCOTT

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

8.3 Presentation of Initial Sunshine Contract Proposal for 2019-20 from the Desert Area Teachers Association to the Board of Education

Motion passed to accept the proposal presented to the board by Ms. Steichen and Ms. Slatkovsky. FARRIS/SCOTT

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

8.4 Presentation of Initial Sunshine Contract Proposal for 2019-20 from the Desert Area Guidance Association to the Board of Education

Motion passed to accept the proposal presented to the board by Mr. Wythe.
SCOTT/ROCKWELL

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

8.5 Presentation of Initial Sunshine Contract Proposal for 2019-20 from Chapter 188 of the California School Employees Association to the Board of Education

This item was removed from the agenda.

8.6 Waiver Request Enabling the District to Assign Individuals in Certificated Positions without Appropriate Credentials

Motion passed to request the waiver as presented. FARRIS/ROCKWELL

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

8.7 Resignation of the Sierra Sands Unified School District Superintendent of Schools

Motion passed to accept the resignation of Superintendent Bell effective June 30, 2019 as presented. ROCKWELL/FARRIS

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

9. GENERAL ADMINISTRATION

9.1 Gifts to District

Motion passed to accept the following gifts: T.J. Frisbee donated bicycle helmets with an estimated cash value of \$160.00 to Monroe Middle School to be used for student needs, Alyssa Potten donated a violin with an estimated cash value of \$125.00 to be used by the Monroe Middle School orchestra, Becky McDiarmid donated a violin with an estimated cash value of \$300.00 to be used by the orchestra at James Monroe Middle School, and Annie Jorgensen made a cash donation of \$1,540.00 and a donation of 2000 trade books, 90 teacher resource books, and educational DVD's with an estimated cash value of \$1,540.00 all to be used at Inyokern Elementary School. ROCKWELL/FARRIS

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

9.2 Report to the Board: Nature and Resolution of Complaints with Regard to Deficiencies Related to Instructional Materials, Emergency or Urgent Facilities Conditions that Pose a Threat to the Health and Safety of Pupils or Staff, Teacher Vacancy or Misassignment, as Required by the Williams Act

This item was presented for informational purposes only. No action was taken.

9.3 Authorization for Board Member Travel to the Annual School Trustees Fall Dinner Meeting on October 29, 2018 of the Kern County School Boards Association

Motion passed to approve the travel as presented. FARRIS/SCOTT

AYES: Castillo-Covert, Farris, Rockwell, Scott
ABSENT: Johnson

10. CONSTRUCTION ADMINISTRATION

10.1 Report to the Board: Construction Activities and Issues

Ms. Pamela Smith, Assistant Superintendent of Business Services, introduced Mr. Dave Hall, Project Manager with Maas Company, who gave an update to the board on the Capital Projects taking place within the district.

Burroughs High School: Entry canopies and flag court at the administration building are now complete. Construction activity currently in progress includes a sewer line repair.

Murray Middle School: Locker room modesty partitions, gutters, and downspouts are being installed.

Old Murray Middle School demolition: An unforeseen concrete slab awaits removal.

- 10.2 Approval to Enter Into a Purchase Order with Hi Desert Construction to Provide Construction of Exterior Modesty Walls at Girls and Boys Locker Rooms at the New Murray Middle School

- 10.3 Approval to Enter Into a Purchase Order with Griffin Excavation & Paving for Providing a New PVC SDR Sewer Lateral, 4-inch x 110-lf between the Administration Building and an Existing Sewer Main at Burroughs High School

This item was removed from the agenda.

- 10.4 Approval to Enter Into a Purchase Order with the Department of Toxic Substance Control (DTSC) for the Inspection and Monitoring of the Burial Cell Site at the New Murray Middle School

- 10.5 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 115512, Awarded to USS Cal Builders, Inc. to Provide Construction Services for the Electrical and Special Systems Bid Package in the Amount of \$5,788,000.00, which was Amended by Change Orders 1 through 42, Amounting to \$885,764.32 for a Total Final Contract Amount of \$6,673,764.32

- 10.6 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 116826, Awarded to USS Cal Builders, Inc. to Provide Construction Services for the Phase 2 - Electrical and Special Systems Bid Package in the Amount of \$718,000.00, which was Amended by Change Orders 1 through 7, Amounting to \$242,437.25 for a Total Final Contract Amount of \$960,437.25

- 10.7 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 116826 and New Murray Middle School – DSA Application Number 116198 as Awarded to Hi Desert Construction to Provide Construction Services for the Soil Stabilization Bid Package in the Amount of \$245,877.00, which was not Amended by Change Orders, for a Total Final Contract Amount of \$245,877.00

- 10.8 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 115512, Awarded to Hi Desert Construction to Provide Construction Services for the General Facilities Bid Package in the Amount of \$1,162,187.00, which was Amended by Change Orders 1 through 21, Amounting to \$363,763.51 for a Total Final Contract Amount of \$1,525,950.51

- 10.9 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 116826, Awarded to Hi Desert Construction to Provide Construction Services for the Wood Shop Bid Package in the Amount of \$144,805.00, which was not Amended by Change Orders, for a Total Final Contract Amount of \$144,805.00

Motion passed to approve Items 10.2 through 10.9, with the exception of Item 10.3 which was removed from the agenda, as presented. ROCKWELL/SCOTT

AYES: Castillo-Covert, Farris, Rockwell, Scott

ABSENT: Johnson

11. BUSINESS ADMINISTRATION

11.1 Approval of 2018 School Fee Justification Study and Adoption of Resolution #7 1819 to Increase Statutory School Fees (Developer Fees)

Motion passed to approve the study and adopt Resolution #7 1819 as presented.

ROCKWELL/FARRIS

AYES: Castillo-Covert, Farris, Rockwell, Scott

ABSENT: Johnson

President Castillo-Covert temporarily adjourned the Sierra Sands Unified School District board meeting at 8:34 p.m. and opened the meeting of the Board of Directors of the Inyo-Kern Schools Financing Authority. The Sierra Sands Unified School District Board of Education meeting was reopened at 8:35 p.m.

12. CONSENT CALENDAR

12.1 "A" & "B" Warrants

12.2 Approval of Recommendation for Expulsion, Expulsion Case #1 1819

12.3 Approval of Recommendation for Expulsion, Expulsion Case #2 1819

Motion passed to approve Items 12.1 through 12.3 on the consent calendar as presented.

SCOTT/ROCKWELL

AYES: Castillo-Covert, Farris, Rockwell, Scott

ABSENT: Johnson

13. FUTURE AGENDA

14. ADJOURNMENT was at 8:40 p.m.

THE BOARD OF EDUCATION

Kurt Rockwell, Vice President/Clerk

Ernest M. Bell, Jr., Secretary to Board

Recorder: Diane Naslund

4. PUBLIC HEARING

4.1 Public Hearing for Initial Sunshine Contract Proposal for 2019-20 from the Desert Area Teachers Association to the Board of Education

BACKGROUND INFORMATION: The Desert Area Teachers Association submitted its initial sunshine contract proposal for the 2019-20 school year to the Board of Education at its regular meeting of October 18, 2018.

CURRENT CONSIDERATIONS: A public hearing provides time for comment on this proposal.

FINANCIAL IMPLICATIONS: None at this time.

SUPERINTENDENT'S RECOMMENDATION: Conduct a public hearing on the proposal for Initial Sunshine Contract Proposal for 2019-20 from the Desert Area Teachers Association to the Board of Education.

4. PUBLIC HEARING

4.2 Public Hearing for Initial Sunshine Contract Proposal for 2019-20 from the Desert Area Guidance Association to the Board of Education

BACKGROUND INFORMATION: The Desert Area Guidance Association submitted its initial sunshine contract proposal for the 2019-20 school year to the Board of Education at its regular meeting of October 18, 2018.

CURRENT CONSIDERATIONS: A public hearing provides time for comment on this proposal.

FINANCIAL IMPLICATIONS: None at this time.

SUPERINTENDENT'S RECOMMENDATION: Conduct a public hearing on the proposal for Initial Sunshine Contract Proposal for 2019-20 from the Desert Area Guidance Association to the Board of Education.

Sierra Sands Unified School District

Month 2 Enrollment 2018-2019

SCHOOL	2018-19 YTD%	2017-18 YTD%	K	1	2	3	4	5	6	7	8	9-12	SDC	2018-19 TOTAL	2017-18 TOTAL	CHANGE
FALLER	97.0%	96.6%	81	84	91	67	84	64					5	476	453	23
GATEWAY	95.5%	96.2%	65	65	62	82	59	64						397	391	6
INYOKERN	95.2%	94.8%	29	27	32	31	30	38						187	207	-20
LAS FLORES	96.6%	96.7%	88	72	77	75	83	80						475	489	-14
PIERCE	96.2%	96.5%	77	63	49	58	74	50					22	393	360	33
RICHMOND ANNEX	93.4%	92.4%											103	103	107	-4
RICHMOND	96.5%	96.4%	58	62	55	56	59	54						344	379	-35
TOTAL K -5	96.2%	96.2%	398	373	366	369	389	350					130	2375	2386	-11
MONROE	95.8%	95.6%							158	145	141		36	480	479	1
MURRAY	96.6%	96.4%							199	211	213		31	654	666	-12
TOTAL 6 -8	96.3%	96.0%							357	356	354		67	1134	1145	-11
BURROUGHS	95.6%	95.8%										1447	72	1519	1438	81
MESQUITE	97.3%	84.1%										52		52	79	-27
TOTAL 9 - 12												1499	72	1571	1517	54
18-19 TOTAL	96.0%		398	373	366	369	389	350	357	356	354	1499	269	5080	---	---
17-18 TOTAL		96.0%	420	376	383	373	350	357	361	336	371	1447	274		5048	---
CHANGE		0.01%	-22	-3	-17	-4	39	-7	-4	20	-17	52	-5	---	---	32

Elementary K - 5

Regular	2018-19	2017-18
K	398	420
1 - 3	1108	1132
4 - 5	739	707
Special Education		
SDC	130	127
RSP	93	87

Middle 6-8

Regular	1067	1068
Special Education		
SDC	67	77
RSP	83	84

High School 9 - 12

Regular	1447	1377
Continuation	52	79
Special Education		
SDC	72	67
RSP	124	96

Adult 103 152

KERN EDUCATION PLEDGE

Successful, equitable and healthy communities foster education and career success and align their institutions and resources to advance that vision. Every student needs and deserves an opportunity to earn a postsecondary certificate, credential or college degree. The creation of the Kern Education Pledge stems from a shared belief that no single program or institution can single-handedly solve the complex, large-scale, education and workforce readiness challenges facing our community. Improving student outcomes at scale requires innovative and sustained collaboration across institutions to achieve significant and lasting change. As a result, the educational leaders in Kern County have created an alliance to begin the work of transforming our educational system from cradle to career. Recognizing that achieving our goals requires innovative and sustained collaboration across institutions, we envision additional community partners joining this pledge going forward.

OUR GOALS

The Kern Pledge signatories will regularly measure their progress in pursuit of the following goals:

- Increase the percentage of children entering school, ready to learn.
- Increase the percentage of students reading at grade level by the end of 3rd grade.
- Increase the percentage of students demonstrating core math proficiencies by the end of 5th grade.
- Increase the percentage of students demonstrating reading and math proficiency by the end of 8th grade.
- Increase the percentage of high school students graduating, ready to succeed.
- Increase the percentage of students enrolling in and completing post-secondary programs and entering the skilled workforce.

OUR PLEDGE

1. We pledge to meet regularly, recognizing that our work is generational and requires long-term stakeholder commitment.
2. We pledge to work together within an environment of co-learning and collaboration.
3. We believe that we are better together as a collaborative partnership than as individual institutions and pledge to share best practices, services and resources.
4. We are committed to innovation and possibility thinking to achieve greater outcomes for all students.
5. We pledge to share student data to set baseline measures and monitor progress toward achieving our goals.

We, the undersigned chief executive officers of our respective institutions, will work together on all the activities that comprise the Kern Pledge.

Established April 28, 2017. Re-pledged on the 11th day of December, 2018.

The Kern Education Pledge Is Enthusiastically Supported By Kern County Public Education Leaders

Georgia Rhett, Superintendent <i>Arvin Union School District</i>	Ramon Hendrix, Superintendent <i>Greenfield Union School District</i>	Kevin Silberberg, Ed.D., Superintendent <i>Panama-Buena Vista Union School District</i>
Doc Ervin, Superintendent <i>Bakersfield City School District</i>	Thomas Burke, Chancellor <i>Kern Community College District</i>	Frank Ohnesorgen, Superintendent / Principal <i>Pond Union School District</i>
Paul Miller, Superintendent <i>Beardsley School District</i>	Mary Barlow, Ed.D., Superintendent <i>Kern County Superintendent of Schools</i>	Dago Garcia, Ed.D., Superintendent <i>Richland School District</i>
Tammy Reynolds, Superintendent <i>Belridge Elementary School District</i>	Bryon Schaefer, Ed.D., Superintendent <i>Kern High School District</i>	Jennifer Hedge, Superintendent <i>Rio Bravo-Greeley Union School District</i>
Gary Bray, Superintendent <i>Blake Elementary School District</i>	Robin Shive, Ed.D., Superintendent <i>Kernville Union School District</i>	John Mendiburu, Ed.D., Superintendent <i>Rosedale Union School District</i>
Stuart Packard, Superintendent <i>Buttonwillow Union School District</i>	Ty Bryson, Superintendent <i>Lakeside Union School District</i>	Bethany Ferguson, Superintendent <i>Semitropic Elementary School District</i>
Kathleen Hansen, Principal / Superintendent <i>Caliente Union School District</i>	Miguel Guerrero, Ed.D., Superintendent <i>Lamont Elementary School District</i>	Ernie Bell, Superintendent <i>Sierra Sands Unified School District</i>
Lynnette Zelezny, Ph.D., President <i>California State University, Bakersfield</i>	Tammy Prichard, Superintendent <i>Linns Valley Union School District</i>	Kim Kissack-Villani, Superintendent <i>South Fork Union School District</i>
Jason Garcia, Interim Superintendent <i>Delano Joint Union High School District</i>	Harrison Favereaux, Chief Administrative Officer <i>Lost Hills Union School District</i>	Leanne Hargus, Interim Superintendent <i>Southern Kern Unified School District</i>
Rosalina Rivera, Superintendent <i>Delano Union Elementary School District</i>	Julie Boesch, Ed.D., Superintendent <i>Maple School District</i>	Paul Meyers, Superintendent <i>Standard School District</i>
Terry Hallum, Superintendent / Principal <i>Di Giorgio School District</i>	Scott Meier, Ed.D., Superintendent <i>Maricopa Unified School District</i>	Julie Graves, Ed.D., Superintendent <i>Taft City School District</i>
Erica Andrews, Superintendent <i>Edison School District</i>	Aaron Resendez, Superintendent Designee <i>McFarland Unified School District</i>	Blanca Cavazos, Ed.D., Superintendent <i>Taft Union High School District</i>
Sara Haflich, Interim Superintendent <i>El Tejon Unified School District</i>	Barry Koerner, Superintendent / Principal <i>McKittrick School District</i>	Paul Kaminski, Interim Superintendent <i>Tehachapi Unified School District</i>
Danny Whetton, Ed.D., Interim Superintendent <i>Elk Hills School District</i>	Al Quezada, Superintendent / Principal <i>Midway School District</i>	Matthew Ross Ed.D., Superintendent <i>Vineland School District</i>
Michael Coleman, Superintendent <i>Fairfax School District</i>	Aaron Haughton, Ed.D., Superintendent <i>Mojave Unified School District</i>	Kelly Richers, Superintendent <i>Wasco Union Elementary School District</i>
Mary Westendorf, Ed.D., Superintendent <i>Fruitvale School District</i>	Kevin Cordes, Superintendent <i>Muroc Joint Unified School District</i>	Lori Albrecht, Superintendent <i>Wasco Union High School District</i>
Christopher Salyards, CAO <i>General Shafter School District</i>	Kelly Miller, Superintendent <i>Norris School District</i>	Debra Daniels, Ed.D., Superintendent / President <i>West Kern Community College District</i>

7. POLICY DEVELOPMENT AND REVIEW

7.1 First Reading of Board Policy/Administrative Regulation 6173.1, Education for Foster Youth

BACKGROUND INFORMATION: The Assistant Superintendent of Curriculum and Instruction has reviewed selected board policies and administrative regulations as a result of recommendations for revisions from the California School Boards Association (CSBA) policy service. This proposed policy and administrative regulation is a new policy for district and board consideration.

CURRENT CONSIDERATIONS: Education Code 52060-52077 require districts to develop a local control and accountability plan (LCAP) which must be aligned to specific state priorities and any additional local priorities, and which must contain annual goals for all students and for each numerically significant student subgroup and the specific actions to be taken to achieve each goal; see Board Policy/Administrative Regulation 0460, Local Control Accountability Plan. Education Code 48850-48859 (the AB 490 Educational Rights and Stability Act of 2003) create obligations for districts regarding the education of foster youth, including the right of foster youth to continue attending their school of origin and the requirement to ensure that foster youth have access to the same academic resources, services, and extracurricular activities that are available to all students. While the requirements of the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435) may apply to foster youth in certain situations, such as when they are living in emergency or transitional shelters (see BP/AR 6173, Education for Homeless Children), Education Code 48850-48859 extend services to youth any time when in foster care. This new policy and administrative regulation addresses how the district will ensure foster youth have full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP).

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: This is the first reading of Board Policy and Administrative Regulation 6173.1, Education for Foster Youth and will be presented to the board for approval at the December 13, 2018 board meeting.

Education for Foster Youth

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP).

*(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5147 - Dropout Prevention)
(cf. 6011- Academic Standards)
(cf. 6145 - Extracurricular and Co-curricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6173 - Education for Homeless Children)
(cf. 6179 - Supplemental Instruction)*

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, he/she shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training on the enrollment, placement, and transfer of foster youth and other related rights.

*(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)*

The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement. The Superintendent or designee shall develop strategies to build a foster youth's feeling of connectedness with his/her school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.

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

Education for Foster Youth

*(cf. 0450 - Comprehensive Safety Plan)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)*

To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, the county placing agency, social services, probation officers, and juvenile court officers. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.

(cf. 1020 - Youth Services)

At least annually and in accordance with the established timelines, the Superintendent or designee shall report to the Board on the outcomes for foster youth regarding the goals and specific actions identified in the LCAP, including, but not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, and suspension/expulsion rates. As necessary, evaluation data shall be used to determine and recommend revisions to the LCAP for improving or increasing services for foster youth.

*(cf. 0500 - Accountability)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6162.51 - State Academic Achievement Tests)*

Legal Reference:

EDUCATION CODE

32228-32228.5 Student safety and violence prevention

42238.01-42238.07 Local control funding formula

42920-4295 Foster children educational services

48645-48646 Juvenile court schools

48850-48859 Educational placement of students residing in licensed children's institutions

48915.5 Suspension and expulsion; students with disabilities, including foster youth

48918.1 Notice of expulsion hearing for foster youth

Education for Foster Youth

49061 Student records

49069.5 Foster care students, transfer of records

49076 Access to student records

51225.1 Exemption from district graduation requirements

51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course

51225.3 High school graduation

52060-52077 Local control and accountability plan

56055 Rights of foster parents in special education

HEALTH AND SAFETY CODE

1522.41 Training and certification of group home administrators

1529.2 Training of licensed foster parents

120341 Foster youth: school placement: immunization records

WELFARE AND INSTITUTIONS CODE

300 Children subject to jurisdiction

309 Investigation and release of child

317 Appointment of legal counsel

361 Limitations on parental or guardian control

366.27 Educational decision by relative providing living arrangements

602 Minors violating law; ward of court

726 Limitations on parental or guardian control

727 Order of care, ward of court

16000-16014 Foster care placement

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

1415 Procedural safeguards; placement in alternative educational setting

6311 State plan

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

670-679b Federal assistance for foster care programs

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

CSBA PUBLICATIONS

Foster Youth: Supports for Success, Governance Brief, May 2016

Our Foster Youth: What School Boards Can Do, May 2016

ALLIANCE FOR CHILDREN'S RIGHTS PUBLICATIONS

Foster Youth Education Toolkit, December 2016

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

Education for Foster Youth

CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Our Children: Emancipating Foster Youth, A Community Action Guide

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Ensuring Educational Stability for Children in Foster Care, Non-Regulatory Guidance, June 2016

WEB SITES

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

Alliance for Children's Rights: <http://www.kids-alliance.org>

California Child Welfare Council:

<http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx>

California Department of Education, Foster Youth Services: <http://www.cde.ca.gov/ls/pf/fy>

California Department of Social Services, Foster Youth Ombudsman Office:

<http://www.fosteryouthhelp.ca.gov>

California Foster Youth Education Task Force: <http://www.cfyetf.org>

California Youth Connection: <http://www.calyouthconn.org/site/cyc>

Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>

Foster Ed: <http://foster-ed.org>

National Center for Youth Law: <https://youthlaw.org>

Education for Foster Youth

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01. (Education Code 42238.01, 48853.5)

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine which school is the school of origin. This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and shall be based on the best interests of the foster youth. (Education Code 48853.5)

Best interest means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 20 USC 6311)

District Liaison

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Coordinator of State & Federal Programs

348 Rowe Street Ridgecrest, CA 93555

(760) 499-1642

Education for Foster Youth

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

- 1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)*
- 2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)*

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

- 3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination prior to a change in the foster youth's placement when he/she is a student with a disability. (Education Code 48853.5, 48911, 48915.5, 48918.1)*

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

- 4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973*

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

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

- 5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services*

Education for Foster Youth

(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Learners)
(cf. 6177 - Summer Learning Programs)
(cf. 6179 - Supplemental Instruction)

6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

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

7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)
(cf. 5113.1 - Chronic Absence and Truancy)

8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

Education for Foster Youth

(cf. 6159 - Individualized Education Program)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another education program and submits a written statement to the district indicating that determination and that he/she is aware of the following:

a. The student has a right to attend a regular public school in the least restrictive environment.

b. The alternate education program is a special education program, if applicable.

c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.

d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.

a. The student may continue in the school of origin for the duration of the court's jurisdiction.

b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.

c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.

d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to

Education for Foster Youth

enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

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

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

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

(cf. 5132 - Dress and Grooming)

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

(cf. 5111.1 - District Residency)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Education for Foster Youth

If the foster youth or a person holding the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable foster youth to remain in their school of origin, for the duration of their time in foster care, when it is in their best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20 USC 6312)

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

- 1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school*
- 2. A verified court appearance or related court-ordered activity*

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

Transfer of Coursework and Credits

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall

Education for Foster Youth

not require the foster youth to retake the course. (Education Code 51225.2)

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

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

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

Applicability of Graduation Requirements

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

(cf. 6146.1 - High School Graduation Requirements)

However, when a foster youth who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for him/her, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1, 60851)

Education for Foster Youth

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

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

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a foster youth or any person acting on behalf of a foster youth. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she is still enrolled in school or if he/she transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within his/her fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

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

Eligibility for Extracurricular Activities

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in

Education for Foster Youth

interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 5145.6 - Parental Notifications)

Any complaint alleging that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 1312.3 - Uniform Complaint Procedures)

7. POLICY DEVELOPMENT AND REVIEW

7.2 Presentation of Revisions to Board Policy and Administrative Regulation 6158, Independent Study

BACKGROUND INFORMATION: The Assistant Superintendent of Curriculum and Instruction has reviewed selected board policies and administrative regulations as a result of recommendations for revisions from the California School Boards Association (CSBA) policy service.

CURRENT CONSIDERATIONS: Board Policy (BP) and Administrative Regulation (AR) 6158, Independent Study was last updated by the district in 2001. CSBA updated the BP in 2014 and AR in 2016 to reflect updates in Education Code related to the educational opportunities offered through independent study, course-based programs, and written learning agreements. It is appropriate at this time to update this policy to reflect CSBA recommendations.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: This is the first reading of revisions to Board Policy and Administrative Regulation 6158, Independent Study. The second reading will be at the December 13, 2018 board meeting.

Independent Study

The Governing Board authorizes independent study as an optional alternative instructional strategy ~~by which~~ *for eligible students in grades K-12 and adult education may reach curriculum objectives and fulfill graduation requirements whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning.* Independent study shall offer a means of individualizing the educational plan for students whose needs may be met best through study outside of the regular classroom setting. ~~As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part or full-time classroom study.~~

(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6200 - Adult Education)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, a home-based format, and an online course.

(cf. 0420.4 - Charter School Authorization)
(cf. 6181 - Alternative Schools/Programs of Choice)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee. The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom setting.

The minimum period of time for any independent study option shall be five consecutive school days.

Independent Study

Written Agreements

~~The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students enrolled in independent study to complete the district's adopted course of study within the customary time frame. Students in independent study shall have access to the same services and resources as is available to other students in the school.~~

~~(cf. 6143—Courses of Study)~~

~~(cf. 6200—Adult Education)~~

~~The Superintendent or designee shall determine that the prospective independent study student understands and is prepared to meet the district's requirements for independent study. Independent study entails a commitment by both the parent/guardian and the student. As the student gets older, he/she assumes a greater portion of the responsibility involved. Independent study may be offered only to students who can achieve in this program as well as or better than they would in the regular classroom.~~

The Superintendent or designee shall ensure that a written ~~independent study~~ *master* agreement *and*, as prescribed by law *appropriate, a learning agreement for students participating in course-based independent study* exists for each participating student *as prescribed by law*. (Education Code 51747, **51749.5**)

~~The Board recognizes that independent study may be used as an option to encourage students to remain in school. Teachers should carefully set the duration of independent study assignments, within the limits specified by the Board in order to help identify students falling behind in their work or in danger of failing or dropping out of school.~~

~~To foster each student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the time an assignment is made and date by which the student must complete the assigned work shall be as follows:~~

- ~~1. For students in grades K-3: ——— 1 week~~
- ~~2. For students in grades 4-8: ——— 2 weeks~~
- ~~3. For students in grades 9-12, ——— 3 weeks
continuation and adult education~~

The master agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent

Independent Study

study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than one week for all grade levels and for the short term program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

~~When circumstances justify a longer time, the Superintendent or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.~~

~~When any student fails to complete three consecutive independent study assignments during a period of 15 school days, or misses two appointments without valid reasons, the Superintendent or designee shall conduct an~~ *An evaluation shall be conducted* ~~to determine whether it is in the student's best interest to remain in independent study~~ *whenever the student misses three assignments, unless the student's written agreement specifies a lower or higher number of missed assignments based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.* ~~Evaluation findings shall be kept in the student's permanent record.~~

~~(cf. 5125—Student Records)~~

Student-Teacher Conferences

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Teachers are expected to monitor student progress and work closely with each student to determine the amount and type of contact needed for the student to be successful in the program.

Missing appointments with the supervising teacher without valid reasons may trigger an evaluation to determine whether the student should remain in independent study.

The Superintendent or designee shall annually report to the Board the number of *district* students engaged *participating* in independent study, the ~~ADA~~ *average daily attendance* generated *for apportionment purposes*, ~~the quality of these students' work as measured by standard indicators,~~ and the number and proportion of independent study students who graduate or successfully complete independent study. *Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.*

(cf. 0500 - Accountability)

Independent Study

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

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

~~Home Schooling Through Independent Study~~

~~The Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to enroll their children in independent study. Such enrollment allows continued contact and cooperation between the school system and home-based student.~~

Legal Reference:

EDUCATION CODE

17289 Exemption for ~~building~~ *facilities*

41976.2 *Independent study programs; adult education funding*

42238 *Revenue limits*

42238.05 *Local control funding formula; average daily attendance*

44865 Qualifications for home teachers and teachers in special classes and schools; ~~consent to assignment~~

46200-46208 *Instructional day and year*

46300-46300.67.1 Methods of computing ~~ADA~~ *average daily attendance*

47612.5 *Independent study in charter schools*

48204 *Residency*

48206.3 *Home or hospital instruction; students with temporary disabilities*

48220 Classes of children exempted

48340 Improvement of pupil attendance

48915 Expulsion; particular circumstances

48917 Suspension of expulsion order

49011 *Student fees*

51225.3 Requirements for high school graduation

51745-51749.36 Independent study programs

52000 Improvement of elementary and secondary education: legislative intent

~~52015 School improvement plans: components of plan~~

~~52017 Secondary schools: additional plan components~~

52522 *Adult education alternative instructional delivery*

52523 *Adult education as supplement to high school curriculum; criteria*

56026 Individual with exceptional needs

58500-58512 *Alternative schools and programs of choice*

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

Independent Study

11700-11703 Independent study

19819 State audit compliance

UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:

~~CDE PROGRAM ADVISORIES~~

~~1113.09 Independent Study: New Legislation, SPB: 90/91-04~~

~~0904.86 Independent Study, SPB: 86/7-5~~

~~CDE~~**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

~~*Elements of Exemplary* Independent Study Operations Manual, 1993 revised edition, updated 1994, 1996~~

WEB SITES

~~CDE: <http://www.cde.ca.gov>~~

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Policy

adopted: ~~July 19, 2001~~ **November 15, 2018**

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Ridgecrest, California

Independent Study*Educational Opportunities*

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

- 1. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum*
- 2. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum*
- 3. Continuing and special study during travel*

(cf. 5112.3 - Student Leave of Absence)

- 4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement*

(cf. 0420.4 - Charter School Authorization)

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

(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the

Independent Study

school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

~~No student shall be required to participate in independent study. (Education Code 51747)~~

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

~~A student enrolling~~ *participating* in independent study must be ~~a~~ residents of the local county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code ~~46300.2~~, 51747.3)

~~(cf. 5111.12 – District Residency Based on Parent/Guardian Employment)~~

~~No individual~~ *For a student* with disabilities, as defined in Education Code 56026, ~~may~~ participate ~~in~~ independent study *shall be approved only if* ~~unless~~ his/her individualized education program specifically provides for such participation. (Education Code 51745)

~~(cf. 6159 - Individualized Education Program)~~

~~No~~ *A* temporarily disabled student ~~may~~ *shall not* receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

~~(cf. 6183 - Home and Hospital Instruction)~~

Students age 21 or older, and students age 19 or older who have not been continuously enrolled

Independent Study

in school since their 18th birthday, may participate in independent study through the adult education program *for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board.* (Education Code 46300.1, **46300.4**)

(cf. 6200 - Adult Education)

No more than 10% of the students enrolled in a continuation high school or opportunity school or program, not including pregnant *students* and parenting students who are primary caregivers for one or more of their children, ~~may~~ **shall** be in independent study ~~at any given time.~~ (Education Code 51745)

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

~~(cf. 6182 - Opportunity School/Class/Program)~~

(cf. 6184 - Continuation Education)

Criteria for Participation

~~Students who are interested in independent study should contact their school principal. Approval for participation shall be based on the following criteria:~~

- ~~1. Evidence that the student will work independently to complete the program~~
- ~~2. Availability of experienced certificated staff with adequate time to supervise the student effectively~~

Written *Master* Agreements and Assignments

The ~~A~~ written agreement shall ***be developed and implemented*** for each student participating in independent study ***for five or more consecutive school days.*** (Education Code **46300**, 51747; **5 CCR 11703**)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work, and the methods used to evaluate

Independent Study

that work

3. The specific resources, including materials and personnel that will be made available to the student
4. ~~The~~ **A statement of the Board's** ~~district's independent study policy describing~~ **detailing** the maximum length of time allowed between an assignment and its completion and the number of missed assignments, **by grade level and type of program**, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, **with a maximum of one school year** ~~No independent study agreement shall be valid for any period longer than one semester, or one half year for a school on a year round calendar.~~
6. A statement of the number of course credits or, for the elementary ~~grades~~ **student**, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate
8. In the case of a **suspended or expelled** student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, ~~the agreement shall also include the~~ **a** statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

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

9. **Signatures of** the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature **on the agreement shall constitute** permission for the student **to receive instruction through** independent study.

~~The curriculum and methods of study specified in the written agreement shall be consistent with the Governing Board's policies, administrative regulations and procedures for curriculum and instruction. (5 CCR 11702)~~

(cf. 6143—Courses of Study)

Independent Study

~~The agreement also may include a schedule for achieving objectives and completing the agreement and a schedule of conferences between the student and supervising teacher.~~

~~Before beginning the independent study, each written agreement shall be signed and dated by, designated as, (Education Code 51747)~~

~~The agreement shall state that confers his/her student's as specified in the agreement.~~

Course-Based Independent Study

The district shall offer a course-based independent study program for students in grades K-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.2 - Certification)

2. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.

3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.

4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for

Independent Study

each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(cf. 5125 - Student Records)

5. *Examinations shall be administered by a proctor.*

6. *Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.*

(cf. 6162.51 - State Academic Achievement Tests)

7. *A student shall not be required to enroll in courses included in this program.*

8. *The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.*

9. *For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.*

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

10. *Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.*

11. *A student participating in this program shall not be assessed a fee that is prohibited by*

Independent Study

Education Code 49011.

(cf. 3260 - Fees and Charges)

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

- 1. A summary of the district's policies and procedures related to this program*
- 2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above*
- 3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years*
- 4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program*
- 5. The specific resources, including materials and personnel, that will be made available to the student*
- 6. A statement that the student is not required to enroll in courses in this program*
- 7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction*

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Independent Study

Monitoring Student ~~Progress~~ Rights and Responsibilities

~~However~~ The independent study administrator *and/or supervising teacher* shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian, ~~as appropriate~~
2. A ~~special~~ meeting between the student and the teacher and/or counselor
3. A meeting between the student and the *independent study* administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in *the written agreement* ~~Board Policy~~ as *requiring* ~~precipitating~~ an evaluation, the Superintendent or designee shall conduct an evaluation *to determine whether or not independent study is appropriate for the student. This evaluation* ~~which~~ may result in termination of the independent study agreement *and* ~~with~~ the student's return to the regular classroom *program* or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

~~Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction.~~

~~(cf. 1312—Complaints Concerning the Schools)~~

~~(cf. 1312.1—Complaints Concerning District Employees)~~

~~Administration of Independent Study~~

~~Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (Education Code 51747.5)~~

Independent Study

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator *include, but are not limited* ~~hall be~~ to:

1. ~~Ensure that the district's independent study option is operated in accordance with law, Board policy and administrative regulation~~ Authorize the selection of *Recommending certificated* staff ~~who are to be~~ assigned ~~to as~~ supervise independent study *teachers and* supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. ~~Approve~~*ing or denying* the participation of students requesting independent study ~~for a period exceeding five school days~~
3. ~~Facilitate~~*ing* the completion of written independent study agreements
4. ~~Assure~~*Ensuring* a smooth transition *for students* into and out of the independent study mode of instruction
5. ~~Approve~~*ing* all credits earned through independent study ~~supervised at a location apart from the student's regular school and forward the information to the appropriate staff so that the information becomes part of the student's record~~
6. ~~Complete~~*ing* or ~~coordinating~~*ing* the preparation of all necessary records and reports *required by law, Board policy, or administrative regulation*
7. ~~Establish and maintain in a systematic manner all records required by law, Board policy and administrative regulation~~
8. ~~Monitor enrollment in independent study to stay within prescribed limits and to maximize income to the district without compromising the educational quality of independent study~~
9. ~~Develop and manage the budget for independent study~~
10. ~~Obtain and maintain current information and skills required for the operation of an independent study strategy that meets established standards for the district's educational programs~~
11. ~~Prepare and submit reports as required by the Board or Superintendent~~

Assignment and Responsibilities of Independent Study Supervising Teachers

Independent Study

~~The independent study administrator shall approve the assignment of any teachers who directly supervise independent study on a regular basis. The principal may recommend teachers or students for independent study. The teacher may be the student's regular classroom teacher, particularly for elementary students.~~

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising ~~independent study~~ teachers shall include, but are not limited to:

- ~~1. Complete~~*ing* designated portions of the written *independent study* agreement ~~and add additional information to the written agreement when appropriate~~
- ~~2. Supervise~~*ing* and ~~approve~~*ing* coursework *and assignments*
- ~~3. Design all lesson plans~~ *Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due*
- ~~4. Write the assignments for students~~ *Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below*
- 5. Providing direct instruction and counsel as necessary for individual student success*
- 6. Regularly meeting with the student to discuss the student's progress*
- ~~7. Select and save with each agreement representative samples of the student's completed and evaluated assignments on not less than a monthly basis, preferably biweekly. Personally judge~~ *Determining* the time value of assigned work or work products completed and submitted by the student
- ~~8. Sign and complete the agreement when the student has reached his/her objectives or the~~

Independent Study

~~agreement is terminated~~ Assessing all student work ~~When appropriate, independent study teachers shall determine~~ and assigning grades or other approved measures of achievement

9. ~~Maintain any required records and files on a current basis~~

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Records

~~District records~~ *The Superintendent or designee shall identify all students participating in independent study and shall specify the grade level, program placement and school in which each of these students is enrolled. ensure that records be are* maintained for audit purposes. *These* records shall include the following, *but not be limited to:* (Education Code 51748; 5 CCR 11703)

~~Each school shall maintain records for the students at that school.~~

1. A copy of the Board policy, administrative regulation, and procedures related to independent study
2. A ~~separate~~ listing of the students by grade level, program, and school, adult education students, who have participated in independent study, *identifying along with the* units of the curriculum attempted and ~~units of the curriculum~~ completed by students in grades K-8 and *identifying the* course credits attempted by and awarded to students in grades 9-12 and in adult education, ~~as specified in their written agreements~~
3. A file of all agreements, with representative samples of each student's ~~or adult education student's~~ work products bearing ~~signed or initialed and dated by~~ the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. *As appropriate to the program in which the students are participating,* ~~A~~ *daily or hourly* attendance register, ~~as appropriate to the program in which the students or adult education students are enrolled,~~ *that is* separate from classroom attendance records, and maintained on a current basis as time values of student ~~or adult education~~ work products ~~are personally judged by~~ a certificated teacher, and reviewed by the supervising teacher if they are two different persons

Independent Study

(cf. 3580 - District Records)

The ~~district~~ ***Superintendent or designee*** also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Regulation

approved: ~~July 19, 2001~~ ***November 15, 2018***

SIERRA SANDS UNIFIED SCHOOL DISTRICT
Ridgecrest, CA

7. POLICY DEVELOPMENT AND REVIEW

7.3 Presentation of Revisions to Board Policy and Administrative Regulation 6184,
Continuation Education

BACKGROUND INFORMATION: The Assistant Superintendent of Curriculum and Instruction has reviewed selected board policies and administrative regulations as a result of recommendations for revisions from the California School Boards Association (CSBA) policy service.

CURRENT CONSIDERATIONS: Board Policy (BP) and Administrative Regulation (AR) 6184, Continuation Education was last updated by the district in 1994. CSBA updated the BP and AR in 2014 to reflect updates in Education Code related to program components, enrollment, and involuntary transfer. It is appropriate at this time to update this policy to reflect CSBA recommendations.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: This is the first reading of revisions to Board Policy and Administrative Regulation 6184, Continuation Education. The second reading will be at the December 13, 2018 board meeting.

Continuation Education

The Governing Board *shall* provides a continuation education program *as an option for at-risk students who may need a flexible educational environment. The Continuation education classes program shall provide: be designed to meet the educational needs of each student, provide 1. A an opportunity for the participating students to complete the required courses of instruction necessary to for graduation from high school, graduation 2. A program of instruction that emphasizes occupational orientation, or a work-study program schedule, and that offers intensive guidance services students' special.*

~~3. A program designed to meet each student's educational needs, with classroom instruction supplemented by independent study, regional occupational programs, work study, career counseling, and/or job placement services. (Education Code 48430)~~

~~The Board further expects this program to help students develop self confidence, a sense of responsibility, and tolerance for a variety of viewpoints. Students shall be encouraged to understand and obey laws, to manage money wisely, and to engage in constructive recreational activities.~~

~~Students under 16 shall be discouraged from enrolling voluntarily in this program.~~

~~(cf. 6182 - Opportunity School/Class/Program)~~

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

The continuation education program shall be aligned with the goals identified in the district's local control and accountability plan, designed and implemented in collaboration with other high schools within the district, and coordinated with other educational options available to district students.

(cf. 0420.4 - Charter School Authorization)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6158 - Independent Study)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6185 - Community Day School)

(cf. 6200 - Adult Education)

Continuation Education

The Superintendent or designee shall appoint a director of continuation education who shall be responsible for the organization and administration of the district's continuation education program and guidance, placement, and follow-up services for participating students. (5 CCR 11000, 11003)

The continuation high school shall be conducted for not less than 175 days during a school year. The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434; 5 CCR 11004)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

Students eligible for continuation education classes shall be age 16 or 17 years at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

~~to meet the special needs of students old who are not attending a or other appropriate educational institution and who are not legally exempted from compulsory school attendance.~~

~~The Superintendent or designee shall develop administrative regulations governing the~~ *A student may be involuntarily transferred of students into the a continuation education program, including students under the age of 16 in accordance with law and administrative regulation. (Education Code 48432.5)*

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. (Education Code 48432, 48432.3, 48432.5)

Priority for voluntary enrollment in continuation classes shall be given to students who need credit recovery in order to graduate with their peers and to students who, due to employment, pregnancy, parenting responsibilities, or other circumstances, are unable to attend a comprehensive high school. A student with a disability shall be admitted only if his/her individualized education program specifically states that a continuation high school setting meets his/her needs.

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

(cf. 5147 - Dropout Prevention)

(cf. 6159 - Individualized Education Program)

Continuation Education

Enrollment criteria shall be applied consistently throughout the district. (Education Code 48432.3)

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

Students may be enrolled in a regional occupational center or program within the county in lieu of, or in combination with, continuation education. (Education Code 48432)

(cf. 6178.2 - Regional Occupational Center/Program)

Students otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410 and AR 5112.1 - Exemptions from Attendance.

(cf. 5112.1 - Exemptions from Attendance)

The *Superintendent or designee* shall *regularly* evaluate *the effectiveness of its district* continuation education programs and ~~annually~~ report *these evaluation results to the* Board. ~~required information to the Superintendent of Public Instruction. (Education Code 48443)~~
Indicators may include, but not be limited to, disaggregated data on student enrollment, student assessment results, and graduation rates.

~~(cf. 5112.3 - Student Leave of Absence)~~

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

~~41505-41508 Pupil Retention Block Grant~~

~~42243.7 District Revenue Limit for Districts with a Continuation High School~~

46170 Minimum school day for continuation schools and classes

~~48400-48454 Compulsory continuation education in general, especially:~~

~~484010 Weekly minimum attendance requirement~~

~~48402 Minors not regularly employed~~

~~48410-48416 Persons exempted from continuation classes~~ **Compulsory continuation education**

~~48412 Certificate of proficiency; examination fees~~

~~48413 Enrollment in continuation classes~~

Continuation Education

~~48414 Persons exempted from compulsory continuation education; reenrollment in district~~

~~48416 Leave of absence for students aged 16 to 18 inclusive~~

~~48430-48438 Legislative intent; eContinuation education schools and classes~~

~~48431 Establishment and maintenance of guidance placement and follow-up program~~

~~48432 Establishment and maintenance of continuation classes for minors~~

~~48432.5 Involuntary transfer to continuation school~~

~~48433 Minimum hours of instruction~~

~~48434 Hours when classes are maintained~~

~~48440 Continuation school income & expense report to SDE~~

~~48443 Evaluation and report on continuation education programs to SPI~~

~~48450-48454 Violation~~

48900 Grounds for suspension and expulsion

48900.5 Student discipline

48903 Limitations on days of suspension

51224-51225.3 Courses of study

CIVIL FAMILY CODE

~~60-63 7000-7002 Emancipation of minors law~~

54 Opinions of the California Attorney General, p. 262

7050 Purposes for which emancipated minor considered an adult

CODE OF REGULATIONS, TITLE 5

11000-11010 Continuation education

COURT DECISIONS

Nathan G. v. Clovis Unified School District (2014) Cal.App.5th (No. F065485)

Management Resources:

JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES PUBLICATIONS

Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools, May 2012

Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment Strategies, February 2011

WEB SITES

California Continuation Education Association: <http://www.cceanet.org>

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

John W. Gardner Center for Youth and Their Communities, Stanford School of Education: <http://jgc.stanford.edu>

Continuation Education*Program Components*

The district's continuation education program shall include the following components:

1. Curriculum that prepares students to meet the course requirements for graduation prescribed in Education Code 51224-51225.3 (5 CCR 11004)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6178 - Career Technical Education)

2. A plan to coordinate instruction and training in the continuation education program with students' parents/guardians, employment, and other agencies (5 CCR 11003)

3. Instruction based on individual student needs as determined by counseling and coordination services (5 CCR 11002)

4. Personal guidance in matters affecting students' personal, social, and educational adjustment (5 CCR 11001)

(cf. 6164.2 - Guidance/Counseling Services)

5. Occupational guidance to prepare students for future employment opportunities (5 CCR 11001)

6. Placement in suitable employment whenever students can benefit from such employment, and follow-up visitations at places of employment to determine the effectiveness of the guidance and placement services (5 CCR 11001)

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

7. Regular home contacts and parent conferences when students are not succeeding in the continuation program (5 CCR 11001)

(cf. 6020 - Parent Involvement)

8. Regular contacts with students enrolled for only four hours per week and all students

Continuation Education

suspended from continuation education, with the intent of eventually returning them to the full-time continuation education program (5 CCR 11001)

9. Regular communication with all parents/guardians regarding their child's progress in the educational program

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

10. Opportunities for parent/guardian and community involvement in school activities and program planning

(cf. 1240 - Volunteer Assistance)

11. Student support services that may include, but are not limited to, academic support services, health services or referrals, child care and development services for the children of enrolled students, and/or prevention and intervention services for alcohol or substance abuse

(cf. 1020 - Youth Services)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

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

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

12. Professional development that includes opportunities for teachers to continually improve their instructional and classroom management skills

(cf. 4131 - Staff Development)

13. Efforts to ensure school safety and promote a positive school climate

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Continuation Education

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Involuntary Transfer**1. ~~Grounds~~**

A decision to transfer ~~the~~ *a* student involuntarily *into continuation education classes* shall be based on a finding that the student *meets either of the following conditions:* (Education Code 48900~~432.5~~)

1. ~~(a)~~ *The student* committed an act enumerated in ~~Education Code 48900~~.

(cf. 5144 - Discipline)

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

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

(cf. 6185 - Community Day School)

2. *The student* ~~or (b)~~ has been habitually truant or irregular in ~~legally school~~ attendance *from instruction he/she is lawfully required to attend*. ~~High school students under age 16 may be so transferred when they have used up 20 days of suspension at their school of attendance~~

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

2. ~~Limitation~~

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)

3. ~~Duration~~

~~At least 30 days p~~Prior to the end of the semester following the semester during which the acts leading to *an* involuntary transfer occurred, the district to the student and parent/guardian shall *be* given written notice *that they* of a right to *may* request a meeting with the Superintendent or designee to review the involuntary transfer. (Education Code 48432.5)

Continuation Education***(cf. 5145.6 - Parental Notifications)*****~~4. Notice and Hearing~~**

At the meeting, the student or parent/guardian shall be ***informed of the*** specific facts and reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, ***question any evidence and witnesses presented,*** and ***to*** present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. ***(Education Code 48432.5)***

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and ***to the*** parent/guardian. ***It shall indicate whether*** If the decision is subject to ~~annual~~ ***periodic*** review ***and the procedure for such review.*** ~~the letter shall explain the procedure involved.~~ ***(Education Code 48432.5)***

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

~~The procedures set forth for readmission after expulsion shall be followed.~~

~~If the involuntary transfer is continued, the transfer shall be reviewed again the following semester.~~

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

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred. (Education Code 48432.5)

Voluntary Enrollment

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in the continuation school whenever his/her parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator.

Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. (Education Code 48432.3)

Voluntary enrollment shall be subject to the following conditions: (Education Code 48432.3, 48432.5)

Continuation Education

1. *A student's voluntary placement in continuation education shall not be used as an alternative to expulsion unless alternative means of correction have been attempted pursuant to Education Code 48900.5.*

2. *The district shall strive to ensure that no specific group of students, including a group based on race, ethnicity, language status, or special needs, is disproportionately enrolled in continuation education within the district.*

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

The Superintendent or designee shall annually review disaggregated student enrollment data and report such data to the Governing Board. If it is determined that one or more student groups are enrolled in continuation education at a significantly higher level than their proportional enrollment in the district, the Superintendent or designee shall conduct a review of enrollment criteria and procedures to determine the reason for the disproportionate enrollment.

3. *A copy of this administrative regulation and accompanying Board policy shall be provided to a student whose voluntary transfer to a continuation school is under consideration and to his/her parent/guardian.*

4. *Before a student is transferred and upon request by his/her parent/guardian, the parent/guardian may meet with a counselor, principal, or administrator from both the school that the student is currently attending and the continuation school to determine if transferring is the best option for the student.*

5. *To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.*

6. *A student who is voluntarily enrolled in continuation education may return to the regular high school at the beginning of the following school year, or at any other time with the consent of the Superintendent or designee.*

Intake and Orientation

Upon voluntary or involuntary transfer to a continuation education program, an intake meeting shall be conducted with each student and his/her parent/guardian. At this meeting, the principal or counselor shall provide information about each course and number of credits that the student needs to complete in order to graduate and shall develop an individualized academic plan for the student. The student, and his/her parent/guardian as appropriate, shall sign a contract indicating their commitment to these objectives.

Continuation Education

In addition, at the beginning of each school year, the district coordinator for continuation education, school counselor(s), or other designee(s) shall provide an orientation session for all incoming students and their parents/guardians in order to help them understand the credit recovery process and establish expectations for student conduct and participation. As appropriate, extended orientation sessions may be provided to assist students in developing academic, social, communication, anger management, or other skills necessary to success in school.

Minimum Attendance Requirement

~~Each student in the continuation education program~~ *high schools and classes, a day of attendance shall attend for be at least 180 minutes not less than four 60-minute hours per week for the regular school term. The requirement may be met by attendance in a continuation education class and/or regional occupational center or program. (Education Code 4840046170)*

~~If a~~ *Each* student shall attend ~~continuation education~~ classes for not less than 15 hours per week. *However, if a* the student ~~subject to compulsory attendance in continuation education classes cannot~~ gives satisfactory proof of regular employment, *he/she may attend classes for not less than four hours per week for the regular school term. These requirements may be met by any combinations of attendance in a continuation education class and/or regional occupational center or program. (Education Code 46170, 48402, 48400)*

Leaves of Absence

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work in accordance with law, Board policy, and administrative regulation. (Education Code 48416)

(cf. 5112.3 - Student Leave of Absence)

Students Exempted

~~Minors may be exempted from compulsory continuation education if they have regular work and present evidence that they attend adult classes at least four full hours a week.~~

Reenrollment

Any person 16 or 17 years old who ~~left~~ *terminated his/her enrollment in continuation* school after obtaining a certificate of proficiency may reenroll in the district without prejudice. If the student leaves a second time, the ~~district~~ *Superintendent or designee* may deny reenrollment until the beginning of the next semester. (Education Code 48414)

Instruction

AR 6184 (g)

Continuation Education

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Regulation

approved: ~~August 18, 1994~~ *November 15, 2018*

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Ridgecrest, California

8. PERSONNEL ADMINISTRATION

8.1 CERTIFICATED PERSONNEL

8.11 RESIGNATION, TERMINATION*, SEPARATION**, RETIREMENT***

8.12 LEAVE OF ABSENCE

8.13 EMPLOYMENT

8.14 CHANGE OF STATUS

RECOMMENDED ACTION: To approve certificated personnel actions as presented.

8.2 CLASSIFIED PERSONNEL

8.21 RESIGNATION, TERMINATION*, SEPARATION**, RETIREMENT***

8.22 LEAVE OF ABSENCE

8.23 EMPLOYMENT

8.24 CHANGE OF STATUS

RECOMMENDED ACTION: To approve classified personnel actions as presented.

8. PERSONNEL ADMINISTRATION

8.1 CERTIFICATED PERSONNEL

8.11 RESIGNATION, TERMINATION*, SEPARATION**, RETIREMENT***

Jerome Chappelle
PE – Burroughs
Effective 10-5-18

Savannah Huthmacher
Science – Murray
Effective 11-23-18

Kevin Self
Industrial Arts - Burroughs
Effective 10-13-18

8.12 LEAVE OF ABSENCE

8.13 EMPLOYMENT

Samuel Thompson
Industrial Arts - Burroughs
Effective 10-29-18

Substitute Teachers for 2018-19 year:

Erin McCombs

Coaches for 2018-19 year:

Volunteer Coaches:

Christopher Potten

8.14 CHANGE OF STATUS

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.21 RESIGNATION, TERMINATION*, SEPARATION**, RETIREMENT***

Jieun Oh
5 ½ hr. Paraprofessional – Richmond
Effective 11-02-18

Miranda Ford*
5 ½ hr. Paraprofessional - Pierce
Effective 10-22-18

Sarah Keeling*
5 ½ hr. Paraprofessional – Richmond
Effective 9-28-18

Melissa Reinke
8 hr. Food Service Manager I – Las Flores
Effective 10-26-18

Tammy Thomas
3 ¾ hr. Food Service Assistant I – James Monroe
1 ¼ hr. Food Service Assistant I – James Monroe
Effective 11-2-18

8.22 LEAVE OF ABSENCE

8.23 EMPLOYMENT

Tammy Anderson
5 ½ hr. Paraprofessional – Richmond
Effective 10-16-18

Aubrey Decker
5 ½ hr. Paraprofessional – Gateway
Effective 10-16-18

Gabriela Garcia-Robledo
5 ½ hr. Paraprofessional – SELPA
Effective 10-9-18

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.23 EMPLOYMENT (Continued)

Franki-Lin Gregor
6 $\frac{3}{4}$ hr. Paraprofessional – SELPA
Effective 10-15-18

Brendalie Mastrogiovanni
3 hr. Paraprofessional – Gateway
Effective 10-16-18

Autumn Peach
1 $\frac{3}{4}$ Noon Duty Supervisor – Las Flores
Effective 10-9-18

Ty Schmid
1 $\frac{1}{2}$ hr. Noon Duty Supervisor – Las Flores
Effective 11-5-18

Student Workability Worker for the 2018-19 School Year:

Isa Saenz
Fernando Rios
Da'Marcus Woods
Julianne Ward
Axel Chavez
Jordan Rothwell

Student Food Services Workers for the 2018-19 School Year:

Ashley Barthel

Classified Substitutes for the 2018-19 School Year:

Jose Avina
Lana Budiardjo
Miranda Ford
Clarissa Green
Norma Gonzalez
Brittany Graybill

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.23 EMPLOYMENT (Continued)

Christopher Hoffman
Sarah Keeling
James Love
Mitchell Metz
Melissa Reinke
Tammy Thomas

8.24 CHANGE OF STATUS

Dorothy Mgebhoff
From: 8 hr. Custodian – SELPA / Vieweg / Central Kitchen
To: 8 hr. Custodian – James Monroe
Effective 10-15-18

Jessica Annos
Added: 1 ½ hr. Monitor – Transportation
Effective 10-15-18

William Clayson
From: 6 ¾ hr. Paraprofessional – Murray
To: 6 ¾ hr. Paraprofessional – Burroughs
Effective 9-24-18

Avel Galvan
Added: 1 ½ hr. Monitor – Transportation
Effective 10-15-18

Marie Kooima
From: 2 hr. Food Service Assistant I – Burroughs
And 3 hr. Food Service Assistant I – Burroughs
To: 2 ½ hr. Food Service Assistant I – Pierce
And 4 hr. Food Service Assistant II – Pierce
Effective 10-16-18

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.24 CHANGE OF STATUS (Continued)

Autumn Peach

Added: 1 ¼ hr. Monitor – Transportation

Effective 10-11-18

Theresa Walters

Added: 1 ½ hr. Van Driver – Transportation

And 1 ¾ hr. Van Driver – Transportation

Effective 10-11-18

Cassi Witt

Added: ¾ hr. Monitor – Transportation

Effective 10-15-18

8. PERSONNEL ADMINISTRATION

8.3 Approval of Incentive for Early Notification of Retirement for 2018-19

BACKGROUND INFORMATION: For several years, the district has offered an incentive for early notification of retirement. In 2006, the board approved an increase in the incentive amount for 2006-07 to \$1,000 for each retiring certificated employee and \$532 for each retiring classified employee who declared in writing prior to a specific date in January his/her intent to retire. In 2009-10, the board approved an increase in the incentive amount to \$3,000 for each retiring certificated employee and \$1,600 for each retiring classified employee who declared in writing prior to a specific date in January his/her intent to retire. This provided the district with valuable information in determining staffing needs for the upcoming school year.

CURRENT CONSIDERATIONS: The district would like to offer the incentive for early notification of retirement program for 2018-19 to assist with identification of staffing needs for the 2019-20 school year. The district is proposing to continue with its offer from the last few years in the amount of \$3,000 for certificated employees and \$1,600 for classified employees to those employees who submit their written retirement notice by no later than February 1, 2019. The retirement window (i.e., effective date of retirement) for this incentive is as follows: (1) certificated employees between June 1, 2019 and August 1, 2019; and (2) classified employees between February 1, 2019 and August 1, 2019. Employees must be eligible to retire under STRS or PERS in order to receive this incentive. All employees eligible to retire will receive the letter via district email during the week of November 26 – November 30, 2018 from the Human Resources Department describing the 2018-19 early notification of retirement incentive program.

Management wishes to emphasize its belief that this proposed incentive has absolutely no impact, or desired impact, on an employee's decision to retire. The district is making no attempt, in any way, to imply that we are offering an "incentive" or "award" for retirement. Given the statewide shortage of highly qualified teachers, we prefer to keep all our teachers! This proposed incentive is merely focused on obtaining early notification by eligible employees of their personal decision to retire. Since the district plans to recruit new teachers from March-May, it will be extremely valuable to the process of hiring the "best and brightest" with the knowledge of what positions will be vacant, due to retirement. Without an incentive to notify early, the district anticipates the probability that eligible employees may notify the district of their decision to retire as late as June, which would negatively impact our ability to recruit new teachers in the spring.

FINANCIAL IMPLICATIONS: Last year, the district paid nine (9) classified notification incentives and twelve (12) certificated notification incentives for a total cost of \$50,400. The exact fiscal impact is unknown, but it is projected that we will have a

similar number of employees who take the notification incentive. Most important for the district are the benefits associated with management of staffing in the current statewide environment in which districts are experiencing shortages of qualified applicants.

SUPERINTENDENT'S RECOMMENDATION: Approve the incentive for early notification of retirement program for 2018-19 in the amount of \$3,000 for each certificated employee and \$1,600 for each classified employee who declares his/her intent to retire in writing within the applicable retirement window by no later than February 1, 2019.

8. PERSONNEL ADMINISTRATION

8.4 Presentation of Initial Sunshine Contract Proposal for 2019-20 from the Board of Education to the Desert Area Teachers Association

BACKGROUND INFORMATION: The Collective Bargaining Agreement with the Desert Area Teachers Association expires on June 30, 2019. Due to the need to begin successor negotiations, the Board of Education would like to submit its sunshine proposal to the Desert Area Teachers Association for the 2019-20 school year.

CURRENT CONSIDERATIONS: The Board of Education must submit its initial sunshine contract proposal at a public meeting.

FINANCIAL IMPLICATIONS: Unknown.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board present the Initial Sunshine Contract Proposal for 2019-20 to the Desert Area Teachers Association and set the next regular meeting date as the date for the public hearing on the proposal.

**Initial Proposal From The
Sierra Sands Unified School District to the
Desert Area Teachers Association
November 15, 2018**

Pursuant to Government Code section 3547, the Sierra Sands Unified School District (“District”) hereby submits its initial proposal to the Desert Area Teachers Association (“DATA”) for 2019-2020.

The District has an interest in discussing the following Articles:

Article III – Salary

The District has an interest in negotiating regarding DATA unit member salaries to offer salaries and other compensation that will attract and retain highly qualified employees in all areas of instruction.

Article IV – Differentiated Pay

The District has an interest in negotiating regarding DATA unit member differentiated pay to offer differentiated pay and other compensation that will attract and retain highly qualified employees.

Article V – Health and Welfare

The District has an interest in negotiating regarding DATA unit member health and welfare benefits to discuss ways of seeking to control the escalating costs of health and welfare benefits through various approaches that will encourage all parties to obtain health and welfare benefits that provide competitive and adequate coverage at a reasonable cost.

Article VI – Work Hours

The District has an interest in negotiating regarding DATA unit member work hours, including but not limited the unit member’s work day and District expectations.

Article VII – Class Size

The District has an interest in negotiating regarding DATA unit member class size in order to maintain appropriate conditions for student achievement and District expectations.

Article VIII – Leave Provisions

The District has an interest in negotiating regarding DATA unit member leave provisions to reflect developments in the law affecting, among other topics, sick leave, family leave, and parental leave.

Article IX – Assignment, Vacancies, Reassignment, and Transfer

The District has an interest in negotiating regarding DATA unit member assignments, vacancies, reassignments, and transfers to, among other things, maintain a fair, equitable, and streamlined process for assigning and transferring employees, including but not limited to involuntary transfers, and incorporate legal requirements for teachers on special assignments.

Article X – Evaluation Procedure

The District has an interest in negotiating regarding DATA unit member evaluations to, among other things, streamline the evaluation process in order to provide unit members with constructive feedback on their performance.

Article XI – Personnel Files

The District has an interest in negotiating regarding DATA unit member personnel files to ensure that the District meets its legal obligations before placing negative information in a unit member's personnel file.

Article XIII – Rights of the Exclusive Representative

The District has an interest in negotiating regarding DATA's rights as an exclusive representative to comply with the United States Supreme Court's decision in Janus v. American Federation of State, County, and Municipal Employees, Council 31, et al., 138 S.Ct. 2448 (2018), and recent related revisions to California law.

Article XIV – Grievance Procedures

The District has an interest in negotiating regarding the DATA grievance procedures to streamline the grievance process to allow for fair and equitable resolutions to disputes between the parties.

Article XVII – Miscellaneous Provisions

The District has an interest in negotiating the parties future bargaining obligations in accordance with the EERA.

Article XIX - Duration

The District has an interest in revising the term of the collective bargaining agreement.

Article XX – Peer Assistant / Peer Review, Peer Coaching, and BTSA Programs

The District has an interest in negotiating regarding the peer assistance and review process to, among other things, update the process to reflect recent legal developments and provide appropriate programs to assist new and experienced teachers.

Article XXII – Agency Fee

The District has an interest in negotiating regarding agency fees to comply with the United States Supreme Court's decision in Janus v. American Federation of State, County, and Municipal Employees, Council 31, et al., 138 S.Ct. 2448 (2018), and recent related revisions to California law.

Article XXIII – Disciplinary Suspension

The District has an interest in negotiating regarding DATA unit member disciplinary suspensions to, among other things, ensure that the District maintain an appropriate process.

Article XXV – Catastrophic Leave Bank

The District has an interest in negotiating regarding DATA unit member catastrophic leave bank to, among other things, ensure unit member access to the catastrophic leave bank in accordance with all legal requirements.

8. PERSONNEL ADMINISTRATION

8.5 Presentation of Initial Sunshine Contract Proposal for 2019-20 from the Board of Education to the Desert Area Guidance Association

BACKGROUND INFORMATION: The Collective Bargaining Agreement with the Desert Area Guidance Association expires on June 30, 2019. Due to the need to begin successor negotiations, the Board of Education would like to submit its sunshine proposal to the Desert Area Guidance Association for the 2019-20 school year.

CURRENT CONSIDERATIONS: The Board of Education must submit its initial sunshine contract proposal at a public meeting.

FINANCIAL IMPLICATIONS: Unknown.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board present the Initial Sunshine Contract Proposal for 2019-20 to the Desert Area Guidance Association and set the next regular meeting date as the date for the public hearing on the proposal.

**Initial Proposal From The
Sierra Sands Unified School District to the
Desert Area Guidance Association
November 15, 2018**

Pursuant to Government Code section 3547, the Sierra Sands Unified School District (“District”) hereby submits its initial proposal to the Desert Area Guidance Association (“DAGA”) for 2019-2020.

The District has an interest in discussing the following Articles:

Article I - Agreement

The District has an interest in revising the term of the collective bargaining agreement.

Article III – Association Rights

The District has an interest in negotiating regarding DAGA’s rights as an exclusive representative to comply with the United States Supreme Court’s decision in Janus v. American Federation of State, County, and Municipal Employees, Council 31, et al., 138 S.Ct. 2448 (2018), and recent related revisions to California law.

Article IV – Salary

The District has an interest in negotiating regarding DAGA unit member salaries to offer salaries and other compensation that will attract and retain highly qualified employees.

Article V – Employee Benefits

The District has an interest in negotiating regarding DAGA employee benefits to discuss ways of seeking to control the escalating costs of health and welfare benefits through various approaches that will encourage all parties to obtain health and welfare benefits that provide competitive and adequate coverage at a reasonable cost.

Article VI – Leave Provisions

The District has an interest in negotiating regarding DAGA unit member leave provisions to reflect developments in the law affecting, among other topics, sick leave, family leave, and parental leave.

Article VII - Transfers

The District has an interest in negotiating regarding the DAGA unit member transfer process to, among other things, establish a fair, equitable, and streamlined process for assigning and transferring employees, including but not limited to involuntary transfers.

Article X – Hours of Work

The District has an interest in negotiating regarding DAGA unit member work hours, including but not limited the unit member’s work day and District expectations.

Article XI – Guidance Employee Evaluation Procedure

The District has an interest in negotiating regarding DAGA unit member evaluations to, among other things, streamline the evaluation process, to provide unit members with constructive feedback on their performance, and other revisions.

Article XII – Grievance Procedures

The District has an interest in negotiating regarding the DAGA grievance procedures to streamline the grievance process to allow for fair and equitable resolutions to disputes between the parties.

Article XIV – Ratio of Services

The District has an interest in negotiating regarding DAGA unit members’ ratio of services to maintain appropriate conditions for student achievement and District expectations.

Article XVII – Terms of Agreement

The District has an interest in revising the term of the collective bargaining agreement.

9. GENERAL ADMINISTRATION

9.1 Gifts to District

CURRENT CONSIDERATIONS: The following gifts were received: Tricia Allen donated a Nikon D3000 camera and camera bag with an estimated cash value of \$228.00 to be used by the Burroughs High School El Burro program, James McDonald donated a 1999 Buick Century with an estimated cash value of \$2,000 and a 2000 Lincoln LS with an estimated cash value of \$2,000 to be used by the Burroughs High School auto shop, Emily Zeller donated six Fire tablets with chargers and cases with an estimated cash value of \$572 to be used at Faller Elementary School, and Lynn Spoons donated a trumpet with an estimated cash value of \$500 and a saxophone with an estimated cash value of \$1,000 to be used by the Murray Middle School band.

FINANCIAL IMPLICATIONS: Donations provide support to the district and have a positive financial impact.

SUPERINTENDENT'S RECOMMENDATION: Accept the gifts as described and send appropriate letters of appreciation.

9. GENERAL ADMINISTRATION

9.2 Designation of Date and Time of the Organizational Meeting of the Board

BACKGROUND INFORMATION: Education Code Section 35143 requires that each school district hold an annual organizational meeting within the period of fifteen days of the first Friday in December, which this year is December 7, 2018 through December 21, 2018. Unless otherwise provided by rule of the governing board, the date and time of the annual organizational meeting shall be selected by the board at its regular meeting immediately prior to the annual meeting.

CURRENT CONSIDERATIONS: According to the annually adopted meeting schedule of the board, the regular meeting within the designated period is scheduled for December 13, 2018.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board designate December 13, 2018 at 7:00 p.m. as the date and time for the regular and organizational meeting of the board. The meeting will be conducted in the Ridgecrest City Council Chambers, 100 West California Avenue.

9. GENERAL ADMINISTRATION

9.3 Nominations for Representatives to the California School Boards Association (CSBA)

BACKGROUND INFORMATION: The CSBA Delegate Assembly is the primary policy-making body of the California School Boards Association. It sets the general policy direction for the association that represents California's school districts and county offices of education. Delegates fulfill a critical governance role by communicating the interest of local boards to CSBA's Board of Directors, Executive Committee, and staff. Delegates give policy and legislative direction through the adoption of the policy platform every two years and the adoption of other policy statements of the association. They also speak on issues and provide direct advocacy on behalf of the association. Delegates play an important communication and support role within their regions, and they also elect the association's officers and board of directors.

CURRENT CONSIDERATIONS: Nominations for representatives to the Delegate Assembly are being accepted until January 7, 2019. There are five delegates whose terms expire in 2019 in Subregion 12-B of which Sierra Sands is a part, and each board may nominate as many individuals as it chooses within its geographical region or subregion. The five positions which are up for election are currently held by Pamela Baugher of Bakersfield City School District, Jeff Flores of Kern Union High School District, Tim Johnson of Sierra Sands Unified School District, Geri Rivera of Arvin Union School District, and Keith Wolaridge of Panama-Buena Vista Union School District. Delegates serve two-year terms beginning April 1, 2019 through March 31, 2021.

FINANCIAL IMPLICATIONS: The financial implications would include mileage, hotel, and meal expenses for two meetings per year with an estimated cost of \$700.00 dependent upon hotel and travel costs. This includes expenses for a May meeting in Sacramento and one additional night of hotel expense in combination with the annual CSBA meeting.

SUPERINTENDENT'S RECOMMENDATION: The board may, if it wishes, nominate one or more individuals to serve on the CSBA Delegate Assembly. Permission must be received from an individual to place his or her name in nomination.

October 26, 2018

MEMORANDUM

To: CSBA Member Boards
From: Mike Walsh, CSBA President
Re: Call for Nominations to CSBA's Delegate Assembly

DEADLINE: Monday, January 7, 2019

IF NOMINATING, BOARD ACTION REQUIRED

Please deliver to all governing board members. See envelope label for Region/Subregion number or visit <https://www.csba.org/About/Leadership/CSBARegions>

Each year, member boards elect representatives to the California School Boards Association's Delegate Assembly. The Delegate Assembly is a vital link in the Association's governance and sets the general policy direction. Working with member boards, the Board of Directors, and Executive Committee, Delegates ensure that the Association promotes the interests of California's school districts and county offices of education.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Monday, January 7, 2019**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion.
- A member board may nominate as many individuals as it chooses, but only one nomination form per nominee.
- All nominees must serve on a CSBA member boards and must give their approval prior to being nominated.
- All nominees must submit a **one-page, single-sided**, candidate biographical sketch form.
- An optional one-page, one-sided résumé may also be submitted, but cannot be substituted for the biographical sketch form.
- It is the nominee's responsibility to confirm that all nomination materials have been received deadline. Late submissions will not be accepted.
- The nomination form, candidate biographical sketch form, and optional resume may be returned by Monday, January 7, 2019, via the following methods. Please choose only one method:
 - E-mail to nominations@csba.org by 11:59 p.m.
 - Fax to (916) 371-3407 by 11:59 p.m.
 - Postmarked by U.S.P.S. no later than January 7, 2019.

Elected Delegates serve a two-year term beginning April 1, 2019 through March 31, 2021. There are two required Delegate Assembly meetings each year. In 2019, the dates are May 18-19 in Sacramento and November 4-5 in San Diego. *District eligible to appoint a member of their board to the Delegate Assembly will receive a separate communication from CSBA.* However, districts that appoint may also nominate board members to run for the Delegate Assembly.

The nomination form and current list of CSBA Delegates with their expiration terms are attached. Terms that end in 2019 are up for election. All materials related to the nomination process for elected Delegates are available to download at www.csba.org/ElectionToDA. For more information, please contact the Executive Office at (800) 266-3382. Thank you.

Enclosures: Nomination Form, Candidate Biographical Sketch Form, Delegate Assembly Roster

S:\EO\Nominations & Elections\DA\For 2019 elections\Nominations\nominations memo.docx

2019 Delegate Assembly Nomination Form

DUE Monday, January 7, 2019

E-mail to nominations@csba.org or, fax (916) 371-3704 or, Mail to: CSBA Exec. Office | 3251 Beacon Bl., W. Sacramento, 95691.

CSBA Region/subregion # _____

The Board of Education of the _____ voted to
(Nominating District)

nominate _____ The nominee is a member of the
(Nominee)

_____, which is a member of the California
(Nominee's Board)

School Boards Association.

- ☐ The nominee has consented to this nomination.
- ☐ Attached is the nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé, if submitted.
- ☐ The nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé, if submitted, will be sent by Monday, January 7, 2019.

Board Clerk or Board Secretary (signed)

Date

Board Clerk or Board Secretary (printed)

PLEASE NOTE: This nomination form and nominee's candidate biographical sketch form are both due Monday, January 7, 2019. They may be emailed to nominations@csba.org, or faxed to (916) 371-3407 by 11:59 p.m., or mailed to CSBA, Attn: Executive Office, 3251 Beacon Blvd., West Sacramento, CA 95691, postmarked by the U.S.P.S. no later than **Monday, January 7, 2019**. ***It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by the due date. Late submissions cannot be accepted.*** Please contact CSBA's Executive Office (800) 266-3382, should you have any questions. Thank you.



**DELEGATE ASSEMBLY with 2019 & 2020 terms. Only 2019
seats are up for election | ♦ = District appointment**

REGION 1 – 4 Delegates (4 elected)

Director: Jennifer Owen (Fort Bragg USD)

Subregion 1-A (Del Norte, Humboldt)

Donald McArthur (Del Norte County USD), 2019

Lisa Ollivier (Eureka City SD), 2020

Subregion 1-B (Lake, Mendocino)

Sandy Tucker (Middletown USD), 2020

Region 1 County:

David Browning (Lake COE), 2019

REGION 2 – 4 Delegates (4 elected)

Director: Sherry Crawford (Siskiyou COE)

Subregion 2-A (Modoc, Siskiyou, Trinity)

Gregg Gunkel (Siskiyou Union HSD), 2019

Subregion 2-B (Shasta)

Teri Vigil (Fall River Joint USD), 2019

Subregion 2-C (Lassen, Plumas)

Dwight Pierson (Plumas County & USD), 2020

Region 2 County:

Brenda Duchi (Siskiyou COE), 2020

REGION 3 – 8 Delegates (8 elected)

Director: A.C. (Tony) Ubalde (Vallejo City USD)

Subregion 3-A (Sonoma)

Ron Kristof (Santa Rosa City Schools), 2019

Jeremy Brott (Bennett Valley Union SD), 2020

Subregion 3-B (Napa)

Indira Lopez (Calistoga Joint USD), 2019

Subregion 3-C (Solano)

Diane Ferrucci (Benicia USD), 2019

David Isom (Fairfield-Suisun USD), 2019

Michael Kitzes (Vacaville USD), 2020

Subregion 3-D (Marin)

Barbara Owens, (Tamalpais Union HSD) 2020

Region 3 County

Herman Hernandez (Sonoma COE), 2019

REGION 4 – 8 Delegates (8 elected)

Director: Paige Stauss (Roseville Joint Union HSD)

Subregion 4-A (Glenn, Tehama)

Rod Thompson (Red Bluff Jt. Union HSD), 2020

Subregion 4-B (Butte)

Judith Peters (Paradise USD), 2019

Subregion 4-C (Colusa, Sutter, Yuba)

Jim Flurry (Marysville Joint USD), 2020

Silvia Vaca (Williams USD), 2019

Subregion 4-D (Nevada, Placer, Sierra)

Julann Brown (Auburn Union ESD), 2019

Linda Campbell (Nevada Joint Union HSD), 2019

Renee Nash (Eureka Union SD), 2020

Region 4 County

June McJunkin (Sutter COE), 2020

REGION 5 – 10 Delegates (7 elected/3 appointed ♦)

Director: Alisa MacAvoy (Redwood City ESD)

Subregion 5-A (San Francisco)

Emily Murase (San Francisco County USD) ♦, 2019

Rachel Norton (San Francisco County USD) ♦, 2019

Vacant (San Francisco County USD) ♦, 2020

Subregion 5-B (San Mateo)

Davina Drabkin (Burlingame ESD), 2019

Carrie Du Bois (Sequoia Union HSD), 2019

Amy Koo (Belmont-Redwood Shores SD), 2020

Clayton Koo, (Jefferson ESD), 2020

Kevin Martinez (San Bruno Park ESD), 2019

Kalimah Salahuddin (Jefferson Union HSD), 2020

Region 5 County

Beverly Gerard (San Mateo COE), 2019

REGION 6 – 19 Delegates (12 elected/7 appointed ♦)

Director: Darrel Woo (Sacramento City USD)

Subregion 6-A (Yolo)

Jackie Wong (Washington USD), 2020

Subregion 6-B (Sacramento)

Michael A. Baker (Twin Rivers USD) ♦, 2019

Pam Costa (San Juan USD) ♦, 2019

Craig DeLuz (Robla ESD), 2020

John Gordon (Galt Joint Union ESD), 2019

Jay Hansen (Sacramento City USD) ♦, 2019

Susan Heredia (Natomas USD), 2019

Lisa Kaplan (Natomas USD), 2019

Ramona Landeros (Twin Rivers USD), 2020

Crystal Martinez-Alire (Elk Grove USD) ♦, 2019

Mike McKibbin (San Juan USD) ♦, 2020

Christina Pritchett (Sacramento City USD) ♦, 2020

JoAnne Reinking (Folsom-Cordova USD), 2020

Rebecca Sandoval (Twin Rivers USD), 2019

Edward (Ed) Short (Folsom-Cordova USD), 2019

Bobbie Singh-Allen (Elk Grove USD) ♦, 2020

Subregion 6-C (Alpine, El Dorado, Mono)

Misty diVittorio (Placerville Union ESD), 2020

Suzanna George (Rescue Union ESD), 2019

Region 6 County

Shelton Yip (Yolo COE), 2020

REGION 7 – 20 Delegates (15 elected/5 appointed ♦)

Director: Yolanda Peña Mendrek (Liberty Union HSD)

Subregion 7-A (Contra Costa)

Elizabeth (Liz) Bettis (Walnut Creek ESD), 2019

Elizabeth Block (West Contra Costa USD) ♦, 2020

Laura Canciamilla (Pittsburg USD), 2020

Madeline Kronenberg (West Contra Costa USD), 2020

Linda K. Mayo (Mt. Diablo USD) ♦, 2019

Marina Ramos (John Swett USD), 2019

Richard Severy (Moraga ESD), 2019

Raymond Valverde (Liberty Union HSD), 2020

Subregion 7-B (Alameda)

Valerie Arkin (Pleasanton USD), 2020
 Ann Crosbie (Fremont USD)◇, 2019
 Beatriz Leyva-Cutler (Berkeley USD), 2019
 Jody London (Oakland USD)◇, 2019
 William McGee (Hayward USD), 2019
 Amy Miller (Dublin USD), 2020
 Diana J. Prola (San Leandro USD), 2019
 Nina Senn (Oakland USD)◇, 2020
 Nancy Thomas (Newark USD), 2019
 Annette Walker (Hayward USD), 2020
 Anne White (Livermore Valley Joint USD), 2020

Region 7 County

Fatima Alleyne (Contra Costa COE), 2019

REGION 8 – 14 Delegates (12 elected/2 appointed)◇

Director: Matthew Balzarini (Lammersville Joint USD)

Subregion 8-A (San Joaquin)

Kathleen Garcia (Stockton USD)◇, 2019
 Kathy Howe (Manteca USD), 2020
 George Neely (Lodi USD), 2019
 Christopher (Kit) Oase (Ripon USD), 2019
 Angela Phillips (Stockton USD)◇, 2020
 Stephen J. Schluer (Manteca USD), 2020
 Jenny Van De Pol (Lincoln USD), 2020

Subregion 8-B (Amador, Calaveras, Tuolumne)

Zerrall McDaniel (Calaveras USD), 2019

Subregion 8-C (Stanislaus)

Faye Lane (Ceres USD), 2020
 Cynthia (Cindi) Lindsey (Sylvan Union ESD), 2019
 Paul Wallace (Neman-Crows Landing USD), 2019

Subregion 8-D (Merced)

Adam Cox (Merced City ESD), 2019
 John Medearis (Merced Union HSD), 2020

Region 8 County

Juliana Feriani (Tuolumne COE), 2020

REGION 9 – 8 Delegates (8 elected)

Director: Tami Gunther (Atascadero USD)

Subregion 9-A (San Benito, Santa Cruz)

Phil Rodriguez (Soquel Union ESD), 2020
 Deborah Tracy-Proulx (Santa Cruz City Schools), 2020
 George Wylie (San Lorenzo Valley USD), 2019

Subregion 9-B (Monterey)

Lila Cann (Salinas Union HSD), 2019
 Rita Patel (Carmel USD), 2020

Subregion 9-C (San Luis Obispo)

Mark Buchman (San Luis Coastal USD), 2020
 Vicki Meagher (Lucia Mar USD), 2019

Region 9 County

Janet Wohlgemuth (Monterey COE), 2019

REGION 10 – 15 Delegates (11 elected/4 appointed)◇

Director: Susan Markarian (Pacific Union ESD)

Subregion10-A (Madera, Mariposa)

Barbara Bigelow (Chawanakee USD), 2019

Subregion10-B (Fresno)

Daniel Babshoff (Kerman USD), 2019
 Connie Brooks (Kings Canyon Joint USD), 2020
 Darrell Carter (Washington USD), 2020
 Gilbert Coelho (Firebaugh-Las Deltas USD), 2020
 Valerie Davis (Fresno USD)◇, 2019
 Brian Heryford (Clovis USD)◇, 2019
 William (Bill) Johnson (Clay ESD), 2019
 Marcy Masumoto (Sanger USD), 2019
 Carol Mills (Fresno USD)◇, 2020
 Elizabeth (Betsy) Sandoval (Clovis USD)◇, 2020
 Norman Saude (Sierra USD), 2020
 Kathy Spate (Caruthers USD), 2019

Subregion10-C (Kings)

Teresa Carlos-Contreras (Kings River-Hardwick Union ESD), 2020

Region 10 County

Sara Wilkins (Madera COE), 2020

REGION 11 – 9 Delegates (9 elected)

Director: Suzanne Kitchens (Pleasant Valley SD)

Subregion 11-A (Santa Barbara)

Jack C. Garvin (Santa Maria Joint Union HSD), 2020
 Luz Reyes-Martin (Goleta Union SD), 2019

Subregion 11-B (Ventura County and Las Virgenes USD)

William Daniels (Simi Valley USD), 2020
 Vianey Lopez (Hueneme ESD), 2020
 Veronica Robles-Solis (Oxnard SD), 2020
 Kelsey Stewart (Santa Paula USD), 2020
 Christina (Tina) Urias (Santa Paula USD), 2019
 John Walker (Ventura USD), 2019

Region 11 County

Mark Lisagor (Ventura COE), 2019

REGION 12 – 14 Delegates (11 elected/3 appointed)◇

Director: Bill Farris (Sierra Sands USD)

Subregion 12-A (Tulare)

Peter Lara, Jr. (Porterville USD), 2020
 Cathy Mederos (Tulare Joint Union HSD), 2019
 Dean Sutton (Exeter USD), 2019
 Lucia Vazquez (Visalia USD), 2020

Subregion 12-B (Kern)

Pamela (Pam) Baugher (Bakersfield City SD), 2019
 Jeff Flores (Kern Union HSD)◇, 2019
 Pamela Jacobsen (Standard SD), 2020
 Tim Johnson (Sierra Sands USD), 2019
 Phillip Peters (Kern Union HSD)◇, 2020
 Geri Rivera (Arvin Union SD), 2019
 Gaby Schmidt (Lakeside Union ESD), 2020
 Lillian Tafoya (Bakersfield City SD)◇, 2020
 Keith Wolaridge (Panama-Buena Vista Union SD), 2019

Region 12 County

Donald P. Cowan (Kern COE), 2020

REGION 15 – 26 Delegates (18 elected/8 appointed)◇

Director: Meg Cutuli (Los Alamitos USD)

County: Orange

Alfonso Alvarez (Santa Ana USD)◇, 2019

Dana Black (Newport-Mesa USD), 2020
 Lauren Brooks (Irvine USD), 2020
 Carrie Buck (Placentia-Yorba Linda USD), 2019
 Bonnie Castrey (Huntington Beach Union HSD), 2019
 Jeff Cole (Anaheim ESD), 2019
 Ian Collins (Fountain Valley ESD), 2019
 Lynn Davis (Tustin USD), 2020
 Karin Freeman (Placentia-Yorba Linda USD), 2019
 Ira Glasky (Irvine USD) ♦, 2020
 Patricia Holloway (Capistrano USD) ♦, 2019
 Al Jabbar (Anaheim Un. HSD), 2019
 Candice (Candi) Kern (Cypress ESD), 2020
 Martha McNicholas (Capistrano USD) ♦, 2020
 Lan Nguyen (Garden Grove USD) ♦, 2020
 John Palacio (Santa Ana USD) ♦, 2020
 Annemarie Randle-Trejo (Anaheim Union HSD) ♦, 2020
 Teri Rocco (Garden Grove USD) ♦, 2019
 Rosemary Saylor (Huntington Beach City ESD), 2020
 Francine Scinto (Tustin USD), 2020
 Michael Simons (Huntington Beach Union HSD), 2020
 Robert A. Singer (Fullerton Joint Union HSD), 2019
 Suzie R. Swartz (Saddleback Valley USD), 2019
 Sharon Wallin (Irvine USD), 2020
 Dolores Winchell (Saddleback Valley USD), 2019
Region 15 County
 John (Jack) Bedell (Orange COE), 2019 ♦

REGION 16 – 20 Delegates (15 elected/5 appointed) ♦
 Director: Karen Gray (Silver Valley USD)

Subregion 16-A (Inyo)

Susan Patton (Lone Pine USD), 2019

Subregion 16-B (San Bernardino)

Christina Cameron-Otero (Needles USD), 2020
 Tom Courtney (Lucerne Valley USD), 2019
 Barbara J. Dew (Victor Valley Union HSD), 2020
 Gwen Dowdy-Rodgers (San Bernardino City USD) ♦, 2019
 Barbara Flores (San Bernardino City USD) ♦, 2020
 Peter Garcia (Fontana USD) ♦, 2019
 Cindy Gardner (Rim of the World USD), 2020
 Margaret Hill (San Bernardino City USD), 2019
 Shari Megaw (Chaffey Joint Union HSD), 2019
 Jim O'Neill, (Redlands USD), 2020
 Sylvia Orozco (Chino Valley USD) ♦, 2019
 Caryn Payzant (Alta Loma ESD), 2020
 Barbara Schneider (Helendale SD), 2020
 Matt Slowik (Fontana USD) ♦, 2020
 Wilson So (Apple Valley USD), 2019
 Mark Sumpter (San Bernardino COE), 2020
 Eric Swanson (Hesperia USD), 2019
 Kathy A. Thompson (Central ESD), 2019
 Donna West (Redlands USD), 2020

Region 16 County

Laura A. Mancha (San Bernardino COE), 2020

REGION 17 – 24 Delegates (18 elected/6 appointed) ♦
 Director: Katie Dexter (Lemon Grove SD)

County: San Diego

Elvia Aguilar (South Bay Union SD), 2020

Barbara Avalos (National SD), 2020
 Richard Barrera, (San Diego USD) ♦, 2019
 Blanca Brown, (Lemon Grove SD), 2019
 Leslie Ray Bunker (Chula Vista ESD), 2019
 Brian Clapper (National SD), 2020
 Eleanor Evans (Oceanside USD), 2020
 Al Guerra (Alpine Union SD), 2019
 Beth Hergesheimer (San Dieguito Union HSD), 2019
 Laurie Humphrey (Chula Vista ESD), 2020
 Claudine Jones (Carlsbad USD), 2020
 Michael McQuary (San Diego USD) ♦, 2020
 Tamara Otero (Cajon Valley Union SD), 2019
 Dawn Perfect (Ramona USD), 2019
 Barbara Ryan (Santee SD), 2019
 Elva Salinas (Grossmont Union HSD), 2020
 Debra Schade (Solana Beach ESD), 2020
 Nicholas Segura (Sweetwater Union HSD) ♦, 2020
 Charles Sellers (Poway USD) ♦, 2019

Arturo Solis (Sweetwater Union HSD) ♦, 2019
 Marla Strich (Encinitas Union ESD), 2020
 Cipriano Vargas, (Vista USD), 2020
 Sharon Whitehurst-Payne (San Diego USD) ♦, 2019
Region 17 County
 Guadalupe Gonzalez (San Diego COE), 2019 ♦

REGION 18 – 21 Delegates (16 elected/5 appointed) ♦
 Director: Wendy Jonathan (Desert Sands USD)

Subregion 18-A (Riverside)

Alfredo Andrade (Banning USD), 2019
 Kenneth Dickson (Murrieta Valley USD), 2019
 Robert Garcia (Jurupa USD), 2019
 Madonna Gerrell (Palm Springs USD), 2019
 Blanca T. Hall (Coachella Valley USD), 2020
 Tom Hunt (Riverside USD) ♦, 2019
 Cleveland (CJ) Johnson (Moreno Valley USD) ♦, 2019
 Marla Kirkland (Val Verde USD), 2020
 Susie Lara (Beaumont USD), 2020
 Patricia Lock-Dawson (Riverside USD) ♦, 2020
 David Nelissen (Perris Union HSD), 2020
 Bill Newberry (Corona-Norco USD) ♦, 2020
 Kristi Rutz-Robbins (Temecula Valley USD), 2019
 Victor Scavarda (Hemet USD), 2020
 Susan (Sue) Scott (Lake Elsinore USD), 2020
 Mary Helen Ybarra (Corona-Norco USD) ♦, 2019
 Vacant, 2019

Subregion 18-B (Imperial)

Ralph Fernandez (Brawley Union HSD), 2019
 Diahna Garcia-Ruiz (Heber ESD), 2019
 Gloria Santillan (Brawley ESD), 2020
County: Wendel W. Tucker (Riverside COE), 2020

REGION 20 – 12 Delegates (11 elected/1 appointed) ♦
 Director: Albert Gonzalez (Santa Clara USD)

County: Santa Clara

Frank Biehl (East Side Union HSD), 2020
 Cynthia Chang (Los Gatos-Saratoga Jt. Union HSD), 2020
 Danielle Cohen (Campbell Union SD), 2019

Pamela Foley (San Jose USD)◇, 2019
 Bonnie Mace (Evergreen ESD), 2019
 Joe Mitchner (Mountain View-Los Altos Un. HSD), 2020
 Jodi Muirhead, (Santa Clara USD), 2020
 Reid Myers (Sunnyvale SD), 2019
 Andres Quintero (Alum Rock Union ESD), 2019
 George Sanchez (Franklin-McKinley ESD), 2019
 Vacant, 2019
County: Rosemary Kamei (Santa Clara COE), 2020

REGION 21 – 7 Delegates (0 elected/ 7 appointed ◇)
 Director: Kelly Gonez (Los Angeles USD)◇, 2022

County: Los Angeles

Monica Garcia (Los Angeles USD)◇, 2021
 George McKenna (Los Angeles USD)◇, 2020
 Nick Melvoin (Los Angeles USD)◇, 2022
 Ref Rodriguez (Los Angeles USD)◇, 2020
 Scott Schmerelson (Los Angeles USD)◇, 2020
 Richard Vladovic (Los Angeles USD)◇, 2020

Region 18 County

Douglas Boyd (Los Angeles COE)◇, 2020

REGION 22 – 6 Delegates (6 elected)

Director: Keith Giles (Lancaster ESD)

Los Angeles County: North Los Angeles

John Curiel (Westside Union ESD), 2019
 Steven DeMarzio (Westside Union ESD), 2020
 Stacy Dobbs (Castaic Union SD), 2020
 R. Michael Dutton (Antelope Valley Union HSD), 2019
 Nancy Smith (Palmdale ESD), 2020
 Steven M. Sturgeon (William S. Hart Union HSD), 2019

REGION 23 – 15 Delegates (13 elected/2 Appointed ◇)

Director: Helen Hall (Walnut Valley USD)

Los Angeles County: San Gabriel Valley & East Los Angeles

Subregion 23-A

Suzie Abajian (South Pasadena USD), 2019
 Adele Andrade-Stadler (Alhambra USD), 2019
 Kimberly Kenne (Pasadena USD), 2020
 Gregory Krikorian (Glendale USD), 2020
 Gary Scott (San Gabriel USD), 2020

Subregion 23-B

Jessica Ancona (El Monte City SD), 2019
 Anthony Duarte (Hacienda La Puente USD), 2020
 Gino (J.D.) Kwok (Hacienda La Puente USD)◇, 2020
 Larry Redinger (Walnut Valley USD), 2019

Subregion 23-C

Cory Ellenson (Glendora USD), 2020
 Steven Llanusa (Claremont USD), 2020
 Christina Lucero (Baldwin Park USD), 2019
 Eileen Miranda Jimenez (West Covina USD), 2019
 Roberta Perlman (Pomona USD)◇, 2019
 Paul Solano (Bassett USD), 2020

REGION 24 – 16 Delegates (14 elected/2 Appointed ◇)

Director: Donald E. LaPlante (Downey USD)

Los Angeles County: Southwest Crescent

Darryl Adams (Norwalk-La Mirada USD), 2019
 Leighton Anderson (Whittier Union HSD), 2020
 Jan Baird (South Whittier ESD), 2019
 Maggie Bove-LaMonica (Hermosa Beach City ESD), 2020
 Diana Craighead (Long Beach USD)◇, 2020
 Paul Gardiner (East Whittier City ESD), 2020
 Vivian Hansen (Paramount USD), 2019
 Megan Kerr (Long Beach USD)◇, 2019
 Eugene Krank (Hawthorne SD), 2020
 Jose Lara (El Rancho USD), 2019
 Sylvia V. Macias (South Whittier ESD), 2020
 Karen Morrison (Norwalk-La Mirada USD), 2020
 Ann M. Phillips (Lawndale ESD), 2020
 Jesse Urquidi, (Norwalk-LaMirada USD), 2020
 Ana Valencia (Norwalk-La Mirada USD), 2019
 Satra Zurita, (Compton USD), 2019

9. GENERAL ADMINISTRATION

9.4 Appointment of Student Member to the Board of Education for the 2018-19 School Year Spring Semester

BACKGROUND INFORMATION: In accordance with board policy, candidates have been solicited to serve as student members of the Board of Education for the 2018-19 school year. Student Ananda Steele is being presented tonight for recommendation for the spring semester.

CURRENT CONSIDERATIONS: Ananda Steele is currently a senior at Mesquite High School. She became a Dragon last year after moving to Ridgecrest. Since her father was a Marine, she has had the opportunity to live in San Diego, Arizona, and Georgia before moving to China Lake. After a very short time at Mesquite, Ananda was invited to join the ASB and has become an important leader of that group. She also makes the morning announcements and leads the pledge. Outside of school, Ananda enjoys playing soccer and with her kitten, Penny. Ananda plans to study social work after graduating from high school.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the Board of Education appoint Ananda Steele as student member to the board for the 2018-19 school year spring semester.

9. GENERAL ADMINISTRATION

9.5 Approval of the 2019-20 Academic Calendar

BACKGROUND INFORMATION: The district calendar committee meets annually to develop recommendations to staff and submit an academic calendar for board approval. Committee members represent DATA, CSEA, DAGA, management, as well as elementary, middle, and high school grade spans. Academic calendars provide the following information to staff, students, parents, and community members: the number of instructional days, holidays, minimum days, and in-service days.

CURRENT CONSIDERATIONS: The Academic Calendar for the 2019-20 school year is a similar reflection of traditional calendars that have typically been implemented in the past; although there are a few differences. All three bargaining units voted to approve Option A. The attached calendar is being brought to the board for approval. Classified staff members will continue to work the first work day in June for their CalPERS full year service credit. The 2019-20 Academic Calendar has school beginning on August 13, 2019 and ending on May 28, 2020. It should be noted that the district will continue with three non-student, professional development (PD) days that are funded using LCFF concentration funds. This year all three PD days were placed immediately before school started. In the proposed calendar, two PD days will be placed immediately before school starts, with the third day placed in October.

Minimum days are scheduled for parent conferences, collaboration days, final exams, and recognition of certain holidays. Instructional minute requirements are being met at each school site. Additionally, "Late-Start Wednesdays" (for teacher collaboration) will continue as identified on the calendar.

The minimum days for the 2019-20 academic year are:

ELEMENTARY SCHOOL

November 18	Parent Conferences
November 19	Parent Conferences
November 20	Parent Conferences
November 21	Parent Conferences
November 22	Parent Conferences
December 20	Day before Winter Recess, End First Semester
March 10	Parent Conferences
March 11	Parent Conferences
March 12	Parent Conferences
March 13	Parent Conferences
May 22	DATA Collective Bargaining Agreement
May 26	DATA Collective Bargaining Agreement

May 27	DATA Collective Bargaining Agreement
May 28	DATA Collective Bargaining Agreement

MIDDLE SCHOOL

December 18	Minimum Day
December 19	Final Examinations
December 20	Final Examinations
May 26	Minimum Day
May 27	Final Examinations
May 28	Final Examinations

HIGH SCHOOL

December 18	Final Examinations
December 19	Final Examinations
December 20	Final Examinations
May 26	Final Examinations
May 27	Final Examinations
May 28	Final Examinations

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the Sierra Sands Unified School District Board of Education approve the 2019-20 Academic Calendar as presented.

SIERRA SANDS UNIFIED SCHOOL DISTRICT
Academic Calendar for 2019-2020

July 2019	1 2 3 4 5 July 4 - Independence Day	January 2020	6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 January 20 - Martin Luther King Jr Birthday 27 28 29 30 31
August 2019	1 2 August 7 - Optional Teacher Work Day 5 6 7 8 9 August 8 - 9 - Teacher Professional Development Days 12 13 14 15 16 19 20 21 22 23 August 13 - First Day of Instruction 26 27 28 29 30	February 2020	3 4 5 6 7 February 14 - Lincoln's Birthday 10 11 12 13 14 February 17 - Washington's Birthday 17 18 19 20 21 February 21 - End of 2nd Trimester 24 25 26 27 28
September 2019	2 3 4 5 6 September 2 - Labor Day 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	March 2020	2 3 4 5 6 9 10 11 12 13 March 13 - End of 3rd Quarter 16 17 18 19 20 23 24 25 26 27 30 31
October 2019	1 2 3 4 October 11 - End of 1st Quarter 7 8 9 10 11 October 14 - Columbus Day 14 15 16 17 18 October 18 - Inservice Day - Non School Day 21 22 23 24 25 for Students / Non Work Day 10 Month Employees 28 29 30 31	April 2020	1 2 3 April 6 -10 - Spring Break 6 7 8 9 10 April 10 - In Lieu of Admission Day 13 14 15 16 17 20 21 22 23 24 27 28 29 30
November 2019	1 November 8 - End of 1st Trimester 4 5 6 7 8 November 11 - Observing Veterans Day 11 12 13 14 15 November 25-27 - Non School Days 18 19 20 21 22 November 28-29 - Thanksgiving 25 26 27 28 29	May 2020	1 4 5 6 7 8 May 25 - Memorial Day 11 12 13 14 15 May 28 - Last Day of Instruction 18 19 20 21 22 May 29 Optional Teacher Work Day 25 26 27 28 29
December 2019	2 3 4 5 6 9 10 11 12 13 December 20- End of 1st Semester 16 17 18 19 20 December 23 - January 3 - Winter Recess 23 24 25 26 27 December 24, 25 - Classified Holidays 30 31	June 2020	1 2 3 4 5 June 1 - Classified Mandatory Work Day 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30

First/Last Day of Instruction	PURPLE
Quarter End	ORANGE
Trimester End	BLUE
Non-school Days	GREEN
Legal Holiday	RED
Winter/Spring Recess	
Inservice Days	TURQUOISE

MINIMUM DAY SCHEDULE		
Elementary School	Middle School	High School
November 18, 19, 20, 21, 22	December 18, 19, 20	December 18, 19, 20
December 20	May 26, 27, 28	May 26, 27, 28
March 10, 11, 12, 13		
May 22, 26, 27, 28		
LATE START WEDNESDAYS SCHOOL START TIMES		
Burroughs 8:10 a.m.	Las Flores 8:30 a.m.	
Faller 8:30 a.m.	Murray 8:00 a.m.	
Gateway 8:30 a.m.	Pierce 9:30 a.m.	
Inyokern 8:45 a.m.	Richmond 9:30 a.m.	
Monroe 8:00 a.m.		

10. CONSTRUCTION ADMINISTRATION

10.1 Report to the Board: Construction Activities and Issues

BACKGROUND INFORMATION: The purpose of this item is to keep the board, administration, and especially the community informed as to the progress of the district's construction efforts.

CURRENT CONSIDERATIONS: The Burroughs High School Modernization and the construction of the new Murray Middle School are in progress, as well as HVAC remediation projects. Ms. Pam Smith, Assistant Superintendent of Business Services, will provide an update on these activities.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: This item is presented for informational purposes and no action is required.



Capital Projects Report

to the

Board of Trustees of the

Sierra Sands Unified School District

November 1, 2018

BURROUGHS HIGH SCHOOL

PROJECT STATUS REPORT

November 2018

· Address	500 E. French Ave. Ridgecrest, CA 93555
· Project Manager	Maas Dave Hall
· Architect	RBB Architects Los Angeles, CA
· Construction Manager	Colombo Construction Co



Fast Facts

Complete renovation of the permanent instructional spaces throughout the campus along with the addition of a new Administration Building to reorient the front of the campus to the southwest and a new Concessions/Restroom Building adjacent to the existing stadium. Work will include refurbishment of all finishes, replacement of all existing HVAC and lighting system wiring, site paving improvements, a new and enlarged student parking lot, and modern audio visual and technology infrastructure.

- Total Grant Budget\$35,882,362
- Project Square Footage219,583 square feet
- Construction Mobilization..... 2/17/16
- Targeted Completion 12/31/18 (Originally 12/31/15; Grant Amendment Approved)

Sustainable Features

Meets requirements of the National Environmental Policy Act

BURROUGHS HIGH SCHOOL

PROJECT STATUS REPORT

November 2018

CONSTRUCTION PHASE

Total Project Budget	\$43,084,531
• OEA Funds (80%)	\$28,720,507
• SSUSD Matching Funds (20%)	\$ 7,161,855
• Projected Project Overrun (SSUSD 100%) ..	\$ 7,202,169
• Percent Complete of Construction99%

Project Update

Construction Activities Currently in Progress:

- Revision to New Administration Building Utilities in progress.

BURROUGHS HIGH SCHOOL

REMAINING CONSTRUCTION thru CLOSEOUT SCHEDULE (5-weeks remaining) (10/22/18 -11/30/18)

Revised 10/22/18	October					November			
	1	8	15	22	29	5	12	19	26

NEW ADMINISTRATION BUILDING	
Repair 4-in SS lateral	

BURROUGHS HIGH SCHOOL

SCHEDULE: 12 MONTH - Revised

- | | |
|---|--------------|
| • Construction Start | 03/28/16 |
| • Projected Completion Dates – First Increment | |
| • Open Library | 10/01/16 |
| • Open Building M (Classrooms) | 01/03/17 |
| • Building G Additional Work (Arts + Pottery) | 12/01/16 |
| • Girls Locker Room Opened for use | 09/29/16 |
| • Complete Construction in Building L | 05/22/17 |
| • Complete Construction Building C | 07-01-18 REV |
| • Commence Phase Two Site Work | 06-16-16 REV |
| • Complete Construction Building D | 06/30/18 REV |
| • Complete Phases One and Phase Two Site Work | 08/30/18 REV |
| • Complete New Admin Building and Canopies | 07/31/18 REV |
| • Complete Wood Shop Revisions | 08/30/18 |
| • Complete Auto Shop Canopies | 05/30/18 |
| • Complete Admin Building Utilities Adjustments | 11/05/18 |

BURROUGHS HIGH SCHOOL

Notices of Completion

SIERRA SANDS UNIFIED SCHOOL DISTRICT

NOTICES OF COMPLETION (NOC)

Burroughs High School

1	American Wrecking, Inc.	Selective Demolition and Abatement	\$835,987.67
2	Angeles Contractor, Inc.	General Trades	\$4,311,261.90
3	Best Contracting, Inc.	Foam Roofing	\$770,268.97
4	Bowman Asphalt, Inc.	Asphalt Paving	\$822,350.52
5	CG Chaney, Inc.	Acoustical Ceilings	\$157,403.93
6	Circulating Air	HVAC & Controls	\$2,840,473.00
7	Crew, Inc. - Phase I	Earthwork & Site Demolition	\$663,788.85
8	Crew, Inc. - Phase II	Earthwork & Site Demolition	\$1,494,093.84
9	Hi Desert Construction	Doors, Frames & Hardware	\$950,646.76
10	Hi Desert Construction	Drywall, Framing & Insulation	\$886,460.39
11	Hi Desert Construction	Auto Shop Relocation	\$433,638.98
12	Hi Desert Construction	General Facilities	\$1,525,950.51
13	Hi Desert Construction	Wood Shop Modernization	\$144,805.00
14	Hi Desert Construction	Soil Stabilization	\$85,522.50
15	Horizons Construction	Site Concrete	\$1,091,218.64
16	HPS Mechanical, Inc.	Site Utilities	\$347,578.86
17	JDS Plumbing and Mechanical	Site Utilities	\$770,327.84
18	K & Z Cabinet Co., Inc.	Cabinets & Finish Carpentry	\$430,916.80
19	Kamran & Co.	Food Services Equipment	\$73,000.00
20	Letner Roofing Co.	Built Up Roofing & Asphalt Shingles	\$547,522.00
21	Meehleis Modular Buildings, Inc.	New Administration	\$2,093,792.02
22	RB Sheet Metal, Inc.	Flashing, Sheet Metal & Metal Roofing	\$622,338.32
23	Siemens Industry	Building Automated System	\$64,285.00
24	USS Cal Builders	Phase 1 Electrical and Special Systems	\$6,673,764.32
25	USS Cal Builders	Phase 2 Electrical	\$960,437.25

Total: \$29,597,833.87



New demising wall at Wood Shop/Auto Shop complete and shops in operation



Entry canopies and Flag Court at New Admin Building now complete



Improved outfall to rainwater drainage system retention pond now ready for severe weather

MURRAY MIDDLE SCHOOL

PROJECT STATUS REPORT CONSTRUCTION PHASE – SITE UTILITIES

November 2018



Address	200 E. Drummond Ave. Ridgecrest, CA 93555
· Project Manager	Maas Dave Hall
· Architect	IBI Group Irvine, CA
· Construction Manager	Colombo Construction Co

Fast Facts

New construction of a complete middle school campus to house the students from the existing Murray Middle School including Classroom Buildings, Music and Art Building, Library, Gymnasium, Multi-purpose Room and Administration Building, along with playing fields and a central campus courtyard.

- Total Project Budget \$45,148,546
- Project Square Footage (GSF) 67,896 GSF (Rev - originally 93,000 SF)
- Construction Mobilization. 1/8/16 (Complete)
- Targeted Completion 12/31/18 (originally 9/30/16 – Grant Amendment Approved)

Sustainable Features

- Meets requirements of the National Environmental Policy Act



MURRAY MIDDLE SCHOOL

PROJECT STATUS REPORT

November 2018

SITE UTILITIES AND GRADING PHASE

Fast Financial Facts

- Total Project Budget \$ 45,431,969
 - OEA Original Funds (80%) \$ 31,634,270
 - SSUSD Original Matching Funds (20%) \$ 7,908,568
 - OEA Supplemental Funds (86%) \$ 4,846,875
 - SSUSD Supplemental Matching Funds (14%) .. \$ 758,833
- Demolition Allowance for Old Murray \$ 3,200,000
- Percent Complete of Construction 99%

Project Update

- Construction Activities currently in progress.
 - Gutters and downspouts installation
 - Modesty partitions installation
 - Correct Lunch Shelters deviations
 - Demolition of Old Murray Structures
 - Installation of Lab Gas at Science Classrooms



MURRAY MIDDLE SCHOOL

SCHEDULE: 12 MONTH

- | | |
|---|------------------------------|
| • Commence fabrication of modular units | 12/06/16 |
| • Commencement of structure foundations | 12/06/16 |
| • Site concrete and paving | 12/08/16 – 7/31/17 |
| • Delivery and installation of classrooms | 1/24/17 through 7/27/17 |
| • Delivery and installation of Admin and MPR | 3/20/17 through 7/06/17 |
| • Delivery and installation of Gymnasium & Locker Rooms | 5/22/17 through 11/20/17 REV |
| • Delivery and installation of Walkway Covers | 7/31/17 through 9/21/17 |
| • Start of Instruction | 8-15-17 |
| • Project Substantially Complete | 11-30-17 |
| • Soil Stabilization | 6/15/18 |
| • Resolve Track Infield Turf | Maintenance Continues |
| • Install Sewer Meter | Complete 8-17-18 |
| • Demolish Old Murray Structures | Fall 2018 REV |

MURRAY MIDDLE SCHOOL

REMAINING CONSTRUCTION thru CLOSEOUT SCHEDULE (5-weeks remaining) (10/22/18 - 11/30/18)

Revised 10/22/18	October					November			
	1	8	15	22	29	5	12	19	26

New Murray Middle School									
fab & Install gutter & downspout									
sci lab gas sys									
modesty walls at (3) RRs									
Site punch work (Bravo)									
Lunch Shelters, correction per NOD									
Monitor field turf: West Coast & Elite									

Old MMS - Demolition									
Cutting Edge sched, 9/18 - 11/05									
NAWS acceptance									
Project Closeout									

MURRAY MIDDLE SCHOOL

Notices of Completion

SIERRA SANDS UNIFIED SCHOOL DISTRICT

NOTICES OF COMPLETION (NOC)

New Murray Middle School

1	Bravo Concrete Construction	General Facilities	\$786,243.70
2	Bravo Concrete Construction	General Trades	\$892,585.80
3	Bravo Concrete Construction	Site Concrete	\$1,668,052.45
4	Digital Networks Group	Fire Alarm & Low Voltage Systems	\$1,140,309.80
5	Elite Landscape	Landscaping & Irrigation	\$440,287.01
6	Griffith Co.	Asphalt Paving, Striping & Signage	\$767,715.00
7	Hi Desert Construction	Soil Stabilization	\$160,354.50
8	Innovative Construction Solutions	Remediation, Earthwork, & Site Demoliton	\$1,967,249.87
9	Kerns, Inc.	Site Utilities	\$1,179,602.24
10	Meehleis Modular Buildings, Inc.	Modular Buildings	\$20,156,638.81
11	Siemens Industry	HVAC Controls	\$297,061.70
12	T. Lindsay Inc., dba Performance Electric	Site Electrical	\$1,148,808.00

Total: \$30,604,908.88

Overall Total: \$60,202,742.75



Revisions to Lunch Shade Shelters in Progress



Contractor continues to maintain the Infield Turf

10. CONSTRUCTION ADMINISTRATION

10.2 Approval to Enter into a Purchase Order with Econo Fence, Inc. to Install a Solar Powered Electric Gate at James Monroe Middle School

BACKGROUND INFORMATION: The entrance to James Monroe Middle School is managed by a manually operated, wheeled gate. This gate is opened in the morning, and remains open for the duration of the school day. The gate is difficult to open, and risks injury to district employees due to the wheel running over a foot or back injury when the gate jams. In addition, concerns have been raised about the fact that the gate remains open during the school day, as this could be a safety issue for the facility. However, it is not feasible for personnel entering the school to leave their vehicle, open the gate, drive through the gate, leave the vehicle again, and close the gate each time someone needs entrance to the school.

CURRENT CONSIDERATIONS: In order to mitigate site and personnel safety concerns, the district has received an estimate for a solar powered electric gate to replace the manual gate at James Monroe Middle School. The gate will be operated with electronic receivers managed by the site administration. After conversation with personnel at the Self Insured Schools Insurance (SISC) Safety Credit Program, it is anticipated that this will meet the requirements for safety credit usage.

FINANCIAL IMPLICATIONS: The estimate for this gate is \$27,755. The SISC Safety Credit Fund will pay for \$22,883 of this cost. The remaining \$4,872 will be funded by Fund 14, Deferred Maintenance.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the district contract with Econo Fence, Inc. to install the solar powered gate at James Monroe Middle School.

ECONO FENCE INC.

5261 PEDLEY ROAD, RIVERSIDE, CA 92509

PH: (951) 685-5000 • FAX: (951) 360-8685

LICENSE NO. 337734 (Exp. 9-30-19) DIR # 1000001395

BID FORM

10/11/2018

DATE

JAMES MONROE MS - AUTO GATE SYSTEM

PROJECT

1

NO. OF PAGES

CONTACT: **Bob Finch-Project Manager**

PHONE: (951) 685-5000 Ext. 107

FAX: (951) 360-8685

E-MAIL: bfinch@econofenceinc.com

TO: Sierra Sands USD Maintenance & Ops

rcoit@ssusd.org

ATTENTION: Randy Coit

PLANS YES ☒ NO ☐

SPECS YES ☒ NO ☐

UNION (Laborers) YES ☒ NO ☐

INSTALLED YES ☒ NO ☐

TAX INCLUDED YES ☒ NO ☐

PREVAILING WAGE YES ☒ NO ☐

PHONE-FAX-WALK-EMAIL YES ☒ NO ☐

Bonds Available at Rate of 1.5 - 2.0%

SBE CERTIFICATION #1585500

DVBE/WBE/MBE YES ☐ NO ☒

ADDENDUMS NOTED YES ☐ NO ☒

None

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENTION
RFQ	1. Remove Existing Gate. Install New Gate Concrete V-Track Foundation, Concrete Operator Pad Solar Panel Collector Post	1	Lump Sum	\$6,720.00
	2. Provide/Install Attached Auto Gate System	1	Lump Sum	\$21,035.00

NOTE: PRICES GOOD FOR "30 DAYS" AND ONLY IF AVAILABLE AT THE TIME ORDER IS PLACED

CLARIFICATIONS:

Terms: Each "Bid Form-Proposal:" is included in the Agreement/Contract related upon signature(s). We are allowed to preset our post(s), where occurs, before any concrete is installed. Sleeves provided by Econo and properly set by others. V-track for slide gates supplied by Econo and properly set by others. Special order material is non-refundable. P & P Bonds are paid direct or as a change order. Bond change orders are paid with the first months billing (no retention).

EXCLUSIONS:

Clearing, Grading, Surveying, Removals (Unless noted), Core-Drilling, Underground Utility Repairs, Mow Strip, Concrete Ribbon, Bonds, Permits, Spoil Removals, Angle and I-Beam Supports, Conduits, Wiring, Engineering/Calculations, Temp. Fence, Knox Boxes, Signs, All Elec. Grounding, Traffic Control, Gate Motors. (Unless noted otherwise) Builders Risk & Excessive Liability Insurance excluded., All SWPPP, Pollution Liab., Wharf & Railroad Ins. & other insurances pertaining to LEED.

UNITSITEMS

1	Max 2200DC high traffic commercial brushless DC slide gate operator with battery back-up
1	SEC-E-931-S50RRGQ Enforcer reflective photo eye with reflector
1	MIL-ME120-2E-05-C-T2 5' reversing gate edge
1	MIL-RB-K10 Rband monitored gate edge kit with transmitter and receiver
1	Pair of vehicle reversing loops
1	Vehicle open loop
2	Diablo DSP7-LP mini loop detectors
2	Max ELD external loop detector harnesses
1	Liftmaster 850LM radio receiver
1	Coaxial antenna kit
30	Liftmaster 811LM single button radio transmitters
1	Fire department Knox 3502 emergency access keyswitch
1	2 3/8" x 14' Sch 40 solar panel post, set in concrete
1	85watt/24volt solar panel
1	30amp charge controller
2	35amp/12volt batteries

Exclusions:

- * Electrical power
- * Control wiring and conduit

10. CONSTRUCTION ADMINISTRATION

10.3 Approval to Enter into a Purchase Order with Emergency Lighting Equipment Service Co., Inc. (ELESCO) to Perform Preventative Maintenance on the Inverters at Murray Middle School and Burroughs High School

BACKGROUND INFORMATION: As part of the construction/modernization of Murray Middle School and Burroughs High School, inverters were installed to ensure the operation of outdoor lighting in the event of a power outage.

CURRENT CONSIDERATIONS: It is necessary to service these inverters on a bi-annual basis in order to keep them functioning properly. The district maintenance department does not have the expertise to service them or the ability to procure replacement parts for the inverters when necessary. ELESCO is the factory representative for the inverters, and the company that performed start-up on them for the district. Using an alternate vendor to perform the maintenance is not an option.

FINANCIAL IMPLICATIONS: The bi-annual cost for performing routine and preventative maintenance on the inverters is \$9,000 for a total annual cost of \$18,000. This will be funded out of Fund 14, Deferred Maintenance.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the district contract with ELESCO to perform routine and preventative maintenance on the inverters.

Emergency Lighting Equipment Service Co., Inc.

170 McCormick Avenue
Costa Mesa, CA 92626
714.673.6600 - 714.673.6607

Estimate

Date	Estimate #
10/16/2018	8018916Q

Name / Address
Sierra Sands Unified School District 113 Felspar Street Ridgecrest, CA 93555 760-499-1605 ~ 760-375-4562 cshoaf@ssusd.org

Ship To
Burroughs High School 500 E French Avenue Ridgecrest, CA 93555

P.O. No.	Terms	Rep	FOB	Project
	Net 30	RG	CM	Burroughs High Sch...

Item	Description	Qty	Rate	Total
Prevailing Wage ...	Semi Annual Preventative Maintenance Visit 1 tech, 4 days-Layover Preventative Maintenance-Cleaning-Testing-Calibration of Life Safety System Prevailing Wage Subject to DIR Regulation Emergency Lighting Equipment Service Co., Inc. Registration number 1000003551 Serial: 94226L1-1 Part: E-1150RPHE Battery: CG12105E (4) 06/16 Location: Girls Gym Locker Room, Coaches Office Serial: 94226L1-2 Part: E-1150RPHE Battery: CG12105E (4) 06/16 Location: Bldg M - IDF/Electrical Room Serial: 94226L3-3 Part: E-1300RPHE Battery: CG12105E (8) 06/16 Location: Library Storage Room Serial: 94226L5-1	1	5,800.00	5,800.00

Sales Tax (8.25%)

Total

Signature _____

Phone #	Fax #	E-mail	Web Site
714-673-6600	714-673-6607	service@elesco.us	www.elesco.us

Emergency Lighting Equipment Service Co., Inc.

170 McCormick Avenue
Costa Mesa, CA 92626
714.673.6600 - 714.673.6607

Estimate

Date	Estimate #
10/16/2018	8018916Q

Name / Address
Sierra Sands Unified School District 113 Felspar Street Ridgecrest, CA 93555 760-499-1605 ~ 760-375-4562 cshoaf@ssusd.org

Ship To
Burroughs High School 500 E French Avenue Ridgecrest, CA 93555

P.O. No.	Terms	Rep	FOB	Project
	Net 30	RG	CM	Burroughs High Sch...

Item	Description	Qty	Rate	Total
	Part: E-1500RPHD Battery: CG12105E (12) 11/16 Location: Bldg G IDF/Inverter Room Serial: 94226L1-3 Part: E-1150RPHE Location: Boys Locker Room Battery: CG12105E (4) 7/7/17 Serial: 94226L2-1 Part: E-1225RPHB Location: Gym Storage 3 Battery: CG12105E (6) 7/17 Serial: 94226L2-2 Model: 6-E-2-S-BD2008-A-E-H-I-M-S-T Part: E-1225RPHB Location: Bldg N Workroom Battery: CG12105E (6) 8/17 Serial: 94226L2-3 Model: 6-E-2-S-BD2008-A-6-H-I-M-S-T Part: E-1225RPHB Location: MDF Inverter Room Battery: CG12105E (6) 7/17			

Sales Tax (8.25%)

Total

Signature _____

Phone #	Fax #	E-mail	Web Site
714-673-6600	714-673-6607	service@elesco.us	www.elesco.us

Emergency Lighting Equipment Service Co., Inc.

170 McCormick Avenue
Costa Mesa, CA 92626
714.673.6600 - 714.673.6607

Estimate

Date	Estimate #
10/16/2018	8018916Q

Name / Address
Sierra Sands Unified School District 113 Felspar Street Ridgecrest, CA 93555 760-499-1605 ~ 760-375-4562 cshoaf@ssusd.org

Ship To
Burroughs High School 500 E French Avenue Ridgecrest, CA 93555

P.O. No.	Terms	Rep	FOB	Project
	Net 30	RG	CM	Burroughs High Sch...

Item	Description	Qty	Rate	Total
	Serial: 94226L4-1 Model: 6-E-4-S-BD2008-A-E-H-I-M-S-T Part: E-1375RPHC Location: Bldg C IDF Room C-2 Battery: CG12105E (10) 9/17 Serial: 94226L5-1 Model: 6-E-5-S-BD2008-A-E-H-I-M-S-T Part: E-1500RPHO Location: Bldg G Data G54 Battery: CG12105E (12) 11/16 Serial: 94226L5-2 Model: 6-E-5-S-BD2008-A-E-H-I-M-S-T Part: E-1500RPHO Location: Bldg D Electrical Low Voltage Room D-3 Battery: CG12105E (12) 8/17 Serial: 94226L5-3 Model: 6-E-5-S-BD2008-A-E-H-I-M-S-T Part: E-1500RPHO Location: Bldg L Electrical Low Voltage L-2 Battery: CG12105E (12) 8/17			

Sales Tax (8.25%)

Total

Signature _____

Phone #	Fax #	E-mail	Web Site
714-673-6600	714-673-6607	service@elesco.us	www.elesco.us

Emergency Lighting Equipment Service Co., Inc.

170 McCormick Avenue
Costa Mesa, CA 92626
714.673.6600 - 714.673.6607

Estimate

Date	Estimate #
10/16/2018	8018916Q

Name / Address
Sierra Sands Unified School District 113 Felspar Street Ridgecrest, CA 93555 760-499-1605 ~ 760-375-4562 cshoaf@ssusd.org

Ship To
Burroughs High School 500 E French Avenue Ridgecrest, CA 93555

P.O. No.	Terms	Rep	FOB	Project
	Net 30	RG	CM	Burroughs High Sch...

Item	Description	Qty	Rate	Total
	Serial: 94226L6-1 Model: 6-E-7-S-BD2010-A-E-H-I-M-S-T Part: E-1800RPHF Location: Stadium Block House Inverter Room Battery: CG12105E (20) 7/17 Serial: 94226L3-1 Model: 6-E-3-S-BD2008-A-E-H-I-M-S-T Part: E-1300RPHE Location: Pac Bldg Data/Telecom Room Battery: CG12105E (8) 2/18 Serial: 94226L3-2 Model: 6-E-3-S-BD2008-A-E-H-IM-S-T Part: E-1300RPHE Location: Bldg A Old Admin Room Battery: CG12105E (8) 2/18 Serial: 94226L7-1 Model: 6-E-9-S-BD2010-A-E-H-I-M-S-T Part: E-2125RPHD Location: New Admin Bldg Registrar's Office Storage Battery: CG12105E (30) 2/18 Serial: 94226L1-5			

Sales Tax (8.25%)

Total

Signature _____

Phone #	Fax #	E-mail	Web Site
714-673-6600	714-673-6607	service@elesco.us	www.elesco.us

Emergency Lighting Equipment Service Co., Inc.

170 McCormick Avenue
Costa Mesa, CA 92626
714.673.6600 - 714.673.6607

Estimate

Date	Estimate #
10/16/2018	8018916Q

Name / Address
Sierra Sands Unified School District 113 Felspar Street Ridgecrest, CA 93555 760-499-1605 ~ 760-375-4562 cshoaf@ssusd.org

Ship To
Burroughs High School 500 E French Avenue Ridgecrest, CA 93555

P.O. No.	Terms	Rep	FOB	Project
	Net 30	RG	CM	Burroughs High Sch...

Item	Description	Qty	Rate	Total
	Model: 6-E-1-S-BD2008-A-E-H-I-M-S-T Part: E-1150RPHE Location: Bldg F Inverter Room Battery: CG12105E (4) 2/18 Contact: Randy Coit 760-499-1870 Note: This is a per service cost; estimate does not include replacement parts. We recommend PM service every 6 months to protect your investment. Thank you, Roy Gutierrez			

Sales Tax (8.25%) \$0.00

Total \$5,800.00

Signature _____

Phone #	Fax #	E-mail	Web Site
714-673-6600	714-673-6607	service@elesco.us	www.elesco.us

Emergency Lighting Equipment Service Co., Inc.

170 McCormick Avenue
Costa Mesa, CA 92626
714.673.6600 - 714.673.6607

Estimate

Date	Estimate #
10/16/2018	8018917Q

Name / Address
Sierra Sands Unified School District 113 Felspar Street Ridgecrest, CA 93555 760-499-1605 ~ 760-375-4562 cshoaf@ssusd.org

Ship To
Murray Middle School 200 E Drummond Ridgecrest, CA 93555

P.O. No.	Terms	Rep	FOB	Project
	Net 30	RG	CM	Murray Middle School

Item	Description	Qty	Rate	Total
Prevailing Wage ...	Semi Annual Preventative Maintenance Visit Preventative Maintenance-Cleaning-Testing-Calibration of Life Safety System Prevailing Wage Subject to DIR Regulation Emergency Lighting Equipment Service Co., Inc. Registration number 1000003551 Serial: 97637L1-1 Part: E-1300SPHA Battery: CG12105E (8) 04/17 Location: Bldg A1 Electrical Room Serial: 97637L1-2 Part: E-1300SPHA Battery: CG12105E (8) 04/17 Location: Bldg L Electricalr Room Serial: 97637L1-3 Part: E-1300SPHA Battery: CG12105E (8) 04/17 Location: Bldg D3 Electrical Room Serial: 97637L1-4 Part: E-1300SPHA	1	3,200.00	3,200.00

Sales Tax (8.25%)

Total

Signature _____

Phone #	Fax #	E-mail	Web Site
714-673-6600	714-673-6607	service@elesco.us	www.elesco.us

Emergency Lighting Equipment Service Co., Inc.

170 McCormick Avenue
Costa Mesa, CA 92626
714.673.6600 - 714.673.6607

Estimate

Date	Estimate #
10/16/2018	8018917Q

Name / Address
Sierra Sands Unified School District 113 Felspar Street Ridgecrest, CA 93555 760-499-1605 ~ 760-375-4562 cshoaf@ssusd.org

Ship To
Murray Middle School 200 E Drummond Ridgecrest, CA 93555

P.O. No.	Terms	Rep	FOB	Project
	Net 30	RG	CM	Murray Middle School

Item	Description	Qty	Rate	Total
	Battery: CG12105E (8) 04/17 Location: Bldg D3 Electrical Room Serial: 97637L2-1 Part: E-1500SPHA Battery: CG12105E (12) 04/17 Location: Bldg D2 Electric Room Serial: 97637L2-2 Part: E-1500SPHA Location: Gym Electrical Room Battery: CG12105E (12) 5/17 Contact: Randy Coit 760-499-1870 Note: This is a per service cost; estimate does not include replacement parts. We recommend PM service every 6 months to protect your investment. Thank you, Roy Gutierrez			

Sales Tax (8.25%) \$0.00

Total \$3,200.00

Signature _____

Phone #	Fax #	E-mail	Web Site
714-673-6600	714-673-6607	service@elesco.us	www.elesco.us

10. CONSTRUCTION ADMINISTRATION

10.4 Approval to Enter into a Purchase Order with Ridgecrest Moving & Storage to Move Boxes from the Basement of the Old Murray Middle School

BACKGROUND INFORMATION: As part of the demolition of the old Murray Middle School (MMS), it was agreed that the district would move approximately 1,000 boxes of records, and the shelving being used to hold them, from a basement located under the old Murray Middle School administration building. The demolition is nearly complete, and this remains one of the final tasks to be completed.

CURRENT CONSIDERATIONS: An estimate was received from Ridgecrest Moving & Storage to palletize and move approximately 1,000 boxes of records from the old Murray Middle School to a room at the back end of the SELPA building in the Sierra Vista Education Center. In addition to moving the boxes, Ridgecrest Moving & Storage will disassemble, relocate, and reassemble the shelving used to house the records.

FINANCIAL IMPLICATIONS: The one-time cost for this effort is estimated to be \$10,900. Funding will be DoD grant funding.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the district enter into a purchase order with Ridgecrest Moving & Storage to move boxes from the old MMS to the Sierra Vista Center.

RIDGECREST MOVING AND STORAGE

OFFICE MOVE ESTIMATE

COMPANY NAME S.S.U.S.D.
CONTACT Randy Coit PHONE 760 375-4133
FAX 760 375-7918

FROM old Murray Jr. High
E. myokern Rd

TO Sierra Vista Center
N. Downs

ITEMS

DESKS
FILE CAB.
SAFE FILE
TABLES
CHAIRS
BOOKCASES

BOXES
PARTITIONS
CABINETS
COMPUTERS

JOB DESCRIPTION:

move 1000 file boxes from basement to SVC
pallet file boxes
reassemble and disassemble metal shelves
re stack file boxes on metal shelves

MATERIALS COST 500.00

ESTIMATED TIME: 5 MEN 160 HRS

ESTIMATED LABOR COST: 10,400

ESTIMATED TOTAL COST: 10,900

ESTIMATOR Eric Armstrong DATE 10/23/18

10. CONSTRUCTION ADMINISTRATION

- 10.5 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 115512, Awarded to Stanton Utilities, Inc. to Provide Construction Services for the Plumbing Bid Package in the Amount of \$906,000.00, which was Amended by Change Orders #1 through 11, Amounting to \$393,422.75 for a Total Final Contract Amount of \$1,299,422.75
-

BACKGROUND INFORMATION: On January 21, 2016, the district contracted with Stanton Utilities, Inc. to provide construction services to fulfill the work included in the plumbing bid package toward the completion of the Burroughs High School Modernization. This project is complete and all areas are in daily use.

CURRENT CONSIDERATIONS: The final step in completion of this contractual obligation is to file a Notice of Completion for this project with the County of Kern, in accordance with Government Code section 9200 et seq, which declares the contract is complete. Board of Education approval is required to complete this process. The Inspector of Record, Mr. Jeff Roberson, and the district architect, Mr. Kevin Boots, concur that the plumbing bid package is complete and meets all City of Ridgecrest and Kern County building codes as well as standards established by the Division of the State Architect (DSA) and the Sierra Sands Unified School District.

FINANCIAL IMPLICATIONS: There is no cost to take this action, however, as completed this project was provided a total cost of \$1,299,422.75.

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the board approve the Notice of Completion for the Burroughs High School Modernization general facilities bid package.

RECORDING REQUESTED BY:
SIERRA SANDS UNIFIED SCHOOL DISTRICT

AND WHEN RECORDED, MAIL TO:
SIERRA SANDS UNIFIED SCHOOL DISTRICT
ATTN: PURCHASING
113 FELSPAR AVE
RIDGECREST, CA 93555

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is **SIERRA SANDS UNIFIED SCHOOL DISTRICT**.
3. The full address of the owner is: **113 FELSPAR AVE., RIDGECREST, CA 93555**
4. The nature of the interest or estate of the undersigned is (e.g. fee, leasehold, joint tenancy, etc.):
The District owns the improvements that are the subject of this Notice and is leasing the underlying ground from the United States Navy.
5. A work of improvement on the property hereinafter described was completed and accepted by the SSUSD Board of Education on **November 15, 2018**
The work done was: **PLUMBING**
DSA Application #: **03-115512**
6. The name of the original contractor, if any, on such work of improvement was:
STANTON UTILITIES, INC. Bid Package: **01110.16**
7. The address of the contractor is: **10580 BEACH BLVD, STANTON, CA 90680**
8. The property on which said work of improvement was completed is in the **City of Ridgecrest, County of Kern, State of California**, and is described as follows:
SSUSD BURROUGHS HIGH SCHOOL
9. The Street address of said property is:
500 FRENCH AVENUE
RIDGECREST, CA 93555

Dated: _____

By: _____
Ernest Bell, Jr. - SSUSD Superintendent

VERIFICATION OF OWNERS

I, the undersigned, say: I am Superintendent for the SIERRA SANDS UNIFIED SCHOOL DISTRICT. I have read said Notice of Completion and certify that the same is true of my own knowledge. I declare, under penalty of perjury, that the foregoing is true and correct.

Ernest Bell, Jr. - SSUSD Superintendent

Date

10. CONSTRUCTION ADMINISTRATION

- 10.6 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 115512, Awarded to First Responder Fire Protection, Corp. to Provide Construction Services for the Fire Protection Bid Package in the Amount of \$192,000.00, which was Amended by Change Orders #1 through 2, Amounting to <\$59,000.00> for a Total Final Contract Amount of \$133,000.00

BACKGROUND INFORMATION: On March 4, 2016, the district contracted with First Responder Fire Protection, Corp. to provide construction services to fulfill the work included in the fire protection bid package toward the completion of the Burroughs High School modernization. This project is complete and all areas are in daily use.

CURRENT CONSIDERATIONS: The final step in completion of this contractual obligation is to file a Notice of Completion for this project with the County of Kern, in accordance with Government Code section 9200 et seq, which declares the contract is complete. Board of Education approval is required to complete this process. The Inspector of Record, Mr. Jeff Roberson, and the district architect, Mr. Kevin Boots, concur that the fire protection bid package is complete and meets all City of Ridgecrest and Kern County building codes as well as standards established by the Division of the State Architect (DSA) and the Sierra Sands Unified School District.

FINANCIAL IMPLICATIONS: There is no cost to take this action, however, as completed this project was provided at a total cost of \$133,000.00.

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the board approve the Notice of Completion for the Burroughs High School Modernization general facilities bid package.

RECORDING REQUESTED BY:
SIERRA SANDS UNIFIED SCHOOL DISTRICT

AND WHEN RECORDED, MAIL TO:
SIERRA SANDS UNIFIED SCHOOL DISTRICT
ATTN: PURCHASING
113 FELSPAR AVE
RIDGECREST, CA 93555

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is **SIERRA SANDS UNIFIED SCHOOL DISTRICT**.
3. The full address of the owner is: **113 FELSPAR AVE., RIDGECREST, CA 93555**
4. The nature of the interest or estate of the undersigned is (e.g. fee, leasehold, joint tenancy, etc.):
The District owns the improvements that are the subject of this Notice and is leasing the underlying ground from the United States Navy.
5. A work of improvement on the property hereinafter described was completed and accepted by the SSUSD Board of Education on **November 15, 2018**
The work done was: **FIRE PROTECTION**
DSA Application #: **03-115512**
6. The name of the original contractor, if any, on such work of improvement was:
FIRST RESPONDER FIRE PROTECTION, CORP. Bid Package: **01110.15**
7. The address of the contractor is: **19146 STARE STREET, NORTHRIDGE, CA 91324**
8. The property on which said work of improvement was completed is in the **City of Ridgecrest, County of Kern, State of California**, and is described as follows:
SSUSD BURROUGHS HIGH SCHOOL
9. The Street address of said property is:
500 FRENCH AVENUE
RIDGECREST, CA 93555

Dated: _____

By: _____
Ernest Bell, Jr. - SSUSD Superintendent

VERIFICATION OF OWNERS

I, the undersigned, say: I am Superintendent for the SIERRA SANDS UNIFIED SCHOOL DISTRICT. I have read said Notice of Completion and certify that the same is true of my own knowledge. I declare, under penalty of perjury, that the foregoing is true and correct.

Ernest Bell, Jr. - SSUSD Superintendent

Date

10. CONSTRUCTION ADMINISTRATION

- 10.7 Notice of Completion of Contract – Burroughs High School Modernization Project – DSA Application Number 116826, Awarded to CLS Constructors, Inc. to Provide Construction Services for the Phase 2 Concrete Site Work Bid Package in the Amount of \$829,000.00, which was Amended by Change Orders #1 through 2, Amounting to \$9,999.99 for a Total Final Contract Amount of \$838,999.99
-

BACKGROUND INFORMATION: On March 9, 2017, the district contracted with CLS Constructors Inc. to provide construction services to fulfill the work included in the Phase 2 Concrete Site Work bid package toward the completion of the Burroughs High School Modernization. This project is complete and all areas are in daily use.

CURRENT CONSIDERATIONS: The final step in completion of this contractual obligation is to file a Notice of Completion for this project with the County of Kern, in accordance with Government Code section 9200 et seq, which declares the contract is complete. Board of Education approval is required to complete this process. The Inspector of Record, Mr. Jeff Roberson, and the district architect, Mr. Kevin Boots, concur that the Phase 2 Concrete Site Work bid package is complete and meets all City of Ridgecrest and Kern County building codes as well as standards established by the Division of the State Architect (DSA) and the Sierra Sands Unified School District.

FINANCIAL IMPLICATIONS: There is no cost to take this action, however, as completed this project was provided at a total cost of \$838,999.99.

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the board approve the Notice of Completion for the Burroughs High School Modernization general facilities bid package.

RECORDING REQUESTED BY:
SIERRA SANDS UNIFIED SCHOOL DISTRICT

AND WHEN RECORDED, MAIL TO:
SIERRA SANDS UNIFIED SCHOOL DISTRICT
ATTN: PURCHASING
113 FELSPAR AVE
RIDGECREST, CA 93555

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is **SIERRA SANDS UNIFIED SCHOOL DISTRICT**.
3. The full address of the owner is: **113 FELSPAR AVE., RIDGECREST, CA 93555**
4. The nature of the interest or estate of the undersigned is (e.g. fee, leasehold, joint tenancy, etc.):
The District owns the improvements that are the subject of this Notice and is leasing the underlying ground from the United States Navy.
5. A work of improvement on the property hereinafter described was completed and accepted by the SSUSD Board of Education on **November 15, 2018**
The work done was: **PHASE 2 CONCRETE SITE WORK**
DSA Application #: **03-116826**
6. The name of the original contractor, if any, on such work of improvement was:
CLS CONSTRUCTORS, INC. Bid Package: **027-70**
7. The address of the contractor is: **21935 VAN BUREN ST #B7, GRAND TERRACE, CA 92313**
8. The property on which said work of improvement was completed is in the **City of Ridgecrest, County of Kern, State of California**, and is described as follows:
SSUSD BURROUGHS HIGH SCHOOL
9. The Street address of said property is:
500 FRENCH AVENUE
RIDGECREST, CA 93555

Dated: _____

By: _____
Ernest Bell, Jr. - SSUSD Superintendent

VERIFICATION OF OWNERS

I, the undersigned, say: I am Superintendent for the SIERRA SANDS UNIFIED SCHOOL DISTRICT. I have read said Notice of Completion and certify that the same is true of my own knowledge. I declare, under penalty of perjury, that the foregoing is true and correct.

Ernest Bell, Jr. - SSUSD Superintendent

Date

11. BUSINESS ADMINISTRATION

11.1 Approval to Enter into a Purchase Order with Cooperative Strategies for Long Range Facilities Master Planning Services

BACKGROUND INFORMATION: A Facilities Master Plan is used by school districts as the basis for planning educational facilities to meet the needs of the district, and to assist in the allocation of facility resources to achieve the district's goals and objectives. In 2006, the district completed a Long Range Facilities Master Plan (LRFMP) that was intended to support the district for the subsequent ten years. In June 2018, the board approved a Request for Proposal (RFP) to solicit proposals in support of facilities master planning services.

CURRENT CONSIDERATIONS: A Request for Proposal (RFP) was issued in June 2018 for LRFMP services. Four firms responded to that proposal; three firms were non-responsive, and the fourth bid was extremely high (~\$300K). The district chose to non-select and re-issue the RFP with clarification on the requirement for a fixed price. After research was conducted on firms that might be interested in submitting a proposal, a second RFP was issued in August 2018 and directly mailed to 17 firms. The district received five proposals, two of which were determined to be non-responsive. The three remaining proposals were evaluated and ranked. Participating in the proposal evaluation process were Assistant Superintendent of Business Services, Pamela Smith; and a representative from Government Financial Strategies, Jonathan Edwards. Interviews were then conducted with each of the three ranked firms. Participating in the interview process were Superintendent, Ernie Bell; Assistant Superintendent of Human Resources, Dave Ostash; Assistant Superintendent of Business Services, Pamela Smith; Director of Facilities, Maintenance, and Grounds, Randy Coit; Director of Finance, Lori McGuire; and a representative from Government Financial Strategies, Jonathan Edwards. At the conclusion of the evaluation and interview process, Cooperative Strategies was selected as the firm most responsive to the district's requirements.

FINANCIAL IMPLICATIONS: The amount of this proposal is \$159,000. It is the intent of the district to remove a demographic and enrollment analysis from the effort, which will result in a \$12,000 savings. The amount of this contract will therefore be \$147,000. Funding for this effort will come from Fund 25, Developer Fees.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the contract with Cooperative Strategies for long range facilities master planning services be awarded.



SIERRA SANDS
UNIFIED SCHOOL DISTRICT

Pamela P. Smith
Asst. Superintendent of Business

113 W. Felspar Avenue • Ridgecrest, CA • 93555 • 760 499-1604 •
Website: www.ssusd.org

October 29, 2018

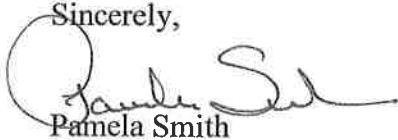
Cooperative Strategies
8955 Research Drive
Irvine, CA 92618

Re: Request for Proposal Review
Planning and Preparation of Long Range Facilities Master Plan

Dear Mr. Ferchaw:

Sierra Sands Unified School District ("District") received and assessed the proposals submitted for the above referenced project ("Project"). The District is pleased to inform you that the District's assessment team identified your firm as providing the proposal that best meets the needs of the District, as set forth in the Request for Proposal package. Thus, District staff will recommend that the District Board award a contract to your firm, pursuant to the terms of the Request for Proposal documents. If the District Board instructs staff to enter into a Project contract with your firm, we will contact you with further information. In the meantime, if you have any questions, please email me at psmith@ssusd.org.

Sincerely,



Pamela Smith

Asst. Supt. of Business & Support Services

Board of Education

Amy Castillo Covert • Tim Johnson • Bill Farris • Kurt Rockwell • Michael Scott



COOPERATIVE
STRATEGIES

COMPLETE FINANCIAL & DEMOGRAPHIC PLANNING FOR EDUCATION

SIERRA SANDS UNIFIED SCHOOL DISTRICT

PROPOSAL TO PROVIDE PLANNING AND PREPARATION OF LONG-RANGE FACILITIES MASTER PLAN

SEPTEMBER 28, 2018

PREPARED FOR:

Sierra Sands Unified School District
113 W. Felspar Avenue
Ridgecrest, CA 93555
T 760.499.1604

PREPARED BY:

Cooperative Strategies
8955 Research Drive
Irvine, CA 92618
T 844.654.2421

FEES

The proposed fee for Cooperative Strategies to perform the services as described in Section II of this Proposal is outlined in the table below.

Activity	Proposed Fee (Inclusive of Expenses)
I. Planning Process <i>(Includes one (1) meeting via WebEx)</i>	\$1,000
II. Coordination of FMPC <i>(Includes four (4) meetings of the FMPC)</i>	\$20,000
III. Community Outreach <i>(Includes two (2) back-to-back (evening and following morning) community forums)</i>	\$15,000
IV. Demographics, Capacity, and Utilization Analysis <i>(Includes a Board update)</i>	\$12,000
V. Educational and Maintenance Specifications <i>(Includes two (2) meetings)</i>	\$23,000
VI. Facilities Equity Study	Included in Conditions Assessment
VII. Existing Conditions Assessment	\$66,000
VIII. Technology Readiness	Included in Conditions Assessment
IX. Future Facilities Needs and Alternatives Assessment <i>(Includes one (1) meeting)</i>	\$10,000
X. Cost Estimates	\$2,000
XI. Preparation of a Final Digital Facilities Master Plan <i>(Includes one (1) Board meeting)</i>	\$10,000
Project Total	\$159,000

12. CONSENT CALENDAR

12.1 Approval of “A” and “B” Warrants

CURRENT CONSIDERATIONS: “A” and “B” warrants released in October 2018 are submitted for approval. “A” warrants totaled \$3,201,011.33. “B” warrants totaled \$1,587,982.33.

FINANCIAL IMPLICATIONS: Warrants were issued as stated.

SUPERINTENDENT’S RECOMMENDATION: Approve “A” and “B” warrants for October 2018 as presented.

This list represents the "A" and "B" warrants released during the month of **OCTOBER 2018**
The "A" and "B" warrant registers are available in the business office for your review.

RECOMMENDED ACTION: Approve "A" and "B" warrants as presented.

"A" WARRANTS

<u>Type of Payroll</u>	<u>Amount</u>
End of month certificated	\$2,247,974.08
End of month classified	\$768,780.35
10th of month certificated	\$92,845.48
10th of month classified	\$68,959.67
15th of month certificated	\$22,451.75
15th of month classified	\$0.00
Total "A" Warrants	\$3,201,011.33

"B" WARRANTS

<u>Register Number</u>	<u>Amount</u>
Batch 86	\$ 60,957.83
Batch 87	\$ 28,206.31
Batch 89	\$ 40,779.77
Batch 90	\$ 124,891.36
Batch 91	\$ 84,756.90
Batch 92	\$ 140,125.91
Batch 93	\$ 66,441.59
Batch 94	\$ 34,158.35
Batch 95	\$ 2,618.87
Batch 96	\$ 22,497.45
Batch 97	\$ 38,700.51
Batch 98	\$ 74,411.23
Batch 99	\$ 79,045.86
Batch 100	\$ 463,835.34
Batch 102	\$ 884.09
Batch 103	\$ 101,186.68
Batch 104	\$ 52,496.01
Batch 105	\$ 1,926.94
Batch 106	\$ 3,365.35
Batch 107	\$ 63,941.56
Batch 108	\$ 37,387.71
Batch 109	\$ 62,247.92
Batch 111	\$ 3,118.79
Total "B" Warrants	\$ 1,587,982.33